

LEIGH PARISH COUNCIL

MINUTES OF THE LEIGH PARISH COUNCIL MEETING HELD REMOTELY VIA ZOOM MONDAY 5TH OCTOBER 2020 AT 8.00PM

PRESENT: Cllr J. Kaye (Chairman), Cllr R. Britain, Cllr R. Lake, Cllr G. Marchant, Cllr G. Rogers, Cllr B. Skipper and Cllr S. Smith
APOLOGIES: Cllr S. Satterley
ABSENT: Cllr P. Croft
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.

As previously agreed, this meeting was recorded.

Open Session

Report by County Cllr Peter Lake

County Cllr Lake reported as follows:

- KCC is in deep trouble financially due to Covid-19; there is a £12.8m shortfall in this current year's budget. The member's grant has been cut, but C.Cllr Lake said that he still hoped to be able to give a grant to the Leigh Cricket Pavilion project.
- Geoff Bineham, who is KCC's Schemes Project Manager for Transport, Highways & Waste, will be retiring on 12th October. C.Cllr Lake said that he will discuss speed reduction in Leigh and Chiddingstone Causeway with Michael Payne, Cabinet Member for Highways and Transportation. New 20mph road signs and paint on the road have appeared in Tonbridge, these would have been very expensive and it is important that funding is also allocated to a speed reduction in this area. Tom Tugendhat, MP, is also very frustrated. C.Cllr Lake said that he is in receipt of a letter from a resident of Home Farm Close about the speed limit on the B2027, to which he has replied and also forwarded onto Tom Tugendhat and Michael Payne.
- He supports the Parish Council's application to divert SR427 near Ensfield Road, and if he can help at all with the process to please let him know. Cllr Kaye thanked C.Cllr Lake for his support.
- Public Health England is encouraging everyone to have the flu vaccine this year, and all school children up to year 7 will be offered the vaccine first, along with those aged 65+ and those shielding; then those aged 50-64 years old, followed by everyone else.

Questions from members of the public

1. Colin Bastable thanked the Parish Council for applying to divert the footpath away from the river near Ensfield Road bridge. The situation has been grim and the end-of-season clear up was horrible with broken glass and other unpleasant things in the field.
2. Keith Woodgate said that drainage and flooding in Powdermill Lane is still a problem. He has over many years reported faults to KCC, who come to observe the flooding after it has finally drained away and then signed the fault off. Ditches are full and are not draining away. C.Cllr Lake said that he will ask the KCC drainage engineer to visit and put cameras down the drains, he said he would do all he could to ensure that the work is done satisfactorily. Mr Woodgate said that there are 4 drains at the bottom of Hollow Tree Drive and 2 drains at the end of Garden Cottages that are all blocked. Cllr Rogers said that this was discussed last month, and there is debris from the oak tree that has blocked the drains. Cllr Marchant said that the ditch is full of water at the end of Hollow Trees Drive and Garden Cottages, KCC do dig out the ditches but the water does not flow away.

Members of the public left the meeting at 8.30pm.

Report by District Cllr James Osborne-Jackson

District Cllr Osborne-Jackson reported as follows:

- SDC is in a good position financially, which is down to good management by members and officers and he said he is proud of how hard the officers have worked during the pandemic.
- The meeting with Greene King did not go well and now D.Cllr Osborne-Jackson will ask SDC housing officers to support the family. He said that his priority now is to ensure that the pub remains a pub. The tenants will be asked to leave, although at the current time they cannot be evicted. The accommodation and pub can be handled separately. The Parish Council can ask that the pub is listed as an asset of community value, for which there is an administrative fee of £3. The Clerk said that this means that if the brewery put the property on the market, they are obliged to let the Parish Council know and there is a 6 month window of opportunity to allow the Parish Council to find a buyer before it goes on the open market, under the Community Right to Bid.
- Kelly Webb, SDC's Community Safety Manager, has suggested that the Parish Council sign up for the Speed Watch scheme and equipment is available from Kent Police and SDC. Volunteers are trained online at the moment.
- Kent Police officers are patrolling through the parish, with proactive patrols in the evening too.
- He is working with C.Cllr Lake to establish a speed reduction and double yellow lines on Ensfield Road by the bridge.
- Southern Rail has spent money at Leigh Station on new lighting, which is appreciated.
- Any graffiti in the parish is a criminal offence, please take photos of any graffiti seen and send to SDC who will remove it.

