

LEIGH PARISH COUNCIL

MINUTES OF THE LEIGH PARISH COUNCIL MEETING HELD IN THE SMALL HALL, HIGH STREET, LEIGH ON MONDAY 6TH NOVEMBER 2017 AT 8.00PM

PRESENT: Cllr R. Britain, Cllr P. Croft, Cllr A. Johnston, Cllr J. Kaye, Cllr G. Marchant,
Cllr S. Satterley and Cllr S. Smith
APOLOGIES: Cllr L. Provan and Cllr. C. Stratton-Brown (Chairman)
IN ATTENDANCE: Mrs L. Kleinschmidt (Clerk). County and District Cllr Lake and members of the public.

Open Session

Report by County Cllr Lake

County Cllr Lake reported that he has arranged for Julian Cook, KCC Highways Sevenoaks District Manager, to visit his ward on Tuesday 14th November in order to travel round and look at every road in the ward and make a note of all defects. The Clerk has agreed to join them to look at the Leigh area. C.Cllr Lake said that he will be willing to pay for the installation of yellow lines in two locations in Leigh, one opposite the hairdressers and one opposite the end of Powdermill Lane, from his member's fund. He said that he is also keen to help fund the repair of the kerbs around The Green from his member's fund, and asked for a quote as soon as possible. C.Cllr Lake advised that he will be pushing for a reduction in speed on the B2027 at Knotley Hall and also on Station Road, Moorden. There is a problem this year with overcrowding on school buses, and children are having to stand. This is not acceptable and could be dangerous. Another worrying issue at the moment is bullying on school buses, this is also unacceptable and C.Cllr Lake is in discussions with KCC officers in the public transport team to see what can be done to stop this. C.Cllr Lake reported that KCC is well aware of concerns expressed in Parliament regarding unacceptable behaviour of MPs and KCC has robust rules in place to ensure that unacceptable behaviour of county members is dealt with appropriately. Cllr Britain reported that there is often aggressive driving witnessed at the bridge under the railway line in Lower Green. There is no Give Way sign on the bridge, although there is on the road, but van drivers are often ignoring this and pushing through the narrow section. This is a concern as pedestrians walk under the bridge from the railway station. Cllr Kaye reported that the white lines need repainting at the junction of Penshurst Road and the Give Way sign is obscured. C.Cllr Lake undertook to raise both of these issues with Julian Cook. C.Cllr Lake reported that the KCC budget for 2018/19 is being discussed and members are committed to retaining essential services. More budget cuts are required, although KCC has already managed to save £600m since 2011/12 but it is becoming harder and harder to make savings. Bus services are under threat, and KCC is considering withdrawing its funding to bus companies. KCC may be able to give funding to Town and Parish Councils for them to provide their own community bus service. Members asked Cllr Marchant to prepare a budgeting price for the replacement kerbs outside Elizabeth Cottage.

Report by District Cllr Lake

District Cllr Lake reported that the application at Brookside Barn has now been called in to be discussed by the Development Control Committee. He added that Cllr Marchant asked at the last meeting for a definition of permitted development in the Green Belt, particularly where properties have already been extended by the allowable 50%. He said that he is still waiting for this information and will forward as soon as it is received. Cllr Marchant said that he had seen that the Government is considering reducing the 50% allowance to 30%.

County and District Cllr Lake left the meeting at 8.20pm.

Questions from members of the Public

1. Mrs Linda Terry asked whether the Parish Council would look favourably on providing a heritage red phonebox in the village to replace the modern grey phonebox. She said that she is very much in favour of this proposal and has had many favourable comments from residents. Cllr Kaye proposed that this item is discussed in the open session. Members agreed.

To discuss the purchase of a heritage red phone box to replace the modern phone box in Leigh and to possibly move the defibrillator from the Large Village Hall to the new phone box

In the absence of Cllr Provan, the Clerk reported:

"I have seen a few for sale around the £2000-2500 mark plus delivery. There is one for sale £1000 and needs a complete paint overall, but in reality I think you would probably have to repaint any of them, check the glass etc so maybe it is a possibility. My plan would be to site it in place of the existing one, use the current electricity supply, fix it up and then relocate one of the defibrillators to it. Being opposite the sporting area of the green seems to be the most sensible location for a defibrillator and also having a lovely old red phone box will add to the character of the village. Jane Steere says she will keep an eye on it." The Clerk reported that Jane Steere and Linda Terry have both emailed in support of this proposal. Members agreed to obtain full costings for this proposal including a new base, delivery of the phonebox and means of securing the phonebox in place. Cllr Marchant undertook to prepare a price, and item to be discussed at the December Parish Council meeting. Linda said that residents may be prepared to fund the purchase of the phonebox themselves.

2. Mr Will Harrington asked whether members had any questions regarding his planning application? The application is Chessenden, Greenview Avenue, Leigh TN11 8QT - demolition of existing garage and shed to facilitate the erection of a new dwelling house. Will said that he has a 66m rear garden and at the end there is a garage with existing access onto The Green Lane. The application involves opening up this existing access, demolishing the garage and shed and building a new dwelling. He has spoken to neighbours and there are two who have no objection, one who objected due to the possibility of surface water, although this could be mitigated during build, and two who have not responded. Cllr Johnston expressed concern about the sight lines but Will said that the sight lines are good. There is a tree just inside the plot, this has been the subject of an arboricultural report which states that the tree is in a fine condition and should be retained. Members agreed to discuss this further in the closed session.

