

## LEIGH PARISH COUNCIL

### MINUTES OF THE LEIGH PARISH COUNCIL MEETING HELD IN THE SMALL HALL, HIGH STREET, LEIGH ON MONDAY 7<sup>TH</sup> OCTOBER 2019 AT 8.00PM

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

#### Open Session

##### Report by County Cllr Lake

County Cllr Lake reported as follows:

(i) At long last, he has received an answer from KCC regarding the hedge at Well Close: "Yes we will be going ahead with the removal and replanting of the hedge. I will liaise with my colleagues regarding species type for the replanting but I think it best to use evergreen conifer due to the remaining hedge and merging this together for aesthetic reasons." KCC has also confirmed that they are prepared to trim the hedge on a regular basis. The Clerk confirmed that the two most affected residents are happy with this course of action, and a date for commencement of work would be appreciated.

(ii) He has received a request from a resident for the discussion to be re-opened with KCC regarding a reduction of speed along the B2027, to join up the 40mph zone towards Stocks Green and the 30mph zone near Leigh village. There was a serious accident near Hildenborough Station recently and C.Cllr Lake said that he will involve our MP if a satisfactory answer is not received from KCC.

(iii) Mike Paynton has confirmed that he will arrange for the anti-skid surface to be renewed and lines repainted at the corner by Laundry Cottage on the B2027 in the new financial year from April 2020.

(iv) There has been a change in leadership at KCC after the resignation of Paul Carter. The new Leader is Roger Gough, who was cabinet member for children, young people and education.

(v) The last child in Edenbridge without a secondary school place has now been offered a place at a Kent school. C.Cllr Lake said that he is still pushing for a new secondary school in Edenbridge.

(vi) CAGNE, which represents communities to the west of Gatwick Airport, are holding various road shows to discuss Gatwick's Master Plan with residents. There is one in Edenbridge next month. KCC has already responded to the Gatwick Master Plan consultation objecting to plans to use the emergency runway as a main runway as they consider this to be highly dangerous.

(vii) Drains in the parish will be cleared in November, unless there is a problem that needs emergency attention in the meantime.

Cllr Kaye said that the pavement from Home Farm towards the village needs to be extended so that pedestrians can walk safely into Leigh. C.Cllr Lake undertook to give this consideration.

##### Report by District Cllr Osborne-Jackson

Cllr Osborne-Jackson reported as follows:

(i) He had a meeting with Angie Doll, the CEO of Southern Rail, and has asked her to visit Leigh Station and Peshurst Station.

(ii) He has been involved in a confidential matter regarding antisocial behaviour. This has been dealt with by the community safety manager at SDC.

(iii) He thinks that there should be a sign saying Welcome to Sevenoaks District, Leigh Parish, at the boundary with Tonbridge and Malling Borough, and undertook to speak to C.Cllr Lake as the responsibility is KCC's.

(iv) He has written to Bellway about the finishing off of the development at Old Powder Mills after a site visit and he is disappointed that the work has not been finished. Cllr Kaye thanked D.Cllr Osborne-Jackson for his help in this matter, although this is strictly speaking a developer/residents issue.

Cllr Marchant asked that the road be swept along the B2027 from Home Farm to the village. D.Cllr Osborne-Jackson undertook to follow this up with SDC.

### Questions from Members of the Public

1. Kristie Wilson, from the 1811 Old Powder Mills development, said that following a residents meeting, residents were concerned about the following
    1. A breach of planning approval by Bellway in regard to the open space and playground. Ground levels are not to plan and this has resulted in high levels of surface water in this area. This part of the development was highlighted as Flood Risk category 3 by the Environment Agency, which is of great concern to residents.
    2. Failure by Bellway to remove builders' debris despite a direct request by D.Cllr Osborne-Jackson. Grass is growing and planting has been done over the builders' debris, which is causing a safety concern. The large mound in the open space is building debris but no-one actually knows what is there. This is a breach of planning approval.
    3. Negligence of Sevenoaks District Council Planning Department:
      - (i) Failure to enforce condition 33 whereby the open space and play area be completed before no more than 60 dwellings are occupied.
      - (ii) Failure to ensure that condition 18, Surface Water Drainage, scheme plans encompassed the whole development including open space area. The open space area is waterlogged and boggy.
      - (iii) Failure to issue enforcement for the breach of planning permission. There is no incentive for the developers to finish the work.

