

LEIGH PARISH COUNCIL

MINUTES OF THE LEIGH PARISH COUNCIL MEETING HELD IN THE SMALL VILLAGE HALL, HIGH STREET, LEIGH ON MONDAY 6TH JUNE 2022 AT 8.00PM

- PRESENT:** Cllr P. Croft, Cllr A. Holt, Cllr G. Rogers, Cllr S. Satterley, Cllr S. Smith and Cllr B. Williams
- APOLOGIES:** Cllr J. Kaye (Chairman), Cllr R. Britain, Cllr G. Marchant and County Cllr McArthur
- IN ATTENDANCE:** Mrs L. Kleinschmidt (Clerk). District Cllr Osborne-Jackson and 1 member of the public attended part of the meeting.

In the absence of Cllr Kaye, members agreed that the Vice-Chair, Cllr Smith, would chair the meeting.

Open Session

Report by District Cllr Osborne-Jackson

This report was heard at 9.30pm, see page 14.

Questions from members of the public

1. Mr Tapp attended the meeting in order to ask whether the bus timetable would change particularly for the 9.30am bus service. The Clerk said that not all details have yet been received about changes to the bus timetable but at the current time this bus service is unaffected.
2. Mr Tapp asked whether the No Trespassing signs in the 1811 development in Powder Mills mean that access is denied. The Clerk reported that she has asked the Directors of the 1811 development to remove the signs as the planning approval stated that access would be maintained for everyone. As the signs are still in place, members asked the Clerk to contact Enforcement Officers at SDC.

Closed Session

20. **Apologies for absence** were received from Cllr Kaye, Cllr Britain and Cllr Marchant and their reasons for absence were accepted by the Parish Council. Apologies for absence were received from County Cllr McArthur.
21. **Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**
Cllr Croft declared a DPI in item 33 (viii) as he has presented an invoice for payment.
22. **The minutes of the Leigh Annual Parish Council Meeting held on 3rd May 2022** were approved and duly signed. Proposed by Cllr Satterley, seconded by Cllr Croft and all were in favour.
23. **To hear report of the events held to commemorate the Queen's Platinum Jubilee 2nd to 5th May**
Members agreed that the Parish Council event on Thursday 2nd June to light the beacon was hugely successful and the new beacon is a wonderful asset for the parish. Members agreed to purchase a gift for Chris Bellis as a thank you for attending the event and providing First Aid cover. The Beavers' family event was held during the day on the Thursday and went well. The Derby Day was held on Saturday 4th June in the Leigh Village Halls and was successful. A church service and Forest Church was held during the morning on Sunday 5th June, and then the Leigh PTA held an excellent event for families in the afternoon. Members expressed thanks to SDC for emptying the litter bins on The Green on both Friday 3rd and Monday 6th June.
24. **Planning**
 - i. To consider applications received
 - i. SE/22/01233/LBCALT: Southdown House, 1 The Square, High Street, Leigh - alterations to rear facing window and interiors. Members supported this application providing no objections are raised by the Conservation Officer.

- ii. SE/22/01490/ADJ: Hawden Farm, Hawden Oast, The Granary, Hawden Lane, 10 and 12 Stacey Road, Hildenborough, Kent. Hildenborough Embankment Scheme (Flood Defence Project) all the supporting documentation can be viewed on Tonbridge and Malling Borough Council website using planning ref: TM/22/00456/FLEA. Members had no comment to make on this application.
- iii. SE/22/01370/WTCA: Gardeners Cottage, Penshurst Road, Leigh TN11 8HH - work to various trees in the Conservation Area. Members supported this application providing no objections are raised by the Arboricultural Officers.
- ii. To report SDC planning application decisions:
 - SE/22/00991/NMA: Brookside Barn, Egg Pie Lane, Weald TN14 6NP - Non-Material Amendment to SE/00823/HOUSE. Application approved.
 - SE/22/00817/LBCALT: The Coach House, Ramhurst Manor, Powder Mill Lane - hearth in lounge, new cast iron balustrade, remove 2 posts and cupboard in sun lounge. Application approved.
 - SE/22/00801/LBCALT: 1 Forge Square, The Green, Leigh - 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. Application approved.
- iii. To hear report of meeting with Whitehall Homes
The Clerk reported that a meeting was held on Tuesday 24th May with the developers at their request. The Parish Council has requested an open public meeting to be held and Whitehall Homes have confirmed that they will do this as soon as possible and in June if possible. Whitehall Homes have offered the opportunity for members to view a recently completed scheme of theirs in Crowborough. Members said that they would not agree to visiting this other development until after the public meeting has been held. Clerk to request two weeks' notice of the public meeting.