Linda Terry and Alison Pollard left the meeting at 8.30pm.

Closed Session

100. **Apologies for absence** were received from Cllr Provan and Cllr Stratton-Brown, and members accepted their reasons for absence.
101. **Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**
None.
102. **The minutes of the Leigh Parish Council Meeting held on 2nd October 2017** were approved and duly signed. Proposed by Cllr Marchant, seconded by Cllr Johnston and all were in favour.
103. **To receive resignation from Cllr Provan and discuss process for co-opting new member**
The Clerk reported that Cllr Provan has resigned from the Parish Council due to work commitments. The vacancy has been reported to SDC and members of the public have until Friday 10th November to request an election to SDC, otherwise the Parish Council is then able to co-opt. Cllr Kaye, Cllr Marchant, Cllr Johnston and the Clerk undertook to interview potential candidates if no election is required.
104. **To elect new Chairman of Planning Committee**
Cllr Marchant was elected as the Chairman of the Planning Committee with immediate effect. This was proposed by Cllr Croft, seconded by Cllr Johnston and all were in favour.
105. **To consider membership of Committees**
Members approved the following membership of committees:
Finance Committee: Cllr Stratton-Brown (Chairman), Cllr Marchant, Cllr Kaye, Cllr Britain.
Environment Committee: Cllr Croft (Chairman), Cllr Smith, Cllr Johnston.
The Green: Cllr Marchant, Cllr Smith, Cllr Britain, Cllr Croft.

Planning Committee:	Cllr Marchant (Chairman), Cllr Stratton-Brown, Cllr Johnston, Cllr Satterley, Cllr Smith.
ROW Committee:	Cllr Kaye (Chairman), Cllr Johnston & members of public.
Affordable Housing Committee:	Cllr Stratton-Brown, Cllr Kaye, Cllr Smith, Cllr Croft, Cllr Britain,
Aviation Working Party:	Cllr Stratton-Brown, Cllr Kaye, Cllr Smith, Cllr Britain, Mr Mark Hammer.
HWCAAG:	Cllr Stratton-Brown, Cllr Kaye, Cllr Smith, Cllr Britain.
Leigh United Charities:	Cllr Johnston and Mr Brian Ball.
Leigh Village Halls Management Committee:	Cllr Johnston.
Internal Auditor:	Mr Roger Sykes.
Tree Warden:	Cllr Smith.
Campaign for Protection of Rural England:	Cllr Smith.
KALC Sevenoaks branch:	All members

106. Planning

- i. To consider applications received
 - i. SE/17/03227/HOUSE: 9 Wyndham Avenue, Leigh TN11 8RB - extension to existing patio. Members strongly objected to this application as the height of the proposed fence would have an unacceptable impact on the residents at 8 Wyndham Avenue. The proposed fence, being 2.4m high, would give loss of light and be overpowering, and altogether would have a detrimental impact on the neighbours.
 - ii. SE/17/03140/PAE: 5 Garden Cottages, Leigh TN11 8QB - Prior notification of a single storey rear extension which extends 4.4 m beyond the rear wall of the original dwelling house with a maximum height of 3.99 m and eaves height of 2.65 m. No comment required.
 - iii. SE/17/03141/PAE: 8 Garden Cottages, Leigh TN11 8QB - Prior notification of a single storey rear extension which extends 4.4 m beyond the rear wall of the original dwelling house with a maximum height of 3.995 m and eaves height of 2.67 m. No comment required.
 - iv. SE/17/03146/LDCPR: 6 Garden Cottages, Leigh TN11 8QB - erection of single storey rear extension. No comment required.
 - v. SE/17/03147/LDCPR: 7 Garden Cottages, Leigh TN11 8QB - erection of single storey rear extension. No comment required.
 - vi. SE/17/03382/FUL: Chessenden, Greenview Avenue, Leigh TN11 8QT - demolition of existing garage and shed to facilitate the erection of a new dwelling house. Cllr Marchant undertook to arrange a site visit and discuss the application with the Planning Committee.
 - vii. SE/17/03399/HOUSE: 1 Cherry Tree Cottages, The Green, Leigh TN11 8QP - erection of a dropped kerb to create a new vehicular access and parking. Cllr Marchant undertook to arrange a site visit and discuss the application with the Planning Committee.
- ii. To report SDC planning application decisions
 - SE/17/02248/LDCEX: Land South of Hollow Trees, Hollow Trees Drive, Leigh - to establish lawful use of the building for residential purposes. Application approved.
 - SE/16/02593/CONVAR: Old Powder Mills, Leigh - variation of condition number(s): 9 (lighting), 21(Code for Sustainable Homes) and 48 (Approved plans) of SE/14/00487/FUL (Development of Old Powder Mills comprising (a) detailed permission for construction of 73 no. detached, semi detached and terraced houses with garaging and parking, play area, amenity space and open space and (b) outline permission, with all matters reserved except for access, for the provision of serviced land for a building of 1,582 sq m for B1(a) and B1(b) purposes, following demolition of all existing pharmaceutical research laboratories and offices, plant and machinery and hardstanding areas (except part of Building 11)). Alterations and improvements to existing accesses onto Leigh Road and Powder Mills and closure to vehicles of a third access onto Powder Mills. Application approved. The Clerk reported that the Parish Council's previous comments were: "If the planning officers feel it is absolutely necessary, the Parish Council will not object to low-level lighting only on the bus route. The Parish Council does not support street lights off the bus route and does not support tall lighting columns."

