

## LEIGH PARISH COUNCIL

### MINUTES OF THE LEIGH ANNUAL PARISH COUNCIL MEETING HELD IN THE SMALL VILLAGE HALL, HIGH STREET, LEIGH ON TUESDAY 3<sup>RD</sup> MAY 2022 AT 8.00PM

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**PRESENT:** Cllr J. Kaye (Chairman), Cllr P. Croft, Cllr A. Holt, Cllr G. Marchant,  
Cllr S. Satterley, Cllr S. Smith and Cllr B. Williams

**APOLOGIES:** Cllr G. Rogers

**ABSENT:** Cllr R. Britain

**IN ATTENDANCE:** Mrs L. Kleinschmidt (Clerk), County Cllr McArthur and 1 member of the public attended the Open Session only. District Cllr Osborne-Jackson attended the meeting from 9.10pm to 10.00pm.

#### Closed Session

1. a. **Election of Chairman for year 2022/23**  
Cllr Smith proposed that Cllr Kaye be re-elected as Chair for the year 2022/23. This was seconded by Cllr Croft and there were no other nominations. Members unanimously voted to accept the proposal. Cllr Kaye said that he was willing to re-stand and was duly elected.
  - b. **To receive Chair's Declaration of Acceptance of Office**  
Cllr Kaye signed the Chair's Declaration of Acceptance of Office which was countersigned by the Clerk.
2. **Election of Vice-Chairman for year 2022/23**  
Cllr Kaye proposed that Cllr Smith be re-elected as Vice-Chair for the year 2022/23. This was seconded by Cllr Satterley and there were no other nominations. Members unanimously voted to accept the proposal. Cllr Smith said that she is willing to stand and was duly elected.

#### Open Session

##### Report by County Cllr McArthur

County Cllr McArthur apologised for missing the Annual Parish Meeting last week. She said that she is helping on several appeals for school places and one has been successful so far. There is a huge pressure on schools currently. Ofsted visited the Children's Services office at KCC this week, which is an immensely important part of the work of the county council.

##### Questions from members of the public

Jane Steare attended the meeting in order to discuss with members the costs relating to the new gravel area that Leigh in Bloom is creating next to Jessica's Hall. She apologised for measuring the area incorrectly and therefore more gravel and other materials are required causing the price to increase. Jane undertook to obtain quotes for the fencing for the Parish Council to consider at their June meeting, and said that she will try and put other Leigh in Bloom donations towards the fencing cost too. The Clerk reported that the Parish Council gave a grant in 2021/22 for £417 towards the new gravel area. The Parish Council has already paid £100 towards gravel and Jane has presented an invoice for plants for £368. The additional £51 can be taken from the reserve held for Leigh in Bloom given by the Crandalls Trust. The Parish Council has also given a grant in 2022/23 for £220 towards Jubilee plants.

C.Cllr McArthur and the member of the public left the meeting at 8.15pm. Members agreed to allow District Cllr Osborne-Jackson the opportunity to give his report later in the meeting when he arrives.

#### Closed Session

3. **Apologies for absence** were received from Cllr Rogers and her reason for absence was accepted by the Parish Council. Cllr Britain was absent