The member of the public left the meeting at 8.25pm.

25. The Green

- i. To discuss Leigh School's request to use The Green for their leavers' party on 22nd July
Members supported this request.
- ii. To discuss the Leigh in Bloom Parish in Bloom competition
The Clerk reported that the competition judging date is 11th July.
- iii. To discuss and approve timing of the grass cutting on The Green near Porcupine House
The Clerk reported that Jane Steare has asked if a rectangle could be left long for the wild flowers to grow but members felt that this is too difficult to manage and the grass would grow too long and be difficult to cut. Members agreed to cut all the area to the east of the path, excluding the area belonging to Joyce Field, on a high cut. (Clerk's Note: it was agreed in September 2021 to leave the grass to the west of the path uncut to allow Leigh in Bloom to sow wildflower seeds as a pilot, and the success of this to be discussed at the September Parish Council meeting).
- iv. To discuss Leigh in Bloom's quote for fencing the new gravel area by Jessica's Hall
The Clerk reported that Leigh in Bloom has obtained two prices for fencing around the new gravel area. Members thought that these prices were high and suggested that another quote is sought. Clerk to request a copy of Leigh in Bloom's accounts and item to be discussed at the next Parish Council meeting.
- v. To approve payment of Leigh in Bloom's 2021/22 grant towards Jubilee planting: £220
The Clerk reported that the Leigh in Bloom's grant for 2021/22 was £220, they have presented an invoice from How Green Nursery for £136, which will leave a balance of £84. Members agreed.

26. The Action in Rural Kent's Pop Up Coffee Caravan:

- i. To discuss giving a grant towards this year's project costs
Cllr Holt proposed that a grant of £150 is given, this was seconded by Cllr Croft and all were in favour.

- ii. To discuss working with Tonbridge Archdeanery and Leigh PCC on continuing this resource
The Clerk reported that ACRK's Coffee Caravan scheme is to visit communities with the Coffee Caravan in an effort to tackle isolation and loneliness, with the hope that the parish would take it on going forward. At the last Coffee Caravan visit, the Clerk met Keith Berry, who is the Community Engagement Adviser, Tonbridge Archdeaconry on the Community Engagement Social Action Team. He said that he has spoken to the church about helping them to continue this resource locally. Members were happy to enter into discussions on how this can be taken forward.

27. Highways & Rights of Way

SES Water have advised that they are going to have to delay the closure of Camp Hill by five weeks, until Tuesday 12 July, while they replace a further 70 metres of water main in Tonbridge Road, Chiddingstone Causeway.

28. Powder Mills

The Clerk reported that she intends deposit documents for 7.5 Tonne Weight Limit Restriction on Burton Avenue, Leigh, is on public deposit from Friday 27th May until 20th June 2022. Representations supporting or objecting to the proposed Order can be made at www.kent.gov.uk/highwaysconsultations. Members agreed to support this proposal.

29. Charcott

Cllr Croft asked for approval to remove the lower branches of the oak on Charcott Green as it makes it hard to cut the grass. Members undertook to have a look and discuss at the next Parish Council meeting.

30. Aviation

- i. The clerk reported that she attended an online meeting with Gatwick Airport on 31st May. The following information was given:
- Gatwick had 6.31m passenger movements in 2021, this compared with 47m in 2019 and the forecast for 2022 is 30m. The airport is currently tracking ahead of forecast but they say this will settle down. The airport does not expect to return to 2019 passenger movements until 2024.
 - Short haul routes are open and there are 30 long haul routes including to North American and Canadian destinations.
 - The focus for 2022 is to be ready to respond to demand and maintain passenger service. The airport is struggling with staff levels.
 - Waiting times at the airport is improving and generally passengers are passing through security in 5 minutes.
 - Due to Covid, capital investment was put on hold but now maintenance and Health & Safety projects are underway including resurfacing the main runway over the summer at night from April to July 2022, during this time the airport will use the northern runway, which is normal procedure if the main runway is closed. An upgrade to Gatwick Airport railway station will be completed in 2023.
 - The proposal to bring the northern runway into use following the public consultation is progressing. The Airport is making changes to the highways design and they will go to consultation again on these changes and updates on the project from 14th June to 27th July. They plan to make an application to the Planning Inspectorate in early 2023 for a development consent order and if approved the northern runway could be in regular use in 2029.
 - The CAA and DfT initiative, the Airspace Modernisation Programme, continues and GAL must follow this legislation. This is significant as London airspace is second only to New York for number of aircraft. The airspace is being completely re-designed so there will be changes. NATS has completed a study that showed that there is a noise reduction on departures of 20%. There will be a public consultation in June for flights in 2025/26 at all London airports.
 - The Decade of Change Policy has Net Zero goals, Gatwick is half way to Net Zero. Local environment and people & places are included as well as 36 new electric charging bays at the airport.

