

LEIGH PARISH COUNCIL

MINUTES OF THE LEIGH ANNUAL PARISH COUNCIL MEETING HELD REMOTELY VIA ZOOM MONDAY 4TH MAY 2020 AT 8.00PM

PRESENT: Cllr J. Kaye (Chairman), Cllr R. Britain, Cllr R. Lake, Cllr G. Marchant (from 8.35pm), Cllr G. Rogers, Cllr S. Satterley and Cllr S. Smith
APOLOGIES: Cllr P. Croft and Cllr B. Skipper
IN ATTENDANCE: Mrs L. Kleinschmidt (Clerk). County Cllr Lake and District Cllr Osborne-Jackson attended the meeting for the Open Session only.

The Clerk advised that the meeting will be recorded.

Closed Session

1. a. Election of Chairman for year 2020/21

Cllr Rogers proposed that Cllr Kaye be re-elected as Chairman for the year 2020/21. This was seconded by Cllr Satterley and there were no other nominations. Members unanimously voted to accept the proposal. Cllr Kaye said that he was willing to stand and was duly re-elected.

b. To receive Chairman's Declaration of Acceptance of Office

The Clerk said that Cllr Kaye's Chairman's Declaration of Acceptance of Office will be signed and returned when the Parish Council is able to meet in public again.

2. Election of Vice-Chairman for year 2020/21

Cllr Satterley proposed that Cllr Smith be re-elected as Vice-Chairman for the year 2020/21. This was seconded by Cllr Lake and there were no other nominations. Members unanimously voted to accept the proposal. Cllr Smith said that she is willing to stand and was duly re-elected.

Open Session

Report by County Cllr Lake

County Cllr Lake reported that he has been asked for local statistics for the coronavirus. These are:

South-east cases at 1 st May	16,128
Kent cases at 1 st May	3,232
Kent & Medway deaths at 1 st May	572
Kent & Medway care home deaths 10-24 th April	98

C.Cllr Lake said that he hopes to have updated figures again next month. C.Cllr Lake reported that household waste and recycling centres will be re-opened when it is safe to do so. KCC will ensure that the centres have suitable safeguarding policies and PPE for staff, and there will be a coordinated approach with neighbouring authorities. There has to be clear guidance from the Secretary of State about what is classified as essential travel. Demand for PPE remains high, especially as Kent has a huge number of care homes. The army carried out an inspection of PPE storage facilities and Kent's was classified as very good. 500+ separate deliveries of PPE have been made to care homes across Kent. The items have been free of charge. KCC is supporting the Citizens Advice Bureau in Edenbridge & Westerham with a grant of £5000. C.Cllr Lake said that he is still happy to support the Leigh Pavilion refurbishment project. Cllr Rogers said that the committee is keen to submit an application and the Parish Council will be discussing Terms of Reference for the committee tonight and will discuss opening a bank account, then the committee will be in a position to apply for the grant. C.Cllr Lake agreed to reserve £3,000 to £5,000 for this project in his member's fund. C.Cllr Lake said that he will be writing to all the primary schools in his ward to offer funding to help students when they return to school. He has sent the KCC Coronavirus Support Guide to the Clerk, this is a comprehensive guide and gives some very useful information. Clerk to distribute and post on the website, and C.Cllr Lake undertook to forward updated versions when received.

(County Cllr Lake left the meeting at 8.15pm)