Cllr Kaye thanked Ms Wilson for attending, and also thanked D.Cllr Osborne-Jackson for his help in this regard. This is a developer/resident matter. The Parish Council has raised these issues with both Bellway and SDC but ultimately the Parish Council has very little influence with either. C.Cllr Lake said that he will ask one of the highway engineers to visit the development and look at the drains as if the road becomes an adopted highway, KCC will be responsible for the drains.
  2. Rebecca Day and Mike Pegrum said that they are hoping to submit a planning application soon for the conversion of a barn to a dwelling. They have had pre-planning advice from SDC which is positive, and the proposal is supported by their neighbours. Cllr Marchant said that the couple had done the right thing by seeking pre-planning advice, and he recommended that they follow this advice. He also recommended that neighbours write in support of the application to both SDC and the Parish Council, who will consider the application when it has been formally submitted.

(County Cllr Lake left the meeting at 8.30pm)
  3. Clive Marsden said that he is concerned about the amount of dilapidation in the village (i) the Hall Place boundary wall that runs along the High Street is leaning at an alarming angle and some of the capping stones have come off. The wall also appears to be eroded by water coming through the wall, this is flooding the road; (ii) the wall near Charlotte Cottages, opposite the school, has been broken down in order to provide the property with more parking spaces; (iii) the wall at Pepper Pot, the Hall Place lodge house, has been knocked and needs re-building. Clerk to investigate. Mr Marsden said that he is also concerned about the application for Leigh Service Station and he thanked D.Cllr Osborne-Jackson for calling a meeting of local residents to discuss the application. Cllr Kaye said that the Parish Council held an open Planning Committee meeting in order to discuss this and other planning applications. This was open to the public and the developer attended in order to discuss the application with the Parish Council and local residents. Prior to the meeting, members of the Parish Council walked around the site with the developer. He added that the Parish Council is a consultee in the planning process and SDC is the Planning Authority. The developer has listened to the Parish Council's views and those of local residents, he has discussed these issues with SDC and has made alterations to the application. Cllr Marchant said that there is planning legislation that SDC has to abide by, this includes the number of car parking spaces per property that must be included in any application for new dwellings.
  4. Will Harrington said that he is in the process of preparing a new planning application for his property and he was advised by SDC to discuss the proposal with the Parish Council first. Cllr Kaye said that Mr Harrington is advised to seek pre-planning advice from SDC.
  5. Jane Bayer said that she is concerned that work may have been carried out to a listed property in the village that did not have the necessary approvals. Clerk to investigate.
- Cllr Osborne-Jackson and members of the public left the meeting at 8.55pm

## Closed Session

- 84. Apologies for absence** were received from Cllr Croft and Cllr Smith and members accepted their reasons for absence.
- 85. Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**  
None.
- 86. The minutes of the Leigh Parish Council Meeting held on 9<sup>th</sup> September 2019** were approved and duly signed. Proposed by Cllr Marchant, seconded by Cllr Rogers, and all were in favour.

## **87. Planning**

### i. To consider applications received

- i. SE/19/02617/AGROT: Prices Farm, Peshurst Road, Leigh – proposed lean-to on existing straw barn and new straw barn partially replacing existing lean-to. Members had no comment to make on this application.
- ii. SE/19/02506/FUL: Redleaf, Peshurst Road, Peshurst TN11 8HY - erection of detached garage and replacement open-air swimming pool. Cllr Marchant advised that this property is in the Peshurst Parish and Peshurst Parish Council has submitted a comment of no objection. Members had no comment to make on this application.
- iii. SE/19/02630/FUL: Gaza Trading Estate, Scabharbour Road, Hildenborough TN11 8PL - erection of a replacement building following the loss of units 4 and 5 to fire damage. Members supported this application.
- iv. SE/19/02733/CONVAR: Hollow Trees, Hollow Trees Drive, Leigh TN11 8QA - removal of condition 4 (no extension or external alteration) and condition 5 (no building or enclosures to be erected) of application SE/05/02308/FUL for demolition of existing dwelling and erection of a replacement dwelling. Members had no objection to this application if it satisfies planning policy.