County Cllr Lake and District County Cllr Osborne-Jackson left the meeting at 8.40pm.

Closed Session

- 62. Apologies for absence** were received from Cllr Satterley and members accepted his reasons for absence. Cllr Croft was absent.
- 63. Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**
None.
- 64. The minutes of the Leigh Parish Council Meeting held on 7th September 2020** were approved and duly signed. Proposed by Cllr Marchant, seconded by Cllr Britain, and all were in favour.
- 65. Planning**
- i. To consider applications received
- i. SE/20/02815/WTCA: Chilling House, High Street, Leigh TN11 8RH - reduce by no more than 4m to previous reduction points to three birch trees flanking right hand boundary alongside neighbouring wall. Cllr Marchant declared a NPI as the applicant is his neighbour. Members had no objection to this application.
- The Clerk reported that since the last meeting the Planning Committee has considered the following applications:
- ii. SE/20/02428/FUL: Yew Tree Cottage, Egg Pie Lane, Weald TN14 6NP - change of use of existing garden building, used as ancillary residential accommodation, from C3 to C1 use to create a self-contained holiday rental. Internal alterations, installation of roof lights and other minor alterations to fenestration. Members had no objection to this application.
- iii. SE/20/00187/FUL: Ashour Farm, Peshurst Road, Bidborough, Tunbridge Wells TN3 0LN - importation of 972 tonnes (780 m³) non-hazardous, unprocessed inert and excavation material comprising the fill of disused slurry lagoons for the construction of hardstanding area for vehicle / plant parking and storage of hay bales. Revised location plan. Members strongly objected to this retrospective application. The revised plan shows an enlarged area and members felt that this is not acceptable, and felt strongly that this company should be penalised for carrying out the importation of material to this site without the proper prior approvals in place.

- iv. SE/20/02463/FUL: Leigh Flood Storage Area, River Medway - Proposed flood mitigation improvements to facilitate the Leigh Flood Storage Area expansion scheme. Improvements to Leigh and Cattle Arch embankments to include: partial raising of embankments; installation of 300mm high wave return wall; creation of pumping station platform area; erection of new fencing and gates and other associated works that include culvert, eel pass, temporary access and compound areas. Members supported this application and its very sound objectives, but wished to make the following comments:
1. Traffic movements to the site both down Powdermill Lane and Ensfield Road are restricted in the application at peak times from 8-9am and from 4-6pm. The Parish Council ask that the hours of restriction are changed slightly in the afternoon to be from 3-5pm. This will avoid the school pickup time, which causes traffic congestion in the village.
 2. We ask that traffic movements be co-ordinated so that the two out of three access roads into Leigh (Powdermill Lane and Ensfield Road) are not gridlocked with traffic movements to the site at the same time.
 3. We seek assurance that the existing village drains which run into Crandalls Pond, then under the railway bridge towards the Environment Agency owned land to the south of the railway bridge are not adversely impacted by these proposals.
 4. We seek assurance that the drainage systems under the railway bridge on Ensfield Road are not adversely impacted by these proposals. There are a number of agencies that control drainage in this location: the Environment Agency, Highways and Network Rail, please can these three work in partnership to ensure that drainage is free-flowing.
 5. We request that an embankment is built at the eastern end of the railway embankment where the river goes under the railway so that that field, the cattle arch foundations and the gardens of Wyndham Close are not adversely impacted.
- v. SE/20/02543/HOUSE: 7 Wyndham Close, Leigh TN11 8RD - proposed roof conversion and rear roof alterations. Members objected to this application as the proposal will over-intensify the site and the development will be out of keeping with the other dwellings in Wyndham Close, the property is already much larger than the adjacent properties. The proposed new windows will overlook neighbours.
- ii. To report SDC planning application decisions
- SE/ 20/01848/FUL and SE/20/01849/LBCALT: Hall Place, Penshurst Road, Leigh - re-building part of collapsed driveway wall and infilling with stock fencing. Application refused. Reason: The proposal not to reinstate the entire length of the driveway wall and to replace the wall in part with stock fencing, would diminish the stature and importance of the southern approach to the Registered Park and Garden, detracting from the setting of the Listed heritage assets and reducing the positive architectural contribution that the southern approach to the site makes to the Leigh Conservation area as a whole. As a result, the proposal would cause less than substantial harm to designated heritage assets and is contrary to Policies EN1, EN4 of the Sevenoaks Allocations and Development Management Plan, Sevenoaks District Council Leigh Conservation Area Appraisal 2019 and the aims and objectives of the National Planning Policy Framework.
 - SE/20/01785/MMA: Land South of Hollow Trees, Hollow Trees Drive, Leigh - amendment to SE/18/03599/FUL (erection of replacement dwelling) to show a new site location plan to include the private road. Application approved.
 - SE/20/02220/HOUSE and SE/20/02221/LBCALT: The Paddocks, Penshurst Road, Penshurst - construction of summer house within the curtilage of a Listed Building. Application withdrawn.
 - SE/ 20/01909/WTPO: The Old Burial Ground, High Street, Leigh - various works to trees. Consent is granted to: Holly - Reduce in height to 7m and remove Ivy. 1 x Holly & 3 x Lime - Cutback those branches overhanging no. 38 Well Close, back to the boundary.
 - SE/20/02478/WTPO: 8 Garden Cottages, Leigh TN11 8QB - works to trees covered by a TPO Works to the tree. Application refused
- iii. To report applications that have gone to appeal:
- SE/20/01112/FUL: Manderville, Egg Pie 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.