An amended lighting plan was submitted to show low level bollard style lighting only, and the Parish Council had no objection to this amendment. This has now been approved.

- SE/17/02853/HOUSE: The Woods, Hildenborough Road, Leigh - proposed tennis court with mesh fencing and low level brick retaining wall. Application approved.

107. The Green:

- To hear update regarding the programmed improvement works to The Green
The Clerk reported that Bourne Amenity's invoice for the goal sockets has been received.
- To hear update regarding Leigh Football Club's goal posts
The Clerk reported that Bourne Amenity has said that the goal posts they have in their yard that they were happy to give to the Football Club were in fact the wrong size.
- To hear update regarding repair of bench on The Green
The Clerk reported that Bourne Amenity has collected the bench but she has yet to hear when it will be returned.
- To discuss report relating to inspection of Chestnut Trees on The Green and Lime Tree in the Old Burial Ground

The Clerk reported that the RWE arboricultural report the Chestnut Trees on The Green and the Lime Tree in the Old Burial Ground is as follows:

Chestnut Trees on The Green:

- T2: the tree is 18.5m high with an average crown spread of 8m. The physiological condition is good and the structural condition is average. This is the largest of 3 Horse Chestnut trees on The Green. Rooting zone consists grass surrounding base with evidence of soil desiccation. Raised surface roots with mower damage in places. Small cavity at base to north (virtually fully occluded) probe entered 40cm. No evidence of fungal fruiting bodies at base or in crown. There is a large wound at 2.5m to the north with cavity (40 x 15cm) – there is a central column of decay that runs down the trunk and corresponds with the small cavity at the base. Increment strip from the base to the branch union at 4.5m just to the right of both wounds. Smaller increment strip to the southeast – both of these indicate defect to main scaffold limb to northeast. Two large pruning wound cavities at 5m to north on scaffold limbs (50 x 20cm). Previous tear out wound on secondary branch at 6m to south. Lapsed pollard with cavities at old pollard points. Heavily extended limbs. Previously crown reduced. *Cameraria orhidella* leaf minor moth effecting leaves. This is a high value amenity tree that warrants preservation. Recommendations
 - To reduce in height by 4.5m and reduce lateral spread by 2m.
 - Remove grass at base to a radius of 3m and apply 10cm of bark mulch to improve the rooting area and aid in-nutrient uptake, mulch should be reapplied every year.
- T3 (to the east of T2): the tree is 13.5m tall with an average crown spread of 6m. The physiological condition is fair and the structural condition is average. The soil at the base of the tree is dessicated with grass surrounding the tree. There is mower damage to the surface root on the north-west side and minor trunk wounds. Trunk sounding brought no abnormalities. There is significant diseased/dysfunctional bark from the base of the tree running to the central canopy which is a result of *Phytophthora* bleeding canker. There is *Cameraria orhidella* leaf minor moth affecting the leaves. Recommendations:
 - Reduce the tree in height by 2.5m and reduce the lateral spread by 1m (20%).
 - Remove grass at base to a radius of 3m and apply 10cm bark mulch to improve the rooting area and aid nutrient uptake, mulch should be re-applied every year.

Lime Tree in the Old Burial Ground

The Lime Tree is 17m high with an average crown spread of 5m. The physiological condition is good and the structural condition is good. There is no evidence of fungal fruiting bodies, root flare is obscured. Trunk sounding and probe at base brought no abnormalities. The large epicormic branch to the north-east is rubbing against other branches at 4.5m. Lapsed pollard at 9m with 40cm of tight forks at re-growth point. Minor deadwood. Recommendations:

- Reduce in height by 4m and reduce lateral spread by 1m (25%) to raise the canopy to 5m.
- Remove the large epicormic limb.

Members agreed to obtain prices for all the recommendations.