The Clerk reported that the Planning Committee have considered the following applications since the last meeting:

- v. SE/19/02549/LBCALT: Chilling House, High Street, Leigh TN11 8RH - addition of WC to existing shower room, removal of first floor cloakroom and alteration to master bedroom access and staircase. Members had no objection to this application.
- vi. SE/19/01919/HOUSE: Fairlawns, Tonbridge Road, Leigh TN11 8HP - single storey rear extension with rooflights to permitted development and alterations to fenestration. (Amended plans). Members had no objection to this application.

### ii. To discuss amended plans submitted for SE/19/01732/FUL: Leigh Service Station

Demolition of existing buildings and construction of seven new dwellings with associated landscaping including new area of public realm. Amendments have been submitted to show a larger bell mouth at the entrance to Kiln Lane to allow a two car width, a pavement on Kiln Lane to allow safe pedestrian access and an additional car parking space for visitors on the site. The Clerk reported that additional comments have now been submitted by Kent Highways: "Further to my previous comments dated 5 September 2019, I confirm that I now raise no objection on behalf of the local highway authority. The proposal has included a plan indicating suitable visibility splays for the proposed accesses. The bell mouth of Kiln Lane has been widened to improve visibility and enable two vehicles to pass. A pedestrian footway has also been proposed along the private access along Kiln Lane. I suggest the following are secured by condition:

- Provision and maintenance of the visibility splays shown on the submitted plans with no obstructions over 0.05m above carriageway level within the splays, prior to the use of the site commencing.
- Provision and maintenance of 2m x 2m pedestrian visibility splays behind the footway on both sides of the access with no obstructions over 0.6m above footway level, prior to the use of the site commencing.
- Provision of measures to prevent the discharge of surface water onto the highway.
- Use of a bound surface for the first 5m of the access from the edge of the highway.

- Provision and permanent retention of secure, covered cycle parking facilities prior to the use of the site commencing in accordance with details to be submitted to and approved by the Local Planning Authority.
- The proposed footway along Kiln Lane constructed in accordance with details to be submitted to and approved by the Local Planning Authority.
- Submission of a Construction Management Plan before the commencement of any development on site to include the following:
  - (a) Routing of construction and delivery vehicles to / from site
  - (b) Parking and turning areas for construction and delivery vehicles and site personnel
  - (c) Timing of deliveries
  - (d) Provision of wheel washing facilities
  - (e) Temporary traffic management / signage.”
- iii. To report SDC planning application decisions
  - SE/19/01624/FUL: Land West of Pond Cottage, Egg Pie Lane, Weald – change of use of land for dog training classes and erection of timber shed. Application refused. Reason: (i) The shed associated with the proposed change of use of the land would result in the erosion of the open character of the Green Belt, by virtue of the isolated nature and would be inappropriate development in the Green Belt, harmful to its openness. (ii) The proposed use of the land for dog training, by reason of the noise associated with the use both in terms of the animals themselves and also the operation of the site, would have an unacceptable impact on the amenities of the nearby residential occupiers.
  - SE/19/02321/CONVAR: Fairlawns, Tonbridge Road, Leigh - variation of conditions 2 and 3 of 18/03046/HOUSE (Replacement of front porch and raising of front roof pitch. Rendering of external brickwork and changing of roof tiles. Alterations to fenestration. Landscaping works.) with amendments to construction materials and drawing P300 to 302. Application approved.