The Parish Council's comments were: "Object. The site already has a barn converted to residential use in addition to the original dwelling, and this proposal to convert the stables into a third residential property is not acceptable and constitutes intensification of the site in the Green Belt."
Members did not wish to submit further comment to the inspector.

66. The Green

- i. To discuss unauthorised encampments on The Green and preventative steps that could be taken
 - i. Cllr Kaye reported that there was a small unauthorised encampment on The Green last Wednesday for one night. There were 3 visitors with one gypsy caravan, a horse-drawn cart, three ponies and a vintage double decker bus. They were no trouble on this occasion and moved off The Green on Thursday leaving no mess. The Clerk reported that the Police visited them early on Thursday morning, and they moved onto Marsh Green, where they have stayed for a few days because they had a problem with their cart.
 - ii. The Clerk reported that she met Gary Edmed on The Green today to discuss the vulnerability of the space. He said that The Green should be protected and highly recommended that the area is fenced. There could be gaps at various places to allow pedestrian access, providing the gaps are too narrow to allow a caravan through. In his experience, the amount of crime and distress caused by unauthorised encampments is huge, and there are large costs involved with bailiffs, clear up and decontamination. He said that a lot of Town and Parish Councils are securing their areas, and The Green in Leigh is one of only a few left unsecured. He would like all Town and Parish Councils to secure their areas so that the district is not an attractive or easy place for the travellers to stop. He liked the estate fencing around the veteran oak tree, and as an alternative suggested knee high wooden post and rail fencing. Cllr Kaye said that this type of fencing is unobtrusive. Cllr Rogers said that, in her experience, decontamination costs can be huge and it is the responsibility of the landowner. It was agreed to:
 - i. Ask Gary Edmed for more information and evidence of risk.
 - ii. Ask Gary Edmed if SDC has considered a district-wide injunction against unauthorised encampments.
 - iii. Cllr Marchant undertook to accurately measure The Green.
 - iv. Cllr Marchant to seek a quote for wooden posts 1.5m apart and for knee-high wooden post and rail fencing.
 - v. Clerk to obtain a more accurate quote from Weld Done for estate fencing.
 - vi. Clerk to add this to the Risk Assessment.
- ii. To discuss insurance cover relating to unauthorised encampments