Report by District Cllr Osborne-Jackson

District Cllr Osborne-Jackson reported the Dr Pav Ramewal, the Chief Executive of SDC, has provided the following report: "Our shielded persons list now stands at 3,212 which is an increase of 44 since my last email on Friday. This meant there were 16 more requests for a Government food parcel over the weekend. Colleagues spoke with each of these people over the weekend to assess whether they had any immediate needs that the Council or local volunteers could assist with. At the time of the last update on 1 May, 663 people were asking for a weekly delivery of food and provisions from Government. This now stands at 680 people, an increase of 17. Between Friday and Sunday the Council provided 14 emergency food parcels to residents across the District, taking the total for the last week to 27. **Support for businesses** - progress continues to be made in getting business rate relief and grants to eligible local businesses. At the end of the weekend the Council had awarded 1,627 businesses a total of £19.9m in relief and grants. This accounts for approximately 79% of all eligible businesses and 87.7% of the £22.7m of funding allocated to us by Government. Small business rate relief totalling £11.96m has been granted to 1,196 businesses. £10,000 grants for retail, hospitality and leisure businesses totalling £1.89m has been awarded to 189 businesses. £25,000 grants for retail, hospitality and leisure businesses totalling £6.05m has been awarded to 242 businesses. **Support for residents** - the number of volunteers registered remains at 1,426. The number of requests for support from volunteers and groups across our District has increased to a total of 1,256 since the scheme started. Last week we received a total of 94 new requests for support from a volunteer, an average of about 13 each day. The **crowd-funding** effort, which we hope will raise £10,000 or more for local organisations, has been launched and is hosted at www.spacehive.com/sevenoaks-district-communities-together. As of lunchtime today a total of 26 people or organisations have pledged funds and the total from community donations stands at £2,850. The total raised so far is £3,400 as Space Hive has also donated £600 to off-set the £600 costs that would normally be charged, but they have waived on this occasion. With the Council matching £ for £ for the first £5,000 from community donations, we have already 57% of the overall total." District Cllr Osborne-Jackson thanked Cllr Rogers and all the volunteers for the amazing work they are doing to support residents in Leigh. He also thanked The Fleur de Lis and the Greyhound for staying open for take-aways. He undertook to check the business rates for the two pubs and will ensure that they have been sent all the information regarding grant opportunities from SDC. D.Cllr Osborne-Jackson said that he has been in touch with Leigh Primary School about a family who have now been re-homed in the parish, which is good news. He is pleased to see the primary school opening for the children of key workers. D.Cllr Osborne-Jackson said that he has prepared and printed an annual report of his activities, which will be delivered as soon as he is able. Southern Rail has agreed to back-date refunds on season tickets providing there is validity of at least 7 weeks on the ticket. There has been an increase in the number of fly tipping incidents in the district, and SDC has prepared a sign warning potential fly tippers that they are being watched. He will send a list of suggested locations for these signs to the Clerk, and if the Parish Council has any additional locations to suggest please let him know. Cllr Rogers asked whether SDC will cover the cost of removing fly tipping from private land as the waste and recycling centres are closed. D.Cllr Osborne-Jackson said he would look into this and let the Parish Council know. (District Cllr Osborne-Jackson left the meeting at 8.30pm).

Closed Session

3. **Apologies for absence** were received from Cllr Croft and Cllr Skipper and members accepted their reasons for absence.
4. **Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**
None.
5. **The minutes of the Leigh Parish Council Meeting held on 6th April 2020** were approved and duly signed. Proposed by Cllr Smith, seconded by Cllr Satterley, and all were in favour.
6. **Appointment of Committees and representatives to other bodies**
 - Finance Committee:** Cllr Kaye (Chairman), Cllr Marchant, Cllr Britain.
 - Planning Committee:** Cllr Marchant (Chairman), Cllr Skipper, Cllr Smith, Cllr Satterley.
 - ROW Committee:** Cllr Kaye (Chairman), members of public.
 - Affordable Housing Committee:** Cllr Kaye (Chairman), Cllr Britain, Cllr Croft, Cllr Satterley, Cllr Smith.

Aviation Working Party:	Cllr Smith, Cllr Britain, Cllr Skipper.
HWCAAG:	Cllr Smith, Cllr Britain, Cllr Skipper.
Leigh Cricket Pavilion Refurbishment Com:	Cllr Rogers, Cllr Satterley, Leigh Cricket Club.
Leigh United Charities:	Mr Brian Ball.
Leigh Village Halls Management Com:	Cllr Satterley.
Internal Auditor:	Mr Roger Sykes.
Tree Warden:	Cllr Smith.
Pond Warden:	Cllr Skipper.
Countryside Access Wardens:	Cllr Kaye, Jonathan Cook, Joe Staffurth, Rachel Valentine.
CPRE:	Cllr Smith.
KALC Sevenoaks branch:	All members.

Cllr Britain proposed that the above be approved, this was seconded by Cllr Rogers and all were in favour. (Cllr Marchant joined the meeting at 8.35pm).

7. To confirm that the Parish Council is eligible to use the General Power of Competence

The Clerk reminded members that the General Power of Competence gives authorities the power to take the reasonable action they need 'for the benefit of the authority, its area or persons resident or present in its area'. Under the provision a local authority has power to do anything that individuals generally have full legal capacity to do. To remain eligible, the Parish Council has to confirm that:

- (a) the number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council;
- (b) the Clerk is qualified in the Certificate in Local Council Administration;
- (c) the Clerk has completed the relevant training.

There are some restrictions: to abide by statutory duties such as considering the likely effect of crime and disorder and conserving biodiversity, and to abide by legislation, such as employment law, health & safety, equality and data protection. Members confirmed that the Parish Council is eligible.

8. To hear update regarding current legislation regarding Parish Council meetings and functions

The Clerk reported that, in addition to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, the Government has passed The Accounts and Audit (Coronavirus)(Amendment) Regulations 2020. These state that:

- The date for the exercise of public rights has moved from within the first ten days of July to on or before the first working day of September.
- The deadline for the approval of the statement of account has moved from 31st July to 30th November.
- The deadline for the publication of documents has moved from 31st July to 30th November.

Cllr Kaye reported that as the Annual Parish Meeting is cancelled this year, it would be worth mentioning this in the next leaflet due to be distributed soon, also to mention that the Parish Council is meeting via zoom, with details on the website.