- 4. Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**  
Cllr Croft declared a DPI in item 18 (iii) as he has presented an invoice for payment.
- 5. The minutes of the Leigh Parish Council Meeting held on 4<sup>th</sup> April 2022** were approved and duly signed. Proposed by Cllr Smith, seconded by Cllr Williams, and all were in favour.
- 6. To hear report of the Annual Parish Meeting held on Monday 25<sup>th</sup> April 2022**  
Cllr Kaye reported that there was an excellent turn out at the meeting, probably 40 people. There were talks by Tim Connell, the Operations Manager at the Environment Agency and Jenna Halfhide, Headteacher at Leigh Primary School. The Leigh Community Award for 2022 was presented to Jane Steare for her huge amount of hard work in setting up and organising Leigh in Bloom, and for implementing planting projects in Leigh as part of the Love where you Live initiative.
- 7. Appointment of Committees and representatives to other bodies**  
The following appointments were approved.  
Finance & General Purposes Committee: Cllr Kaye (Chairman), Cllr Britain, Cllr Williams.  
Planning Committee: Cllr Marchant (Chairman), Cllr Smith, Cllr Rogers, Cllr Holt, Cllr Williams  
ROW Committee: Cllr Kaye (Chairman), members of public  
Affordable Housing Committee: Cllr Kaye, (Chairman), Cllr Smith, Cllr Croft, Cllr Britain, Cllr Satterley, Cllr Holt.  
Aviation Working Party: Cllr Smith, Cllr Britain, Cllr Williams  
HWCAAG: Cllr Smith, Cllr Britain, Cllr Williams  
Leigh United Charities: Mr Brian Ball  
Leigh Village Halls Management Committee: Cllr Satterley  
Internal Auditor: Mr Roger Sykes  
Tree Warden: Cllr Smith  
Pond Warden: Cllr Britain  
Countryside Access Wardens: Cllr Kaye, Jonathan Cook, Joe Staffurth, Rachel Valentine  
CPRE: Cllr Smith  
KALC Sevenoaks branch: All members
- 8. To confirm that the Parish Council is eligible to use the General Power of Competence**  
The Clerk reminded members that the General Power of Competence gives authorities the power to take the reasonable action they need 'for the benefit of the authority, its area or persons resident or present in its area'. Under the provision a local authority has power to do anything that individuals generally have full legal capacity to do. To remain eligible, the Parish Council has to confirm that:
- (a) the number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council;
  - (b) the Clerk is qualified in the Certificate in Local Council Administration;
  - (c) the Clerk has completed the relevant training.
- There are some restrictions: to abide by statutory duties such as considering the likely effect of crime and disorder and conserving biodiversity, and to abide by legislation, such as employment law, health & safety, equality and data protection.  
Members agreed that the Parish Council remains eligible to use the General Power of Competence.
- 9. To review the following policies and approve the Finance Committee's recommendations for change:**
- i. Leigh Code of Conduct
  - ii. Leigh Standing Orders
  - iii. Leigh Finance Regulations
  - iv. Social Media Policy
  - v. Press & Media Policy
  - vi. Procedure for Handling Complaints

- vii. Procedure for Handling Anonymous Correspondence
- viii. Pre-Planning Advice Policy
- ix. Safeguarding Policy
- x. GDPR:
  - i. Document Retention & Disposal Policy
  - ii. Email Data Privacy Notice
  - iii. Information & Data Protection Policy
  - iv. Inventory of Personal Data Captured, Stored and Processed
  - v. List of Documents for Retention or Disposal
  - vi. Management Transferable Data Policy
  - vii. Members & Employee Privacy & BYOD Acceptable Use Policy

Cllr Kaye reported that the Finance & General Purposes Committee had reviewed all policies and made recommendations for change. Members reviewed all policies and procedures and approved the Finance Committee's recommendations. Cllr Holt proposed that the changes be approved, this was seconded by Cllr Marchant and all were in favour.

## 10. Planning

- i. To consider applications received
  - i. SE/22/00817/LBCALT: The Coach House, Ramhurst Manor, Powder Mill Lane, Leigh - hearth in lounge, new cast iron balustrade, remove 2 posts and cupboard in sun lounge. Members had no comment to make on this application.
  - ii. SE/22/00801/LBCALT: 1 Forge Square, The Green, Leigh TN11 8QR - repairs to front first floor window, installation of conservation rooflight to western roof slope, replacement of 3 west facing windows, repairs and roof tile replacement to east facing roof slope, repair and replacement of lead soakers. Internal alterations. Members had no comment to make on this application.
  - iii. SE/22/00841/HOUSE: 2 Gardeners Cottage, Penshurst Road, Leigh TN11 8HH - demolition of car port. Members supported this application.
  - iv. SE/22/00991/NMA: Brookside Barn, Egg Pie Lane, Weald TN14 6NP - Non-material amendment to SE/21/00823/HOUSE: To increase in height to the existing mono-pitch roof over the kitchen and utility room retaining the same profile and design as the current arrangement. The addition of two new rooflights over the kitchen and utility room. Increase in height to the single-storey rear extension previously approved. Members had no comment on this application but wished to ask the planning officers to ensure that the following statement is still met in any approvals: "The extensions have been designed to appear subservient to the host property and to uphold the agricultural and rural character of the site. The proposals are considered proportionate and acceptable in design, scale and form."
  - v. SE/22/00815/FUL: Leigh Park Farm, Coppings Road, Leigh TN11 8PN - proposed extension to existing livestock building. Members wished to carry out a site visit before making a decision on their response.
- ii. To report SDC planning application decisions:
  - SE/22/00328/LBCALT: Moorden Farm House, Station Hill - replacement of four first floor windows. Application withdrawn.
  - SE/22/00292/HOUSE: 10 Powder Mill Lane, Leigh - erection of a two storey rear extension. Application approved.
  - SE/22/00130/HOUSE: 22 Barnetts Road, Leigh - part single, part two storey rear extension and internal alterations. Application approved.
- iii. Members discussed a possible breach of planning consent and Clerk to contact Enforcement Officers at SDC.