The Clerk reported that the Parish Council's insurance providers, Came & Company, have advised:

 - i. In the event of a traveller incursion on Council land, there is cover provided by the policy with Pen/Axa to assist with the legal process required to remove the trespassers. The relevant extract from the policy wording is set out below. A limit of £500,000 applies to any one claim. Trespass, nuisance, person removal and property damage cover: rradar will negotiate for our legal rights in any dispute relating to our property, arising from nuisance, the need to remove any trespassing persons or damage to property.
 - ii. If assets which are insured against loss or damage, such as street furniture, are damaged by the incursion the policy will respond to deal with this up to the sum insured noted on the schedule.
 - iii. There is no cover provided or available for the cost of clearing debris left behind or decontamination costs.
- iii. To discuss future maintenance of The Green

Cllr Kaye reported that he has looked at the size of the cricket square on google maps and he feels it may have increased in size by 1m. However, the Cricket Club say that they are making space for a junior practice wicket. Regarding the maintenance of The Green, Ian Bishop has offered to look at the contract and see if there are other companies who would offer a better service. Members agreed that this is a good idea, and that the Cricket Club must discuss any ideas they have for The Green before implementing them.

It was agreed to work more closely with Ian and to seek his help and advice on the maintenance of The Green. Cllr Kaye undertook to discuss this with the Cricket Club and to establish an ongoing dialogue with the club.

67. Highways

- i. To discuss the speed of vehicles along the B2027
See Option Session above.
- ii. Highway issues
 - i. Pauls Hill – the Clerk reported that the ditching work was completed at Ensfield Road on 3rd August. Since then, the KCC drainage officer has had the pipework jetted through to the stream however it has come back that there are possible roots in the line which would not totally stop the flow of water, but may not allow for the pipe to run at full capacity. She has undertaken to get this pipe re-attended with a rootcutting jetter to try and clear the blockage.
 - ii. Drains under the railway bridge on Ensfield Road – the Clerk reported that the drainage officer said that the last time the drains were cleared under the railway bridge was in May, as part of the twice annual schedule she placed them on, so they should be done again in around November. However, if they get blocked in the meantime, the enquiry should be logged and the team would raise a reactive job. Regarding the checking of this location during heavy rainfall, the drainage officer said that she has attended once recently during normal to heavy rainfall but there was no flooding evident. She is constantly keeping an eye on the weather and has the road on her mental list to visit if there is a heavy downpour. Cllr Britain reported that Network Rail has cleared their gullies and the drainage is much improved at the moment.
 - iii. Replacement cover near the railway bridge on Ensfield Road – the drainage officer said that she can see that a job was raised by the Steward on 02/09/20 with a 90 day priority to replace the cover; a cone was also placed on top to make sure no one accidentally stepped in the chamber.
 - iv. Overgrown trees at the end of Kiln Lane – the Clerk reported that she checked the KCC system, it said that some work was done and more required. She has chased this.
 - v. Scabharbour Road – Cllr Marchant said that the location is where the stream runs under the road.
 - vi. Drains on Powdermill Lane - the Clerk reported that she logged the blocked drains on the KCC system, under reference 527420. A resident has also reported blocked drains to KCC and felt that the work had not been satisfactorily carried out.
 - vii. Cllr Skipper reported that Bellway new development signs are still on the roadside and Cllr Marchant said that GSK signs are still at the bottom of Rings Hill. Clerk to ask for them to be removed. Cllr Skipper undertook to prepare a list of locations.

68. To discuss Leigh in Bloom and request for the Triangle to be cut back

Cllr Kaye reported that Leigh achieved a Silver Gilt award in the Leigh in Bloom competition, and offered congratulations to the Leigh in Bloom team. Members approved their request to cut back the triangle area. Cllr Kaye reported that he and Cllr Croft met Jane and Roger Steare to discuss the area of The Green by Porcupine House. It was agreed that the Parish Council wouldn't cut the daffodils in future until they have started to die back. It was also agreed that the Leigh in Bloom team would plant wildflower seeds on the area of grass in front of Jessica's Hall as a pilot to see how it works.