108. To discuss the Leigh Cricket Pavilion, and how the Parish Council could become involved in assisting any possible refurbishment, and approve legal costs if necessary

Cllr Kaye reported that he, Cllr Marchant, Cllr Johnston and the Clerk met representatives of the Cricket Club on 26th October, and minutes of the meeting have been circulated. Discussions were held as to whether the Parish Council can contribute towards the refurbishment of the pavilion from CIL funding and, if this is agreeable to the Cricket Club, whether the Parish Council would need to either take ownership or a lease on the pavilion. The Cricket Club and other sports clubs could be management trustees of the pavilion and manage the day-to-day running and maintenance of the building. Members asked the Clerk to obtain advice from KALC and a property lawyer and item to be discussed further at the next Parish Council meeting. Cllr Britain said that sound legal advice is essential and the refurbishment needs to be properly costed, including legal and other professional fees before the Parish Council proceed further. Cllr Kaye said that many comments received during the Parish Council's consultation for the village design statement were in favour of the pavilion being refurbished. Cllr Marchant said that it is possible that local residents with professional skills, such as an architect, may be able to help free of charge. Cllr Kaye said that the Cricket Club should be instrumental in obtaining grant funding. The Clerk reported that she received an email today from Roger Sykes which said "I don't see any point in the cricket club holding a meeting at this stage until we have a proposal to put to the members as to whether there will be a lease, property to be transferred either to an Association or the Parish Council. As soon as the PC has its legal requirements regarding ownership, lease etc. before money can be offered clear then we will be happy to progress things as quickly as possible. I don't think John, Ian and myself would have any trouble in persuading the members as to the way forward." Members agreed to close the Closed Session to allow Will Harrington to speak.

Open Session

Mr Harrington said that he would be happy to look at the scheme and see if his company could provide a drawing free of charge in order to allow the Parish Council to obtain some quotes. This could then be taken to a Quantitative Surveyor in order to prepare a more detailed drawing before going to tender. Members thanked Mr Harrington very much for this kind offer, and said that they would let him know in due course.

Closed Session

Members agreed to carry out some investigation and item to be discussed at the December Parish Council meeting.

109. To discuss the possible provision of public toilets in Leigh

Members agreed that the cost of providing public toilets in Leigh is prohibitive and therefore this proposal is unviable.

110. To discuss the purchase of a heritage red phone box to replace the modern phone box in Leigh and to possibly move the defibrillator from the Large Village Hall to the new phone box

See Option Session above.

111. Charcott:

- i. To hear update regarding the installation of the new defibrillator in the adopted phone box
The Clerk reported that the new defibrillator and cabinet are installed in the telephone box.
- ii. To hear update regarding the possibility of a bus shelter on Camp Hill
The Clerk reported that she has not yet heard back from Lambert & Foster regarding the positioning of the bus shelter.

112. Highways & Environment

- i. To discuss possible introduction of a 20mph speed limit in the High Street, Leigh
Clerk to ask Julian Cook about whether this would be possible. Cllr Britain said that he thought that the speed of vehicles as they enter the village on various roads is more of a problem. It was agreed that the cars parked in the High Street provide a natural speed restriction.

- ii. To hear update regarding the proposal to initiate double yellow lines in Leigh
The Clerk reported that the only location included in the KCC (various roads in the district of Sevenoaks)(Prohibition and restriction of waiting and loading & unloading and on-street parking places)(Amendment 25) Order 2018 dated 5th October 2017 is both sides of the road at the junction of Crandalls and The Green. SDC is prepared to pay for this as the refuse vehicles cannot always access the recycling area. The other two sites (opposite the hairdressers and the bend opposite the end of Powder Mill Lane) will hopefully be included in the next Order, which might be early in the new financial year.
- iii. To hear update regarding the Rural Swathe and Visibility Cutting Contract 2017
The Clerk reported that the third cut is being done now.
- iv. To discuss action taken to reduce dog fouling
Cllr Croft reported that he has erected the two wooden signs at the end of Greenview Avenue which, unfortunately, have since disappeared. The two aluminum signs need special fixing equipment and Cllr Marchant undertook to help. Cllr Kaye reported that a problem area is on the footpath from Charcott to Wickhurst Farm. Members to consider whether to place a dog bin in this location.
- v. To hear report of the litter pick held on 7th October 2017
Cllr Kaye reported that 25 people helped with the litter pick and a lot of rubbish was collected, although each time there is a bit less rubbish which shows that the message of not dropping litter is working.
- vi. To hear report of the Bulk Refuse Freighter service on 14th October
No adverse comments or reports.
- vii. To discuss the hedge at Well Close
Cllr Britain reported that more title deeds have been purchased and from all the deeds it is clear that the land belongs to KCC. There was discussion about whether the hedge will recover over time, although this will not be in the short term. The Clerk reported that she has spoken to the resident at No. 9 Lower Green (now called Tumperdale) who said that the hedge was planted when the development of houses in Well Close was finished. The developer handed it over to another builder to finish and the second builder created the grassy area at the end of Well Close. The hedge definitely does not belong to them. It was agreed that KCC must be pushed for details of ownership if they deny ownership themselves.
- viii. To consider request by Leigh School to reduce trees to the rear of the school playing field
The Clerk reported that the school has been asked by the residents to the back of the school playing field to do some work on the trees that are overhanging their gardens. The Clerk advised that she has asked for a location plan of the trees, which has not yet been received. Item to be considered next month.

113. Kent Police: To hear report of PCSO coverage for Leigh

The Clerk reported that Laura Morris has been sent, temporarily, to help cover Swanley. The Edenbridge PCSO, Simon Humphreys, is now covering Leigh and the other parishes surrounding Edenbridge. Hopefully Laura will return in due course, but she has advised that she does want to further her career in the police force.