## 88. The Green:

- i. To discuss Leigh in Bloom’s request for the village sign to be refurbished  
Members considered the quotes received, but one more is needed. To be discussed at the November Parish Council meeting.
- ii. Leigh in Bloom – planting of bulbs  
The Clerk reported that Jane Steare said that the bulb planting on Sunday was a great success and they planted 1000 bulbs on the verge to the left of Porcupine House. She asked if the Parish Council would be able to donate the rest of the money from the £200 allocated for bulbs to allow them to buy some more. The net amount of bulbs purchased so far is £129.17. At the September meeting, members agreed to fund the cost of the bulbs at £200. Therefore, £70.83 is available from the previous approval. Members agreed.
- iii. To discuss the proposal and specification for the new path to run alongside Hildenborough Road to allow disabled access to the church  
Cllr Marchant reported that the PCC has formally requested approval to provide a path running alongside the Hildenborough Road on the Green outside the Lychgate. It will travel from the point where the existing footpath meets the road, up to approximately 2m from the junction of the Hildenborough Road, where the path will divert leftwards, swinging between the two last trees of the avenue of hornbeams. The PCC has sought advice from SDC who say that planning approval is not required, just approval from the landowner. The length of the path will be 57m. The gradient will be just under 1:20. The path will be 1m from the road edge so as not to involve highways or have traffic lights. The path will be 1200mm wide with concrete path-edging each side and tarmac finish. Footpath construction will be to highways specification being of 150mm stone, 60mm base tarmac and 30mm wearing course. The contractor will make good any damage to The Green. Members supported this proposal.
- iv. Annual Tree Survey  
The Clerk reported that she’s arranged with The Original Tree Surgeons that their annual survey / visual check of all the Parish Council’s trees will be done on 12<sup>th</sup> November.

**89. Charcott**

It was agreed that Cllr Kaye, Cllr Marchant and Cllr Lake will meet and look at the posts around Charcott Green and prepare a recommendation for the November Parish Council meeting.

**90. Powder Mills**

See Open Session above.

**91. Highways & Environment**

i. To discuss the Leigh Expansion and Hildenborough Embankment Project

The Clerk reported that the meeting arranged for Tuesday 1<sup>st</sup> October had to be cancelled due to high tides, and has been re-arranged for 30<sup>th</sup> October. Cllr Kaye, Cllr Britain, Cllr Croft and the Clerk will attend.

ii. To discuss the hedge at Well Close

The Clerk reported that the residents have written to say that they are happy with KCC's choice of hedging, Thuja, which is a fast growing evergreen conifer. The residents' main concern is understandably maintenance going forward. They want it regularly maintained and for it not to be allowed to grow taller than 8ft.

iii. To discuss the request for a hedge to be planted at Garden Cottages to improve privacy

The Clerk reported that at the request of the resident at the last meeting, she wrote to the developers at Garden Cottages and asked that, as a good will gesture, they plant a hedge along the fence line in order to improve privacy. The Property Manager said "I have spoken with the directors and they have confirmed that there is a fair amount of work yet to be completed on site externally but they are happy to consider the planting of a hedge to help with privacy. This will happen when appropriate seasonally, and when all other works have been completed." This has been relayed to the resident who was happy and thanked the Parish Council for their swift action.

iv. To discuss request for speed reduction on Hildenborough Road

See Open Session above. Clerk to log on KCC system.

v. To discuss the Leigh Litter Pick to be held on 12<sup>th</sup> October at 9.30am

Cllr Kaye said that he will meet litter pickers on The Green at 9.30am on Saturday.

vi. To discuss the Bulk Refuse Freighter visit on 14<sup>th</sup> September

No reported issues.

vii. Notification of temporary road closure: Lower Green, Leigh - from 22.00hrs on 29th October to 06.00hrs on 30th October. The closure is required for the safety of the public and workforce while an examination of the railway bridge is undertaken by Network Rail Infrastructure Ltd.

viii. Email from Mike Payton, KCC Highways: "As winter approaches, I am just writing to offer parishes the chance to have a one tonne bag of salt / sand mix that we can deliver and parishes can use on the public highway." Members did not want to have a bag.

ix. The Woodland Trust is giving away hundreds and thousands of trees to schools and communities. See [www.woodlandtrust.org.uk/plant-trees/free-trees](http://www.woodlandtrust.org.uk/plant-trees/free-trees).

x. Cllr Britain reported that the drains under the railway bridge in Lower Green are blocked and are causing flooding of the carriageway. Clerk to report.

xi. Cllr Kaye reported that the 30mph road sign near Gibbs Field on the northern side of the road is broken. Clerk to report.