## 11. The Green

- i. To discuss quote for maintenance of the benches on The Green  
The Clerk reported that Luke Saunders has quoted as follows: to scrape off any dirt/debris on all benches, of which there are 14, to sand all benches with 80 grade sandpaper to make smooth.

To apply one coat of clear Danish oil to all benches to preserve. To leave area clean and tidy and apply wet paint signs to any wet benches to make public aware. Price: £695 to include sundries and materials required. Members approved the quote. The following benches will be excluded this year:

- Charlie's memorial bench as the manufacturer has said that it should not be treated for a couple of years.
- Lucy's memorial bench because Jane & Roger Steare do it themselves
- Ian Steven's memorial bench which is also new
- the bench by the hedge by Jonathan & Sarah's Cook's house.

The work to the benches will be done regularly in order to prolong their life and allow them to be used by people who wish to sit and enjoy The Green.

ii. To hear update regarding the maintenance contract and seeding project on The Green

The Clerk reported that the following contract has been agreed with Commercial Services for the 2022 season. The seeding project has commenced, this includes spiking the whole Green and hopefully vertidrainning next year.

	<b>Maintenance</b>	<b>2021</b>	<b>2022</b>
1.	To gang mow green on 21 occasions	£765.96	£796.60
2.	To spike the whole green on 2 occasions	£480.00	£0.00
3.	To roll the whole green in both directions in April	£350.00	£364.00
4.	To quadaplay whole green	£240.00	£0.00
5.	To contravate (shallow lines are dug in the goal mouth and grass seed sown) the football pitch in April	£583.59	£0.00
6.	To fertilize the whole green on 2 occasions	£1,000.45	£1,040.46
7.	To vertidrain the whole green on 1 occasion	£580.00	£603.20
	<b>Total</b>	<b>£3,999.99</b>	<b>£2,804.26</b>

iii. To hear update regarding the ACRK Coffee Caravan project on The Green

The Clerk reported that the Coffee Caravan visited Leigh on Friday 29th April and will come again on the following dates: Friday 27th May, Friday 24th June, Friday 19th August, Friday 16th September, Friday 14th October from 10.30 – 12.30

## 12. Highways & Rights of Way

- Temporary Road Closure - Hale Oak Road, Sevenoaks Weald - 20th May 2022 for 1 day between 08.00hrs and 18.00hrs at the junction with Halls Green. The alternative route is Hale Oak Road, Long Barn Road, Windmill Road, Glebe Road, Scabharbour Road, Coppings Road, Camp Hill, B2027 Tonbridge Road and vice versa. The closure is required for the safety of the public and workforce while works are undertaken by Openreach.
- Temporary Road Closure - Powder Mill Lane, Leigh - 16th May 2022 for 1 day between 09.30hrs and 15.30hrs between Barnetts Mead and Little Barnetts. The alternative route is Powder Mill Lane, B2027 Hildenborough Road/Stocks Green Road, Leigh Road and vice versa. The closure is required for the safety of the public and workforce while works are undertaken by Openreach.
- Urgent Road Closure - Coppings Road, Leigh - 29th April 2022 for up to 1 day between Scabharbour Lane & Camp Hill. The alternative route is via Philpots Lane – Hildenborough Road – Peshurst Road – Camp Hill. This is to enable drainage works to be carried out by KCC.
- Cllr Marchant reported that the gullies are full of debris on Powdermill Lane. Clerk to chase KCC.