9. To hear report of the Leigh Parish Council Volunteers Group

Cllr Rogers reported that there are now 85 volunteers in the parish who are very active. A scheme has been set up with the surgery where the volunteers are collecting prescriptions and delivering them after checking the recipient's date of birth and keeping a safe distance. The volunteers have made huge contributions to the appeal for making up isolation gowns and, in the last three weeks, in the area from Crockham Hill to Hildenborough, 800 isolation gowns have been made for use by care homes, hospices, GP surgeries, care and medical workers. This has been a tremendous response. The Leigh volunteers have received approximately 800 requests from residents, this includes the weekly bread deliveries. Everyone has been really responsive and it has shown huge community resilience. The effort has been much appreciated by those in need. Cllr Rogers said that she has been publicising what the school has been doing, and she purchased some floor chalks for the school children, who have now coloured some of the wall of Jessica's Hall. She suggested that the school puts posters up in the bus shelter to keep them protected from the rain. The children have decorated pebbles which were left outside the school.

Cllr Kaye thanked Cllr Rogers very much for coordinating the volunteers and he said that there have been a lot of really positive comments and messages of appreciation.

10. Planning

i. To consider applications received

- i. Leigh Service Station, Lower Green, Leigh TN11 8RU – details pursuant to SE/19/01731/FUL:
 - i. SE/20/00988/DETAIL: Condition 3 (hard and soft landscaping).
 - ii. SE/20/01012/DETAIL: Condition 5 (open space management).
 - iii. SE/20/01013/DETAIL: Condition 6 (ecological enhancement).
 - iv. SE/20/01014/DETAIL: Condition 7 (drainage).
 - v. SE/20/01015/DETAIL: Condition 13 (covered cycle parking).
 - vi. SE/20/01016/DETAIL: Condition 14 (footway and construction).
 - vii. SE/20/01017/DETAIL: Condition 17 (electric vehicle charging).
 - viii. SE/20/01018/DETAIL: Condition 18 (noise assessment).
 - ix. SE/20/01019/DETAIL: Condition 19 (materials).
- ii. SE/20/01112/FUL: Manderville, Eggpie Lane, Weald TN11 8PE - demolition of the existing buildings on site and erection of a new dwelling, together with new access and car parking/turning area.
- iii. SE/20/01126/FUL: Meadow Bungalow, Powder Mill Lane, Leigh TN11 9AS - proposed erection of a stable block (comprising 3 stables, hay store and tack room) above concrete hardstanding, and two manure stores for private equestrian use and proposed change of use land to equestrian use.
- iv. SE/20/01179/NMA: Chessenden, Greenview Avenue, Leigh TN11 8QT - Non material amendment to SE/19/03128/HOUSE.

Cllr Marchant undertook to look at these applications and send his comments to the Planning Committee in due course.

ii. To report SDC planning application decisions

None.

11. Finance:

i. To approve list of payments

Cllr Lake proposed that the list of payments be approved. This was seconded by Cllr Marchant and all were in favour. Cllr Kaye and Cllr Britain to authorise the online payments.

ii. To approve premium for insurance policy renewal: £1,126.15

Members agreed that Cllr Kaye, Cllr Britain and the Clerk would discuss details of the policy and make any necessary changes. Members agreed to pay the premium before the date of renewal. Proposed by Cllr Rogers, seconded by Cllr Smith and all were in favour.

12. To discuss the refurbishment of the Leigh Cricket Pavilion

i. To approve Terms of Reference for the Leigh Cricket Pavilion Refurbishment Committee

Members discussed the draft Terms of Reference, and item to be discussed further next month.

ii. To approve the opening of a bank account for the committee and agree signatories

Members discussed whether the bank account should be under the umbrella of the Parish Council or as a separate club account for the committee. Clerk to take advice from KALC.

13. To discuss the Leigh Expansion and Hildenborough Embankment Project

Cllr Kaye reported that the Environment Agency has asked for a letter of support for the project from the Parish Council. Members agreed that the Clerk would draft a letter of support in principle. Proposed by Cllr Lake, seconded by Cllr Satterley and all were in favour.

14. To discuss the Rural Swathe and Visibility Cutting Contract 2020

The Clerk reported that the contractor has said that he would like to complete the first cut by the end of May. Members agreed.

15. Items for reporting or inclusion in future agenda

None.

The meeting closed at 9.30pm.

Signed

Date

**LEIGH PARISH COUNCIL
LIST OF PAYMENTS
May 2020**

Date	Payment Number	Payee	Detail of payment	Amount Inc. VAT	VAT
04.05.20	245	Clerk	Salary	£839.60	
04.05.20	246	HMRC	PAYE	£331.66	
04.05.20	247	Clerk	Mileage & work from home allow	£50.30	
04.05.20	248	KCC	Pension contribution	£445.83	
04.05.20	249	Chiddingstone Parish Council	Half share website accessibility webinar	£60.00	
04.05.20	250	Came & Company	Insurance premium (year 2 of 3)	£1,126.15	
04.05.20	251	Peter Croft	Mowing	<u>£368.00</u>	
				£3,221.54	£0.00

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