69. To hear update regarding Leigh Volunteers and to consider their request for funding towards community activities

Cllr Rogers reported that she is going to contact all the volunteers again in case there is another lockdown to see if they are willing to continue as a volunteer. A few people have suggested that a Leigh Lockdown Legacy is formed in order to bring the community together, with activities such as an online wreath making course, a pumpkin competition, a scarecrow competition and a bunting workshop. Other ideas are sought and Cllr Rogers said that a note will be put in the next parish magazine, and asked whether the Parish Council would be willing to make a grant towards materials and prizes. Cllr Kaye proposed that £200 is awarded to start the ball rolling, this was seconded by Cllr Smith and all were in favour.

70. To hear update regarding the refurbishment of Leigh Cricket Pavilion

Cllr Rogers reported that nothing has been done since the last meeting, although the group is working towards establishing the charity status. It has been left for the Cricket Club to discuss how they see the project moving forward and hopefully there will be a further report next month. Cllr Kaye thanked Cllr Rogers for putting a lot of work in on this project.

71. Rights of Way

To hear update regarding the application to divert SR427 to join SR426 between Killick's Bank Cottage and Ensfield Road

The Clerk reported that Penshurst Place has agreed to submit a joint request to KCC PROW. The Clerk has emailed to request an application form. The response said that costs would be a minimum of £1930 administration fee for processing an application to divert a public right of way. This may increase depending on any additional work required. The applicant will also be liable for the advertising costs of publicising the Order, which generally amount to approximately £40 for each advert, depending on the size of the advert and the newspaper used. Statutory procedures require that the Public Path Diversion Order is advertised once at the Order-making stage and again at the Order confirmation stage. KCC cannot guarantee the success of any application. Applications to divert public rights of way are dealt with in order of receipt. Unfortunately, the County Council has a large backlog of applications and there is currently a waiting list of approximately two and a half years before work can begin on a diversion proposal. It is recommended that a site visit is carried out prior to the submission of an application to assess the proposal. It was agreed that Cllr Kaye and the Clerk would discuss the costs and process with Penshurst Place, and Clerk to ask C.Cllr Lake to see if he can expedite this application at KCC.

72. Trees: To discuss works to trees and associated costs:

- i. The oak tree on Charcott Green: Quote to crown lift to 3.5m above ground: £60 + VAT. No approval required from SDC. Members agreed.
- ii. The oak tree on Powdermill Lane: Quote to crown lift up to 5.2m, remove all deadwood and crown thin by 20%: £320 + VAT. This will require approval from SDC as the tree is in the Conservation Area. The tree is on unregistered land and the Clerk has asked WKHA if they would be willing to share this cost as the tree has an impact on one of their properties in the Forstall. WKHA have now replied to say that they will pay half the cost. Members agreed. Clerk to apply for approval for tree works in the Conservation Area.
- iii. Trees in the Old Burial Ground: to reduce a Holly tree in height to 7m and remove ivy, to cut back one Holly and three Lime trees whose branches overhang 38 Well Close, cutting back to the boundary. Approval has been granted by SDC for these works. The Clerk has asked the resident at 38 Well Close for a contribution of £175, which has now been agreed. Work to be carried out on 20th October.
- iv. The Clerk reported that the annual tree survey will take place on 4th November. Cllr Smith to join the Clerk on the walkabout. Annual survey to include the oak tree on Powdermill Lane.

73. Powder Mills

Clerk to chase Bellway for the provision of the defibrillator.

74. Charcott

To discuss the possibility of a bus shelter on Camp Hill

The Clerk reported that she has sent a plan to the agents acting for The Redleaf Trust showing the location of the bus stop on Camp Hill, but has not yet heard back. The Parish Council would be expected to pay all costs associated with this including all legal fees.