## 13. Powder Mills

The Clerk reported that she emailed the management company again about the No Trespassing signs, saying that the s.106 contract states under point 7.3.2: "To procure that the Management Company shall grant permissive rights of access to the open space and woodland area (forming part of the Managed Land) to the general public."

Members agreed to inform Enforcement officers at KCC as the Parish Council believe that there should be general public access. Clerk to inform Gateway Property Management Ltd.

District Cllr Osborne-Jackson joined the meeting at 9.10pm.

**14. Charcott**

None.

**15. To discuss the Rural Swathe and Visibility Cutting Contract 2022**

Members retrospectively formally approved the decision made since the last Parish Council meeting to hand the contract back to KCC for this year as members felt that KCC's current requirements for cutting dates took no account of growing conditions for the first cut, and the cluster's contractor is unable to do the second cut at the specified date. KCC has agreed to take over the contract and will discuss with the Clerk how they felt that it worked this year. The KCC officer has agreed to try and not tie their contractor in for longer than this current season so that the cluster of Parish Councils can take it on again next year if they wish to. Members agreed to feed back issues to KCC this year if required.

**16. To discuss the Queen's Platinum Jubilee 2<sup>nd</sup> to 5<sup>th</sup> June 2022 and approve associated costs**

The Parish Council's public liability insurance will cover the event up to 1000 people if it is solely run the Parish Council. The beacon that is a basket type on a pole is covered so long as there is a risk assessment to ensure that the public are kept at a safe distance and buildings will not be damaged. The Clerk reported that Weld Done has quoted the following prices for the oak post for the beacon: 8inch x 8inch £250 + VAT, and 10inch x 10inch £375 + VAT. Members approved the larger size at £375 + VAT. Leigh Ladies Choir have confirmed attendance and Peter Croft's band is pending. Cllr Satterley undertook to provide a banner advertising the events at zero cost, and the Clerk and Cllr Holt to liaise regarding the printing and laminating of posters and the production of A5 leaflets. The Royal British Legion will apply for a temporary events notice for the Friday night and the school will apply for a temporary events notice for the Sunday event. The designer of the publicity for the events has quoted a charity rate of £20 per hour and so far 4 hours have been used. This to be discussed at approved at the next Parish Council meeting.

Cllr Kaye asked for approval from members to suspend the Open Session at 9.30pm in order to allow District Cllr Osborne-Jackson the opportunity to give his report. Members agreed and the Open Session was suspended.

Report by District Cllr Osborne-Jackson

District Cllr Osborne-Jackson congratulated the Chair and Vice-Chair of the Parish Council for their re-election for the year 2022/23, and he commended the Parish Council on their Annual Parish Meeting last week. He reported as follows:

- He chaired the SDC Covid Scrutiny Committee meeting tonight and next week the committee will meet with the Chief Executive of SDC.
- There is the Annual Meeting of SDC next week when the Chair and Vice-Chair are elected. A full council meeting was held last week and a donation was given by the Chair to her nominated charity Domestic Abuse Business Support. D.Cllr Osborne-Jackson has now attended the first full council meeting in the SDC chamber for two years as meetings have been held at The Stag due to covid restrictions.
- The notice of vacancy for the SDC member for Penshurst, Fordcombe & Chiddingstone has now been added to the SDC website and an election will be called in due course. D.Cllr Osborne-Jackson said that he has been covering this ward for planning and urgent casework matters.
- There are local elections nationally on Thursday, including one at Sevenoaks Town and one at Fawkham & West Kingsdown.
- D.Cllr Osborne-Jackson said that he has had a meeting with the Chief Executive of WKHA, and he is pleased to report that results are being delivered due to his regular meetings with WKHA officers. WKHA is now going to be subject to scrutiny in future.

- He was disappointed that the Police did not attend the Leigh Annual Parish Meeting last week, the Chief Inspector has advised that Police representatives should attend at least two Town and Parish Council meetings a year.