114. Rights of Way: To hear ROW committee report

Cllr Kaye reported that training sessions have now been arranged for residents to become trained Countryside Access Wardens. The wardens are told not to engage with the public as situations can become tricky, but faults to be reported online on the PROW website. Cllr Kaye reported that there is further unacceptable behaviour on SR430 including damage to fencing and graffiti. A resident has written to Highways England to ask that the carpark is closed permanently. Cllr Kaye undertook to support this request, also to write to Leigh's MP, Tom Tugendhat, and also the Police, KCC and SDC.

115. Affordable Housing: To hear update regarding the Leigh Affordable Housing Scheme

Nothing to report.

116. Aviation: To hear report of the High Weald Councils Aviation Action Group

The Clerk reported that the next HWCAAG meeting will be held on Monday 27th November. The AEF AGM and Aircraft Noise & Health Seminar will be held at 13.45-17.00 on Thursday 23rd November at SCI, 14/15 Belgrave Square, London SW1X 8PS.

117. Leigh Village Halls report

Cllr Johnston reported that the floors in both the Large Village Hall and the Small Village Hall have been refurbished.

118. Aged Persons Dwellings

i. To discuss a water problem in the bathroom at No.2 The Bungalows

The Clerk reported that Mrs Fagg's toilet wasn't flushing properly and a plumber was called. He replaced the side entry inlet valve which solved the problem. His invoice has been received, and the cost was £84.99. Members approved the expenditure.

ii. To discuss action required to improve the path and step at No.2 The Bungalows

Cllr Marchant and Cllr Croft were reminded to look at the path and step.

iii. The Clerk reported that the Minimum Energy Efficiency Standards come into force on 1st April 2018. Landlords of properties with an EPC rating of F or G should take action now before the standards come into force in April next year. Along with the guidance, the Government has also opened the PRS Exemptions Register upon which landlords must register an exemption if their F or G rated property qualifies for one. The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 set out the requirement for domestic private rented properties in England and Wales to have a minimum Energy Performance Certificate (EPC) rating of E.

- From 1st April 2018, landlords will be prohibited from granting new tenancies for properties with an EPC rating below E. This includes extensions and renewals of existing tenancies, or a tenancy becoming a statutory periodic tenancy following the end of a fixed term shorthold.
- From 1st April 2020, this restriction on landlords letting out sub-E rated properties is extended to cover all existing tenancies for properties in scope of the regulations.

Local authorities will enforce compliance and non-compliant landlords could face a financial penalty of up to £5,000. Properties within scope will include any "domestic privately rented property" which: has an EPC, and is either (i) required to have an EPC; or (ii) is within a larger unit which itself is required to have an EPC, either at point of sale, or point of let. No changes are made to existing regulations regarding the provision of EPCs. For the purposes of these regulations, "domestic privately rented property" covers:

- Properties let under an assured tenancy or a shorthold.
- A tenancy which is a regulated tenancy for the purposes of the Rent Acts.
- Properties let:
 - (a) On a tenancy which is an assured agricultural occupancy
 - (b) On a protected tenancy under the Rent Act 1976
 - (c) On a statutory tenancy under that Act.

Exemptions

There are only a few exemptions to the regulations that landlords can use. Landlords seeking to make use of one of the following exemptions must ensure it is registered on the PRS Exemptions Register, operated by the Government, which opens on 1st October 2017:

- They have undertaken all "relevant energy efficiency improvements" but the property remains below an E, or no such improvements can be made to the property. A "relevant energy efficiency improvement" is one which:
 - Is listed in the Green Deal (Qualifying Energy Improvements) Order 2012 and has been identified as a recommended improvement for that property in a green deal report, a recommendation report, or a report prepared by a surveyor, and
 - Can be wholly financed, at no cost to the landlord, by means of funding provided by central government, a local authority, or any other person.
- The landlord requires consent from the tenant, and the occupying tenant withholds that consent.
- The landlord has only recently become the landlord for the property

- Third party consent is required for the requested improvements but this consent cannot be obtained (e.g. planning permission or consent from mortgage lender).
- Measures required to improve the property are evidenced by a suitably qualified independent surveyor as expected to cause a capital devaluation of the property of more than 5%. Only those measures that are expected to cause such devaluation would be exempt from installation.
- The landlord has obtained a written opinion, from a suitably qualified person or from the independent installer engaged to install the measure, advising that it is not an appropriate improvement due to its potential negative impact on the fabric or structure of the property (or the building of which it is part). This exemption is only in relation to wall insulation.

Each exemption, once registered on the PRS Register, is valid for 5 years except for two:

- Where a landlord has recently become the landlord of the property that exemption is only valid for 6 months.
- Where a tenant has withheld consent for energy efficiency improvements that exemption is only valid until that tenant's tenancy ends (or after 5 years, whichever is sooner).

Cllr Satterley reported that he knows a company who would be able to carry out an EPC on both properties, and undertook to obtain a price. Members agreed to the surveys being carried out.