- ii. AEF: “At the first Airspace Noise & Community Forum meeting in January we agreed that we would hold a second meeting within six months to update members on policy developments and activities” This meeting will be held virtually on Thursday 16th June at 10am.
- iii. Cllr Smith asked about the status of the High Weald Councils Aviation Group. The Clerk reported that since the beginning of the pandemic, the group has been dormant. Member Parish Councils are being advised by GACC and AEF, who are experts in the field.

31. Affordable Housing

None.

32. 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: KCC Public Health: “Step by Step is a partnership of 10 organisations from the UK, France, Belgium and the Netherlands, focused on developing a new model of community health improvement and employment for men. Based on the Men’s Shed movement, the SBS model of men’s sheds empowers isolated men from all social and ethnic backgrounds to get involved in community groups, starting up new activities in places where men meet. By participating in a new generation of ‘men sheds’, members can benefit from improved knowledge and skills, training in healthy conversation skills, and encouragement to pursue personal/professional development opportunities.”
- ii. Item 3: KCC consultation: ‘No Mow May’ is a campaign by the charity Plantlife to let your lawn grow throughout May and provide a carpet of flowers for our pollinators to feed on. Kent’s Plan Bee team have been busy behind the scenes pulling together many KCC departments to put aside mowing some of the land they manage this May. Now, we want to know how this links into the wider Kent landscape and see who else is taking part in No Mow May. For more information, resources and to make your pledge visit www.kent.gov.uk/nomowmay
- iii. Item 4: SDC: Sevenoaks Urban Area Local Walking and Cycling Infrastructure Plan (LCWIP). The plan will detail potential walking and cycling routes to encourage the community and visitors to move more sustainably around the area. The development of the LCWIP includes an analysis of existing conditions, consultation with stakeholders and conducting an audit to develop recommendations and plans to use as the basis of funding bids.
- iv. Item 5: Margot McArthur – KCC’s Environment Briefing, forwarded to all members.
- v. Item 6: SDC: refuse collection crews will be working as usual on Thursday 2 and Friday 3rd June 2022. For more information visit www.sevenoaks.gov.uk/refuse.
- vi. Item 8: KALC: details of Councillors Conference on Thursday 30th June at Lenham Community Centre 10am to 4pm including lunch. Cost £60 + VAT.
- vii. Item 9: Kent Police: monthly newsletter: Leigh and Chiddingstone: “Police have responded to two minor road traffic collisions in Leigh which required the police, ambulance and Kent Fire and Rescue to work together to get the roads open swiftly and with as little disruption as possible. Everyone is aware that Leigh has tight country lanes, and the High Street is getting increasingly busy. Due to this it is vital that people do not speed and drive within the limits of the road, just because the limit is 60mph in certain places it does not mean that this is a target. Parking in the high street has been raised as it is causing several issues. We have been made aware of road users parking on double yellow lines and parking on tight bends. With the primary school in the area, it is very important that consideration is paid around drop off and pick up times. We will be carrying out appropriate action by working with the civil enforcements officers to help manage these. We have been called several times to animals in the road around the area this month so have been deployed to get these animals out of the road and into a secure field.”
- viii. Item 10: Kent Police: Coppings Road, Leigh - on Saturday 14th May around 12:50, somebody tried to damage a vehicle stopped in the road. Crime Report No. 46/92067/22
- ix. Item 11: KCC agreed its budget for 2022/23. In order to meet the ongoing severe financial challenges that KCC faces, it was proposed that the discretionary Kent Homeless Connect service could be allowed to end when the contract expires on 30th September 2022.

Instead KCC would work with district, city and borough councils to find and embed alternative ways of delivering this essential support. In the meantime, KCC would make transitional funding available for these services until at least March 2023 to ensure no break in service occurs. KCC is holding a public consultation to understand the potential impact, this will run for six weeks until 6th June.