The Closed Session resumed at 9.50pm.

## 17. To discuss correspondence received

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

- i. Item 2: PCSO Samuel Rustrick: Monthly Report: "Leigh and Chiddingstone – we have been and continue to keep an eye on the homeless male who was living in Powder Mills in Leigh, and we are aware of his new location. If there are any issues regarding this, please do not hesitate to get in contact with us, either via 101 or livechat. There has been recent car theft and damage in Leigh and Chiddingstone. We would reiterate our advice above with regards to personal CCTV, motion sensitive dash cams that capture whenever anyone comes near the car and floodlights. We would also advise members of the public to make sure their vehicle is locked and secure before leaving, that no valuables are left in the car. We would also recommend that you park in a well-lit, public place, ideally covered by CCTV."
- ii. Item 3: Tom Tugendhat: "I've been hearing too many reports of crime in our community. In Edenbridge and the surrounding villages we have seen more worries and concerns around crime and antisocial behaviour. We need to get better policing for everyone in our neighbourhood. I have been working hard with Kent Police to find long-term solutions which give us all reassurances that we will be safe in our town. I'm pleased they've agreed to attend a public meeting that I will be hosting at The Eden Centre on Friday 27 May. The meeting will give Kent Police the opportunity to explain what they are doing to keep us safe, and for us to raise concerns we have around our community safety. We need the police to hear from us directly so that they can help protect us."
- iii. Item 4: GACC: invitation to their Annual General Meeting of the members of Gatwick Area Conservation Campaign to be held on 16th May 2022 at 7pm in the Stanhill Court Hotel, Stan hill, Charlwood, Surrey RH6 0EP.
- iv. Item 5: SDC – details of an unauthorised encampment in Sevenoaks.
- v. Items 6 and 9: Kent Police:
  - A21 Tonbridge By-pass - between 08:00 on Sunday 27th March and 16:06 on Monday 28th March, somebody stole a Nissan X-trail, NL05\*\*\*, from the road. Crime Report No. 46/60003/22
  - No Road Name, Leigh - on Saturday 16th April around 20:45, somebody stole two sensor lights from a residential garden. Crime Report No. 46/70853/22
  - No Road Name in Leigh: on Sunday 17th April around 22:00, somebody tried to break into a shed at a residential property. Crime Report No. 46/80870/22
- vi. Item 7: KCC re: bus services: KCC Public Transport previously advised of a series of bus service withdrawals being implemented in April. The pandemic has had a profound use on Public Transport across the UK. Bus use in Kent, as with rest of the UK has only partially recovered and currently it is estimated that use of buses stands at around 70% of pre-pandemic levels, with the use in the off-peak being less than this. At the same time, bus operators are facing other financial and operational pressures notably in respect of increasing fuel and driver costs and a shortage of skilled drivers and engineering staff. Throughout the pandemic and to date, levels of service are only being sustained because of financial support being provided by Government, currently in the form of Bus Recovery Grant (BRG) and the continued payment of concessionary travel (the older persons bus pass and KCC Travel Saver) reimbursement assuming pre-pandemic levels of use. Bus operators operate in a de-regulated commercialised environment and the combination of factors described is meaning that they are having to consider their commercial response the prevailing situation. KCC Public Transport are now starting to receive details of how operators intend to reduce their costs and services. This note summarises known changes but it is noted that these do not currently account for the withdrawal of BRG which, if not continued would trigger further, far more serious service reductions.

These changes are less linked to BRG and passenger shortfall and as much linked to driver shortage and increased operating costs. Separately, KCC are proposing to reduce the budget for Socially Necessary Bus services which means the Council are not able to intervene and replace service and journeys. Any child with a statutory for free transport to school and currently travelling on one of these services will be provided with alternative transport.

There were no services local to this area included in the list of known bus changes.