119. To report on correspondence received

The Clerk reported that lists of correspondence received have been circulated, and drew members' attention to the following:

- i. Item 2: KALC: DCLG has issued a consultation on proposals to strengthen rules to prevent anyone found guilty of serious crimes from serving on local councils, which includes Parish Councils. The consultation document and the DCLG press release can be viewed via www.gov.uk/government/news/new-rules-to-strengthen-standards-for-councillors-and-mayors. The deadline for comments is 8th December. The consultation proposes updating the criteria disqualifying individuals from standing for or holding office as a local authority member, directly elected mayor or member of the London Assembly, if they are subject to:
 - The notification requirements set out in the Sexual Offences Act 2003;
 - A civil injunction granted under section 1 of the Anti-social Behaviour, Crime and Policing Act 2014; or
 - A Criminal Behaviour Order made under section 22 of the Anti-social Behaviour, Crime and Policing Act 2014.

"The proposed changes would not act retrospectively. The objectives in our Constitution make clear that we encourage high ethical standards and we will therefore draft a response to the consultation. If member Councils have any comments that they would like to be considered in the draft KALC response, could you please email them to me by close of play on Friday 24 November."
- ii. Item 3: Kent County Council re: consultation on their Draft Budget Strategy 2018/2019. "To balance KCC's budget for 2018/19 we have to find an estimated £66m of savings in response to additional spending demands and reduced government grant. Our consultation includes plans for £56m of savings with a further £9m yet to be identified. We would really welcome your comments on these plans as well as suggestions as to where you think savings can and should be made. KCC plans to increase Council Tax by the amount permitted under the referendum principles, including the additional social care levy. The estimated increase for 2018-19 is 3.99% (£41.84 per year for a band C property.) This will increase KCC's share of the Council Tax bill for a band C property to £1,089.68 in 2018/19. Since 2011-12 KCC has saved £589m in response to the financial challenge. See www.kent.gov.uk/budget. Deadline: 3rd December.
- iii. Item 4: SDC Remembrance Day road closure notice: 09.40-09.50 and 10.55-11.15 on Sunday 12th November:
 - High Street: between RBL Clubhouse and Powdermill Lane
 - Hildenborough Road (close to the junction with Powdermill Lane)
 - Powdermill Lane (between Hildenborough Road and The Green)
- iv. Item 5: KALC: invitation to AGM on Saturday 18th November at Ditton Community Centre.
- v. Item 6: KCC: "Please find attached a copy of our response to the Department for Transport's call for evidence for the forthcoming Aviation Strategy.

“Our response sets out that KCC has great experience in issues around the aviation sector as a result of our proximity to a range of airports (most significantly London Gatwick) and the proposals put forward as part of the Airports Commission for a Thames Estuary Airport. It makes the point that Gatwick has severe noise impacts on our communities in West Kent, and that there is a growing body of research into the influence of exposure to aircraft noise on health and quality of life. We therefore express serious concern about the presumption in favour of increased runway utilisation, and consider that the effects of the aviation industry on communities has not been given sufficient attention in the call for evidence, especially given that other recent consultations (notable the UK Airspace Policy Framework) recognise that community views should be a fundamental concern as the aviation sector grows. There will be future consultations that look at different facets of the aviation industry in more detail in 2017 and 2018, which we will be responding to. More information on the Aviation Strategy can be found here: www.gov.uk/government/consultations/a-new-aviation-strategy-for-the-uk-call-for-evidence. See www.kent.gov.uk/about-the-council/strategies-and-policies/transport-and-highways-policies/aviation/aviation-strategy

- vi. Item 8: NALC: Data protection: “In the Summer we began talking to the government about the impact of the introduction of the EU’s General Data Protection Regulations (GDPR) and the Data Protection Bill, now introduced to Parliament as part of the government’s plans to update data protection legislation. Since May, we have published a number of legal briefings to help councils understand the changes in the law and what they need to do to comply by 25 May 2018 when GDPR, including the requirement to appoint a Data Protection Officer (DPO), come into effect. On Wednesday we met with officials from Department for Digital, Culture, Media and Sport, the Department for Communities and Local Government and the Information Commissioners Office (ICO) to discuss the changes and their impact in more detail, explaining our concerns about the potential resource implications and in particular the impact this may have on council tax payers and the parish precept as well as seeking clarification on points such as application to parish meetings. We also requested more guidance and support to help councils get ready and ensure compliance from next year. In terms of next steps, officials have agreed to consider what further support government can offer, to work with ICO as well as NALC to see if generic ICO guidance can filter into sector specific content to assist parish councils and parish meetings to prepare for and comply with GDPR, and engage with the Local Government Association to ascertain if its members may help parish councils and meetings. The second reading of the Data Protection Bill is on 10 October in the House of Lords and we have already begun briefing Peers on our concerns about the impact of GDPR and need for more support to the sector. I am very keen to build up a better picture of the impact of GDPR on our councils (smaller councils in particular but not exclusively) including estimated costs of compliance as well as hearing from you about what support and guidance you need – please get in touch with our policy and development team via Jessica.lancodfrost@nalc.gov.uk if you’d like to help.”