**92. Rights of Way**

None.

**93. To discuss the possible refurbishment of the Leigh Cricket Pavilion**

Cllr Rogers updated members with the current situation.

**94. Affordable Housing**

The Clerk updated the Parish Council with the current situation. The public consultation event will take place on Wednesday 27<sup>th</sup> November in the Large Village Halls from 7pm to 8.30pm. Members approved the cost of A5 flyers advertising the consultation, two large boards showing the parish as a whole and also the site, some roadside advertising boards, and some A5 feedback sheets.

## 95. Aviation

The Clerk reported as follows:

- Chiddingstone Parish Council was hoping to host a meeting on Friday 20th September with Paul Maynard MP (the Parliamentary Under-Secretary of State for Transport), Martin Rolfe (CEO of NATS), Stewart Wingate (Chief Executive of GAL), Tom Tugendhat, plus representatives from the community groups: GON, GACC, CAGNE. No-one said they could come so meeting cancelled. Leigh residents invited to GON's meeting on Friday 1<sup>st</sup> November at 8pm in Penshurst church.
- The AEF have written about the proposed growth of Gatwick under their Master Plan, and the relative carbon implications – see the correspondence list item 6.
- The AEF have invited the Parish Council to their AGM which will take place on the afternoon of Monday 11<sup>th</sup> November. It will be held at the Leather Exchange Pub in Bermondsey, London. This year's speaker will be Anna Hughes from Flight Free 2020. The Flight Free campaign asks people across the UK to pledge not to fly in 2020, and aims to get 100,000 people to sign up.

## 96. Aged Persons Dwellings

### i. To discuss refurbishment of No.1 The Bungalows, including timescale and quotes for work

The Clerk reported that sadly Mrs Broad passed away on 15th September. She paid her rental in advance and is due a net reimbursement of £41.25.

#### Quote is due for works to the property

1. Remove bedroom wall
2. Remove wood chip wall paper on walls and ceiling in bedroom
3. Remove any fittings discussed
4. Fill walls and re-line walls and ceilings
5. Prepare all walls and ceilings by filling all dents and imperfections with easy fill ready for painting
6. Prepare all woodwork by sanding down, filling any imperfections with wood filler and caulking up any cracks with filler
7. Paint all ceilings white twice in trade emulsion (bathroom paint for bathroom)
8. Paint all walls in desired colour in trade emulsion (bathroom paint for bathroom)
9. Undercoat all woodwork
10. Topcoat all woodwork

Total £2,780. This price includes all materials, labour and removal of rubbish.

#### Quote for garden

Peter Croft has quoted £180 for the following:

1. Good autumn tidy up and prune
2. Remove small tree in front garden
3. Cut hedge so level.

#### Additional requirements

1. Replace all non-LEDs with LEDs
2. New carpets to bedroom and sitting room
3. Thorough clean
4. EPC check

Cllr Marchant proposed that the quotes be accepted and the specifications approved as above. This was seconded by Cllr Satterley and all were in favour.

### ii. To discuss process for re-letting No.1 The Bungalows, including rental and draft lease

Members agreed that applications should be sought from people who live in the parish of Leigh or have close family living here over the age of 55. It was agreed that a working party be formed to take this forward and make a recommendation to the Parish Council comprising of Cllr Kaye, Cllr Marchant, Cllr Britain, Cllr Rogers and Cllr Croft.

### iii. To discuss No.2 The Bungalows

The Clerk updated members on the current situation and reported that a letter has been received from Angie Hollands asking that the pieces of timber on the edges of the path be removed as these are a trip hazard, also asks that the path is inspected again as it has started to crack. Members noted these comments. Clerk to request Power of Attorney and for all payments to be made by Standing Order.