- vii. Item 10: Email from Jane Steare: "I just wanted to say a very heartfelt thanks for the award that you gave me on Monday evening. I really was totally shocked and surprised to receive it and the beautiful flowers. Our wonderful Leigh in Bloom volunteers and I take great pride in making Leigh a tidier and prettier village to live in and without your unending help and support we could not achieve what we do. So thank you again, it truly means a very great deal to us all."
- viii. Item 11: Email from resident of Wyndham Avenue regarding the collection of rubbish and cars parking on the pavement in The Green Lane. Members sympathised with this situation and Clerk to respond to say that the road belongs to SDC. Clerk to forward to D.Cllr Osborne-Jackson.
- ix. Item 12: Email from Alison Thompson, English Rural Housing Association: "I have heard back today from the Agent acting for the Landowner of the site opposite Moorden Cottages. Unfortunately the Landowner 'does not wish to put the site forward at this time'".
- x. Item 14: AEF Newsletter: There has been growing pressure for airport expansion to be scrapped in view of the UK's 2050 climate goals. In March, Leeds Bradford Airport axed its plans for a new terminal building. In April, the Secretary of State decided to call in Luton Airport's application to increase its capacity to 19 million passengers, citing "concerns over climate change targets and policies for enhancing the natural environment". Bristol Airport campaigners obtained permission to challenge the Inspectors' decision to grant permission in the High Court, and the High Court is also considering the decision to allow Southampton Airport to expand. Liverpool Airport expansion has meanwhile been called into doubt as councillors ponder whether growth is consistent with the city's environmental objectives. AEF continues to campaign against airport expansion at a legislative level, specifically asking the Government to provide clearer guidance for local councils when they consider expansion and raising awareness.

District Cllr Osborne-Jackson left the meeting at 10.00pm.

#### **18. Finance:**

- i. To report the decision made on the review of the Clerk's job specification and spinal column point  
The Parish Council approved the review of the Clerk's role at the last Parish Council meeting and it was agreed to report to this meeting the final details. The Clerk's previous spinal column point was 17 and the new spinal column point is 25. The hours remain at 22 per week.
- ii. To discuss and approve insurance policy renewal from 1<sup>st</sup> June 2022  
Quote not received yet, members gave approval for the Finance Committee to make the decision and pay the premium before the next meeting to fit in with renewal date.
- iii. To approve list of payments  
Cllr Satterley 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.

#### **19. Items for reporting or inclusion in future agenda**

Cllr Satterley reported that the Leigh Village Halls Annual Meeting was held last week and Paula Beresford was re-elected as Chair of the Management Trustees. A new Treasurer has been identified to take over the role from Alan Johnston, who has carried out this role for many years, and the committee were immensely grateful to him for all his help over the years. There will be a fund raising event held in October in partnership with the Royal British Legion Club, this will be a Comedy Night.

**The next Parish Council meeting will be held on Monday 6<sup>th</sup> June 2022 in the Small Village Hall at 8.00pm**

The meeting closed at 10.10 pm.

Signed .....

Date .....

**LEIGH PARISH COUNCIL  
LIST OF PAYMENTS  
May 2022**

<b>Date</b>	<b>Payment Number</b>	<b>Payee</b>	<b>Detail of payment</b>	<b>Amount Inc. VAT</b>	<b>VAT</b>
19.04.22	480	All Loads Ltd	Leigh in Bloom grant - gravel	£120.00	£20.00
03.05.22	481	Clerk	Salary	£1,217.50	
03.05.22		HMRC	PAYE	£0.00	
03.05.22	482	Clerk	Mileage, petty cash & work fm home allow	£159.96	
03.05.22	483	KCC	Pension contribution	£659.63	
03.05.22	484	Vision ICT Ltd	Data backup service (net cost to Leigh £60)	£144.00	£24.00
03.05.22	485	Tonbridge & Tunbridge Wells CFR	Defibrillator pads	£100.00	
03.05.22	486	Chiddingstone PC	Half share cost compost and bunting	£208.08	
03.05.22	487	MG Smith	Plumbing work for No.1 The Bungalows	£127.60	£21.27
03.05.22	488	Peter Croft	Mowing	£316.00	
03.05.22	489	Tonbridge & Tunbridge Wells CFR	Defibrillator SP1 battery and pads	£284.99	
03.05.22	490	How Green Nursery	Leigh in Bloom grant – plants	£428.66	£60.66
				<b><u>£3,766.42</u></b>	<b><u>£125.93</u></b>