Communications User Group

The Communications User Group, led by NALC vice chairman Cllr Derek Liddell and involving a number of representatives from larger and smaller councils as well as from county associations, met on Wednesday and identified a number of areas for improvement such as: gathering more case studies and evidence from county associations and local councils to help our various campaigns and public relations work; exploring ways to target more of our communications to reach councilors in member councils; ease of access and navigation of the NALC website including the development of blogs; increasing the number of county associations that access and handle NALC publications; raising awareness of reputation management and crisis communications. The Group are also keen for all county associations to encourage councils to access the NALC website including the members area of the site, and to share communications like this bulletin with member councils. Other ongoing work includes exploring ways to increase attendance from smaller councils at NALC conferences and events and continuing NALC’s support for the Tree Charter campaign.

Housing and neighbourhood planning

Following the publication of their housing White Paper, DCLG has now launched a consultation ‘Planning for the right homes in the right places: consultation proposals’ with proposed changes to planning policy design and legislation.”

- vii. Item 11: Kent Police: Powder Mill Lane, Leigh: between 6:00pm on Thursday 28th September and 6:45am on Friday 29th September, an office was broken into. Two laptops, a desktop computer and a CCTV system (monitor and camera) were stolen along with some tools.
- viii. Item 12: Email from Dan Eaton: "I wondered if you could pass on my thanks to the Parish Council for the very generous donation of £1,000 towards the third phase of our ICT project. We will use the money to buy new laptops which are much needed so thank you to all involved. We are well on the way to ensuring that we have a class set of laptops and ipads as well as new interactive whiteboards in all of the classes. Your very generous donation will take us further along the road to ensuring that all children who leave Leigh Primary School will do so with an outstanding understanding of the ICT curriculum."
- ix. Item 13: Email from Kelly Webb at SDC: "Please could you send me details of any older people's Christmas lunch club dates or who organises them please as we have some volunteers here at SDC who would like to help out." Members advised that there are none in Leigh.
- x. Item 14: KALC: "As you will know, the UK Parliament has decided to reduce the number of parliamentary constituencies, and therefore MPs, from 650 to 600. In England, the number of constituencies will reduce from 533 to 501. The Boundary Commission for England is currently conducting a review of parliamentary constituencies and is seeking views on their proposals, which can be accessed via the following link <https://www.bce2018.org.uk/>. The deadline for comments to the Boundary Commission is 11 December 2017."
- xi. Item 15: ACRK: "Please find attached notification of our new West Kent Community Led Housing Hub. Parish Councils may be particularly interested in Community Land Trusts (CLT) which can provide affordable homes for local people who cannot afford the open market. The CLT owns the land on which the homes are built and they remain affordable in perpetuity. I would be very pleased to attend a meeting to discuss CLTs or any other form of Community Led Housing."
- xii. Item 17: Email from Sean Burns, Volunteer Trainee Local Wildlife Sites Assistant, Kent Wildlife Trust: "I am writing because Kent Wildlife Trust is responsible for identifying and monitoring Local Wildlife Sites (formerly known as Sites of Nature Conservation Interest or SNCIs) on behalf of the Kent Nature Partnership. These sites are considered of county importance for the wildlife and/or habitats which they hold. A leaflet about Local Wildlife Sites is attached. Periodic reviews are undertaken in order to assess the quality of Kent's important wildlife sites and gain an understanding of changes affecting the county's wildlife, ensure that the information we hold on Local Wildlife Sites is as accurate and up to date as possible, and provide a basis for our advisory service to site owners. We have recently updated a citation for a Local Wildlife Site (SE21 Moorden Meadow) in your Parish. Please find the details attached." Clerk to send to Cllr Smith and Cllr Britain.
- xiii. Item 20: UK Power Networks: Be Winter Ready: UK Power Networks is working with the other Electricity Distribution Networks and their trade body, Energy Networks Association, on a new national campaign called Be Winter Ready. Be Winter Ready aims to encourage people to prepare in case they experience a power cut or gas emergency this winter. In recent years the chances of unscheduled problems with electricity and gas supply have dropped dramatically. Since 1990, network companies have invested £80bn in improving the reliability of local energy networks in the UK. As a result, on average, electricity customers have a power cut just once every two years and gas distribution customers will have their gas supply interrupted without advance notice just once every 40 years. Whilst the UK's gas and electricity supply is very reliable, bad winter weather can cause damage and disruption. Steps you can take to 'Be Winter Ready':
- Know your free emergency numbers: In a power cut dial 105 or, for a gas emergency, dial 0800 111999.
 - Prepare your home: Keep a torch handy and get your appliances serviced by a Gas Safe registered engineer to prevent carbon monoxide poisoning.
 - Register as a vulnerable customer: Vulnerable households can get extra support by signing up to the Priority Services Register.
 - Keep your eyes open: Keep an eye on the weather forecast and, if you have a power cut or a gas emergency, check on your neighbours.