## 97. To report on correspondence received

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

- i. Items 2 and 16: Kent Police:
  - Burton Avenue, Leigh, between 9:30pm on Friday 13<sup>th</sup> September and 9:00am on Saturday 14<sup>th</sup> September, solar lights have been stolen from a residential garden.
  - Ensfield Road, Leigh, between 12:01am on Monday 9<sup>th</sup> September and 11:59pm on Sunday 15<sup>th</sup> September, somebody damaged the rear gate at a residential property.
  - Egg Pie Lane, Leigh - on Wednesday 25<sup>th</sup> September between 11:09pm and 11:36pm, seven men broke into a business premises and stole copper and various other items. They were using a white Ford Transit van.
- ii. Item 3: Invitation to a Defibrillator & First Aid Training session being held on Saturday 2nd November from 9:30am-13.00pm at SDC's offices, Argyle Road, Sevenoaks, TN13 1HG.
- iii. Item 4: SDC News Releases:
  - (i) Sevenoaks District Council is promoting nine days of free events for older people to celebrate Silver Sunday on 6 October 2019. Silver Sunday is held yearly on the first Sunday of October. It aims to provide free events for the older generation so they can try something new and meet new people. For more information and a list of all the events taking place, see [www.sevenoaks.gov.uk/silversunday](http://www.sevenoaks.gov.uk/silversunday) or call 01732 227000.
  - (ii) Sevenoaks District Council is proud to be shortlisted for two categories in the Investors in People Awards 2019. Earlier this year, Sevenoaks District Council was the first public sector employer to be achieve the prestigious Investors in People Platinum status for the second time. The Platinum status lasts until 2022 and means the Council is part of an elite group of organisations who have been singled out as the very highest quality employer. The two awards Sevenoaks District Council has been shortlisted for are Investors in People Platinum Organisation of the Year and Leader of the Year for the Council's Chief Executive Dr. Pav Ramewal. The awards take place on 19 November 2019. For the full shortlist and more information about the Investors in People Awards, see [www.investorsinpeopleawards.com](http://www.investorsinpeopleawards.com)
  - (iii) 23<sup>rd</sup> September is the start of Recycle Week in the UK and residents are being reminded they can recycle most of their waste using the Council's weekly collection services. There are many items that can be placed in the clear recycling sacks which themselves are made from recycled plastic. These items include most plastics, tin foil and cans, paper and cardboard. As long as they have been cleaned out, they will be collected, sorted and recycled by specialist companies, most of them UK based. Anything else can go in the black sacks, the contents of which are reused as fuel to generate electricity. This means that less than 2% of residents' waste end up going to landfill. The Council have also made discounted compost bins available to residents as well as a competitively priced garden waste service.
- iv. Item 5: KALC Sevenoaks Branch – notes of meeting held on 30th August, notes from the KALC Sevenoaks Chairman with the KALC Executive Board on 16th August and with the Police and Crime Commissioner on 22nd August.
- v. Item 10: PSCO Joe Cain – September update. Suggests that sheds and outbuildings are inspected to ensure that they are secure, consider shed alarms, sensored lights, door braces, property marking and registering items on [www.immobilise.com](http://www.immobilise.com), these preventative measures make it much less attractive to criminals.

Leigh & Chiddingstone Causeway: We have been to a number of RTCs, completed follow up visits after a burglary, looked into an abandoned vehicle and dealt with an obstruction in the road.

Penshurst, Fordcombe and Chiddingstone: We have met with local residents and spoke about their concerns on crime in the area, attended more RTCs, provided a family with information about support and services for an elderly relative.

Cowden & Hever: We have spoken with a number of victims of fraud, dealt with a number of neighbour disputes and supported our Local Policing Team with a road closure on another RTC.

Edenbridge South & West: We have been looking into CCTV to do with the nuisance motor bikes in the High Street, speaking with housing associations to tackle ASB in the area and arranged talks with the local shops to discuss the issues with shoplifting in the town.

Edenbridge North & East: We have spoken with a number of local farmers about issues they have in the area, dealt with a number of obstructions, attended some alarm activation calls and spoken with young people about the risks of taking drugs.