75. To discuss correspondence received

- i. Item 4: KALC:
 - Dynamic Councillor Modules online via zoom, these will be held monthly and will continue to be a 3 hour session from 10.00am to 1.00pm. The price is £50 plus VAT for member Councils.
 - Finance Conference will be taking place on Wednesday 14th October 2020 via Zoom. Tickets are £50 plus VAT for members.

- ii. Item 5: Kent Police: August update: “In the last month we have spent a lot of our time working under Operation Mint and Operation Commando. Operation Mint is focusing on anti-social behaviour (ASB) in the Sevenoaks District whereby we have enforced dispersal zones, given out ASB warnings and utilised overtime to ensure we have more officers to be able to patrol more of the hotspot locations. Operation Commando is for dealing with the increase of nuisance motorbikes in the Edenbridge area but has spread across the district on occasions. We have held several nights of action with help from our colleagues in the Community Safety Unit, Community Policing Team and Local Policing Team, we have given out more section 59 warnings and completed a number of follow up visits. Here are a few highlights of what we have been doing Leigh & Chiddingstone Causeway: PCSOs have regularly patrolled the villages. We have been speaking with residents and businesses following up on a fraudulent transaction, CCTV was checked as a crime enquiry which has enabled us to link this crime with others in the district and enquiries are ongoing.”
- iii. Item 6: Kent Police: Matthew Scott, the Kent Police and Crime Commissioner, has produced a survey on Road Safety and Enforcement. See [www.surveymonkey.co.uk /r/apccsaferoads](http://www.surveymonkey.co.uk/r/apccsaferoads) It aims to gauge views on road safety across the country and what traffic law enforcement may look like in future.
- iv. Item 7: KCC – offering free salt bags to parishes. Members did not wish to take up this offer.
- v. Item 12: Gatwick Airport Ltd: “Gatwick is going through the most challenging period in its history but – despite the difficulty - we have remained open throughout the Covid-19 pandemic. We have however been forced to take some difficult decisions including postponing many of our capital investment projects and making significant reductions in the number of jobs. Our passenger and air traffic numbers are significantly down on what we usually expect at this time of year, and we currently predict that it may take up to four to five years to recover to pre-Covid-19 levels. As such, we are having to explore new ways to help us recover, including new revenue streams, so we can continue to preserve as many jobs as possible and continue to be an important contributor of economic prosperity and jobs across the wider region. One of these new initiatives will be the introduction, next year, of a charge for people who drop passengers off by car directly outside our terminal - as most UK airports have done for many years. Anyone who does not wish to pay the charge will be able to drop-off or pick-up passengers in the airport’s long-stay car parks with two hours free parking and a free shuttle bus to the terminals. The £5 charge will also see Gatwick continue to meet our commitment to reduce ‘Kiss and Fly’ - the least sustainable type of journey to the airport as it involves two return car journeys – while also encouraging public transport use and potentially cutting road traffic congestion and emissions at Gatwick and surrounding local areas. Currently around 15% of airport journeys are ‘Kiss and Fly’. Gatwick is looking at solutions to allow those who regularly drop off and one pick up at the South Terminal each day to access to the train station to make a token annual payment contribution. Suitable solutions for Blue Badge holder’s convenience are also being looked at. Reducing the airport’s environmental impact continues to be an important focus and Gatwick plans to put a proportion of the revenue into Gatwick’s existing Sustainable Transport Fund. No date has been set to introduce the new charging system, but the first step includes a consultation on the implementation of a Red Route system across the airport campus to indicate that stopping to park, load or unload, board or alight from a vehicle is prohibited. Revenue raised through Red Route fines will also be used to fund sustainable transport initiatives under the guidance of the airport’s Transport Steering Group, which includes external local representatives. The airport benefits from strong public transport links, with recent improvements enabling a train leaving for London every three to four minutes – as regular as tube services – and a £4 million upgrade to an airport bus interchange benefitting the 3 million people who use it each year. Around 650 local services arrive / depart the bus interchange each week, many of them 24-hour services. Gatwick also remains committed to its investment in the ongoing £150 million project to upgrade the airport’s train station, which will make connections to other destinations easier by doubling the size of the station concourse, adding five new lifts and eight escalators to improve passenger flow, and widening two platforms to reduce overcrowding.”