- xiv. Item 21: KALC: "Please see the NALC News Release "NALC demands more power and influence for communities" <http://www.nalc.gov.uk/news/entry/899-nalc-demands-more-power-and-influence-for-communities>, which provides a report of some of the key messages from the NALC Annual Conference that took place on 30 and 31 October. In particular, members will wish to be aware of the following extract from the NALC News Release:

Sajid Javid MP, Secretary of State for Communities and Local Government (CLG) said:

"Your (local councils) role on the front line of local government has never been more important. You hold our communities together. The great strengths of local councils are that they are part of the community. It gives you a unique local insight. "I want all principal authorities to pass down all monies due to local councils via the local council tax support grant. I am willing to look into introducing stronger guidance on this. "At the moment I am not going to introduce referendum (council tax capping) principles for local councils as you have been fiscally responsible."

The Secretary of State for Communities and Local Government's speech can be found at www.gov.uk/government/speeches/sajid-javids-speech-to-the-national-association-of-local-councils-conference-2017. The reference to referendum principles came in the Question & Answer session at the end of his speech."

- xv. Reminder

Dynamic Councillor Overview / New Councillor training in Hever Village Hall is on 8th November from 6.30-9.30pm. Cllr Kaye, Cllr Britain and Cllr Satterley to attend.

120. To hear report of the 2017 play event and discuss the 2018 play event(s)

The Clerk reported that there were 95 people registered at the event on 11th August, 61 children and 34 adults. The event was very well supported and it was a lovely sunny day. The free SDC play event was combined with the Play Place event, which the Parish Council pays for. Members agreed to request a play event in the Easter holidays provided by SDC.

121. Finance:

- i. To approve subscription renewal to Parish Online: £28 + VAT

The Clerk reported that the subscription renewal is due for Parish Online at a cost of £28 + VAT. Cllr Smith proposed that this expenditure be approved, this was seconded by Cllr Croft and all were in favour.

- ii. To discuss the CIL income and consider possible projects that could be funded by this income

i. The Clerk reported that Leigh Parish Council did not receive any CIL funding in the October round, but Simon Taylor has advised that there will be another payment in April 2018.

ii. Sevenoaks District Council adopted its Community Infrastructure Levy (CIL) in February 2014, and began charging on liable developments since August 2014. CIL is a charge on development where the amount received by the Council is dependent on the size and location of the development and also the type of development proposed. The money collected through CIL can only be spent on Infrastructure and the spending of this money is managed by Sevenoaks District Council as the charging authority. The Council has recently agreed its Governance arrangements and has now opened the bidding process to the CIL Spending Board. Deadline for CIL bids will be Friday 1st December 2017. The Clerk reported that an application for CIL funding should be the last resort and proof of other funding applications should be included in the application. The project has also got to be ready to start immediately, with all appropriate approvals such as planning in place.

- iii. External Audit Report 2017

The Clerk reported that the external auditors signed off the annual return, stating that on the basis of their review, in their opinion, the information in the annual return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislative and regulatory requirements have not been met. Only one comment: "The Annual Return was not accurately completed before submission for review. Please ensure that amendments are corrects in the prior year comparatives when submitting next year's Annual Return. The balance brought forward from the previous year of £45,412 does not agree to the prior year balance carried forward of £46,197.

The Clerk has confirmed that Box 1 should read £46,197 and Box 3 should read £67,609.”

The error occurred due to VAT accruals.

iii. To approve payment of cheques

Cllr Kaye proposed that the list of cheques be approved. This was seconded by Cllr Smith and all were in favour.

iv. To agree date of Finance Committee meeting

Members of the Finance Committee agreed to meet at 8pm on Monday 20th November.

122. To adopt the 2018 KALC Community Awards Scheme

Cllr Johnston proposed that the Parish Council adopt the 2018 KALC Community Awards Scheme., This was seconded by Cllr Smith and all were in favour. Clerk to seek nominations for the award, with a deadline of 31st December.

123. Items for reporting or inclusion in future agenda

None.

The meeting closed at 9.55 pm.

Signed

Date

**LEIGH PARISH COUNCIL
LIST OF CHEQUES
November 2017**

Date	Cheque	Payee	Detail of payment	Amount Inc. VAT	VAT
06.11.17	1877	Clerk	Salary November	£945.75	
06.11.17	1878	HMRC	PAYE	£436.73	
06.11.17	1879	KCC	Pension contribution	£390.75	
06.11.17	1880	Clerk	Mileage, petty cash & work from home allow	£155.50	
06.11.17	1881	Nick Padfield	Plumbing work at No.2 The Bungalows	£84.99	
06.11.17	1882	TGMS Ltd	The Green project management	£648.00	£108.00
06.11.17	1883	SDC	Bulk Refuse Freighter 14.10.17	£93.60	£15.60
06.11.17	1884	Bourne Amenity	The Green regular maintenance Oct		
			The Green project mowing & goal post sockets	£2,835.00	£472.50
06.11.17	1885	Getmapping plc	Parish online subscription renewal	£33.60	£5.60
06.11.17	1886	PKF Littlejohn LLP	External audit fee	£360.00	£60.00
06.11.17	1887	Vision ICT Ltd	Website hosting & support Jan-Dec 2018	£174.00	£29.00
06.11.17	1888	Mr P. Croft	Mowing	£155.00	
				<u>£6,312.92</u>	<u>£690.70</u>