- vi. Item 12: KALC: invitation to their AGM to be held on Saturday 30th November at Ditton Community Centre. There will be two speakers – David Astley OBE, chairman of Secamb, and Tracey Crouch, MP for Chatham and Aylesford. Also:
  - 12th October - Finance Conference, Herne Centre
  - 19th October - Post Election Dynamic Councillor, West Faversham Community Centre 9am-12.30
  - 22nd October - Post Election Dynamic Councillor, Minster Pavilion 1pm-4.30pm
  - 26th October – Transport Conference
  - 9th November - Post Election Dynamic Councillor, Kings Hill Com. Centre 1pm-4.30pm
  - 12th November - Post Election Dynamic Councillor, Langton Green 6pm-9.30pm
  - 23rd November- Post Election Dynamic Councillor, Lenham Com Centre 9am-12.30pm
  - 5th December - Post Election Dynamic Councillor, Cranbrook 1pm-4.30pm.
- vii. Item 13: NALC: The Tree Charter was initiated by the Woodland Trust in response to the crises that face woodlands and trees in the UK. It was formally launched in November 2017 and currently there are 240 local councils involved. See [www.nalc.gov.uk/our-work/treecharter](http://www.nalc.gov.uk/our-work/treecharter) This year Tree Charter Day will be on 30th November. NALC is encouraging all local councils to get involved and celebrate the positive effects trees and woodlands have had on their communities.

**98. Finance:**

- i. To hear report of Leigh Parish Council’s external audit carried out by PFK Littlejohn LLP  
The Clerk reported that the Annual Return has been returned with no adverse comments apart from the statement: "The smaller authority has disclosed that it made proper provision during the year 2018/19 for the exercise of public rights, by answering ‘Yes’ to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered ‘No’ to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering ‘Yes’ to Section 1, Assertion 7, which, on the basis of the above, is not correct."
- ii. 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 undertook to authorise the online payments.

**99. Items for reporting or inclusion in future agenda**

- i. Cllr Satterley confirmed that he has now made contact with Leigh Village Halls Management Committee regarding meetings.
- ii. Cllr Lake asked for discussions to be re-opened regarding a new bus shelter on Camp Hill.
- iii. Cllr Kaye asked that the verge cutting contract for 2020 is discussed at the next meeting.

The meeting closed at 10.15pm

Signed .....

Date .....

**LEIGH PARISH COUNCIL  
LIST OF PAYMENTS  
October 2019**

| <b>Date</b> | <b>Payment Number</b> | <b>Payee</b>       | <b>Detail of payment</b>           | <b>Amount Inc. VAT</b>  | <b>VAT</b>            |
|-------------|-----------------------|--------------------|------------------------------------|-------------------------|-----------------------|
| 07.10.19    | 166                   | Clerk              | Salary - October                   | £797.12                 |                       |
| 07.10.19    | 167                   | HMRC               | PAYE - October                     | £318.11                 |                       |
| 07.10.19    | 168                   | Clerk              | Mileage & work from home allow     | £116.45                 |                       |
| 07.10.19    | 169                   | KCC                | Pension contribution               | £321.44                 |                       |
| 07.10.19    | 170                   | SDC                | Emptying dog bins Jul-Sept'19      | £563.16                 | £93.86                |
| 07.10.19    | 171                   | SDC                | Bulk refuse freighter 14.09.19     | £98.40                  | £16.40                |
| 07.10.19    | 172                   | PKF Littlejohn LLP | External audit fee                 | £360.00                 | £60.00                |
| 07.10.19    | 173                   | Shine-Mart Ltd     | Projector screen for Village Halls | £148.99                 | £24.83                |
| 07.10.19    | 174                   | MAS Seeds Ltd      | Daffodil bulbs for Leigh in Bloom  | £155.00                 | £25.83                |
| 07.10.19    | 175                   | Peter Croft        | Mowing                             | £210.00                 |                       |
|             |                       |                    |                                    | <b><u>£3,088.67</u></b> | <b><u>£220.92</u></b> |