76. To discuss quote to upgrade the Parish Council website

The Clerk reported that Vision ICT has had a good look at our current website and has quoted £1,400-£1,500 depending on the final level of design.

They would build a new site with the current information copied across (approximately 26 web pages) and the same level of functionality. It would meet the legal requirements of the transparency code as well as having some good community pages. Included in this price is designing and building the new site, hosting for the first year, data transfer, the opportunity to have an overhaul of the information on the site and make any amendments, two years of minutes and agendas copied across, GDPR features, a news section, social media embedded (if required), a contact us form, an accessibility statement, and two hours of additional telephone training. The Clerk said that, because Chiddingstone Parish Council has agreed to upgrade their website, Vision ICT has offered a 5% discount to Leigh which would be a saving of £70-£75. Clerk to ask Vision ICT for some examples of Town and Parish Council websites that have been upgraded and decision to be made by email.

77. Finance:

- i. To discuss grant request made by Leigh PCC for half-share cost of repairs to the Church clock: £150
Members approved. Proposed by Cllr Rogers, seconded by Cllr Marchant and all in favour.
- ii. To approve payment of website costs associated with the cancelled VE Day celebrations: £59.95
Members approved. Proposed by Cllr Smith, seconded by Cllr Rogers and all in favour.
- iii. To approve the Clerk’s hourly rate as set out on the NALC pay scales effective from 01.04.20
The Clerk reported that her SCP was 25 this was changed by NALC to SCP 17. The hourly rate for 2019-20 was £12.39, the new rate from 1st April 2020 is £12.73. Members approved and agreed to back-date to 1st April 2020. Proposed by Cllr Smith, seconded by Cllr Rogers and all in favour.
- iv. 2019-20 Annual Audit Return
The Clerk reported that the completed external audit by PKF Littlejohn was received today, and the report says “On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.” There is an invoice of £300 + VAT. Members approved the expense.
- v. Subscription to Zoom
The Clerk reported that she has completed an annual subscription to Zoom Pro at a cost of £95.92 + VAT. Members approved.
- vi. To approve list of payments
Cllr Marchant proposed that the list of payments be approved. This was seconded by Cllr Smith and all were in favour. Cllr Kaye and Cllr Britain to authorise the online payments.

78. Items for reporting or inclusion in future agenda

Cllr Kaye reported that the Remembrance Day road closure has been applied for by Leigh PCC in conjunction with the RBL. Members were happy to support activities on The Green providing social distancing is observed.

The meeting closed at 10.15pm.

Signed

Date

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

| Date | Payment Number | Payee | Detail of payment | Amount Inc. VAT | VAT |
|--------------|-----------------------|------------------------|--|-------------------------|-------------------------|
| 05.10.20 | 281 | Clerk | Salary | £839.60 | |
| 05.10.20 | 282 | HMRC | PAYE | £331.66 | |
| 05.10.20 | 283 | Clerk | Mileage & work from home allowance | £122.30 | |
| 05.10.20 | 284 | KCC | Pension contribution | £445.83 | |
| 05.10.20 | 285 | SDC | Dog bin emptying | £563.16 | £93.86 |
| 05.10.20 | 286 | Coppard Plant Hire Ltd | Kerbing & Grasscrete Charcott | £5,550.00 | £925.00 |
| 05.10.20 | 287 | Nicola Butler | VE Day website costs | £59.95 | |
| 05.10.20 | 288 | Commercial Services | The Green grounds maintenance Apr-Jun | £934.87 | £155.81 |
| 05.10.20 | 289 | PKF Littlejohn LLP | External audit fee | £360.00 | £60.00 |
| 05.10.20 | 290 | Leigh PCC | Half share cost repair to church clock | £150.00 | |
| 05.10.20 | 291 | Clerk | Reimbursement zoom.us subscription | £115.10 | £19.18 |
| Total | | | | <u>£9,472.47</u> | <u>£1,253.85</u> |