- x. Item 15: SDC: Kent Police's West Kent's public engagement event on the Neighbourhood Policing Review will be held at Kent Police College Lecture Theatre, Maidstone on Thursday 16th June from 18.00 to 20.00.
- xi. Item 16: SDC: The Platinum Jubilee Village Hall Improvement Grant Fund will provide grant funding over three years (to 2025) to support capital improvement projects for village halls, such as installing Wi-Fi, extending buildings and modernising facilities. The new £3 million grant fund announced today will be a significant boost to rural communities with 125 village halls set to benefit, allowing vital modernisation and improvements to take place. See www.gov.uk/government/news/platinum-jubilee-fund-creates-boost-for-village-halls. This has been forwarded onto the Leigh Village Halls Management Committee.
- xii. Item 17: South-East Communities Rail Partnership - 2021 Annual Review. "As with many organisations, 2021 was a challenging year for Community Rail but I hope you will see from the examples in our annual review that the Southeast Communities Rail Partnership CIC was able to deliver a number of successful projects collaborating with community groups and partners. We were incredibly pleased that at the national community rail awards in December 2021, to win "The Outstanding Contribution to Community Rail " award jointly with the Friends of Buxton Station . We were placed in every category we entered, recognising the many contributions from volunteers and the role played by our staff in connecting communities to their railway. The SCRП is now working with local community groups and partners on a range projects and events as we recover from the impact of covid. Our education work continues to grow and matches the demand from schools for lessons on the environment and low carbon travel." The Clerk reported that Cllr Britain is attending a Community Rail Partnership meeting tomorrow and if there are any comments or questions to let him know.

33. Finance:

- i. To approve 2021/22 Year End Accounts
The Clerk reported that the Finance Committee has looked at the Year End accounts in detail and members are satisfied that the accounts are in good order. Cllr Williams proposed that the Year End Accounts be approved, this was seconded by Cllr Satterley and all were in favour.
District Cllr Osborne-Jackson joined the meeting at 9.15pm.
- ii. To review the effectiveness of the Parish Council's Internal Audit Procedures
Members considered the Parish Council's Internal Audit Procedures in detail. Members agreed that the Internal Audit procedures remain effective. Proposed by Cllr Satterley, seconded by Cllr Williams and all were in favour.
- iii. Audit for year ending 31st March 2022
 - a. to consider and agree Annual Governance Statement 2021/22
The Clerk read the Annual Governance Statement and members responded as appropriate.
 - b. to consider and approve Accounting Statements 2021/22
Cllr Williams proposed that the Statement of Accounts be approved, this was seconded by Cllr Holt, and all were in favour.
 - c. to discuss the Internal Auditor's report
The Clerk reported that the Internal Audit was carried out last week and the Internal Auditor had no comments to make on the accounts, and signed the AGAR form for submission to the external auditors.
- iv. To approve membership renewal to Society of Local Council Clerks: £135
Cllr Smith proposed that this payment be approved. This was seconded by Cllr Rogers and all were in favour.
- v. To approve membership renewal for Kent Association of Local Councils: £733.58
Cllr Smith proposed that this membership be renewed. This was seconded by Cllr Holt and all were in favour.

- vi. To approve costs relating to the advertising of the Jubilee events: £90
The Clerk reported that Wizzaboo Design has submitted an invoice for £90 for the Jubilee events artwork. Members approved this expense.
- vii. To hear update regarding the Parish Council's insurance policy renewal from 1st June 2022
The Clerk reported that the Parish Council's insurance provider, Gallagher Insurance, submitted their renewal documents after the last Parish Council meeting and there was an increase of 139.89%. The Clerk obtained a quote from Zurich Municipal and the Finance Committee approved this quote with additional cover for the village pump, the village sign and the new beacon. The premium was £1,652.81 on a 3 year undertaking. This was about £1,000 less than the quote from Gallagher. The renewal date was 1st June so the Finance Committee approved the payment in order to ensure continuous cover.
- viii. To approve list of payments
Cllr Satterley proposed that the list of payments be approved. This was seconded by Cllr Williams and all were in favour.

Members agreed to suspend the Closed Session at 9.30pm in order to allow District Cllr Osborne-Jackson to give his report.

Open Session

Report by District Cllr Osborne-Jackson

District Cllr Osborne-Jackson reported as follows:

- The Platinum Jubilee weekend was very enjoyable and he attended the Leigh event on the Sunday, and the Chiddingstone event also on the Sunday.
- The last month has seen a large amount of casework in the Leigh and Chiddingstone Causeway ward, and also the Peshurst, Fordcombe & Chiddingstone ward, which he is continuing to cover until Sue Coleman's replacement has been elected on Thursday 9th May.
- He has been asking people to sign a petition for the installation of a CCTV camera at Leigh Station, which he will forward onto Southern Rail.
- There was an out-of-hours case on Saturday 23rd May involving a homeless gentleman in Leigh, and thanks to SDC's out-of-hours officer, the relevant departments were contacted regarding his welfare and a clean up operation was undertaken. D.Cllr Osborne-Jackson has asked for the Cabinet to consider whether housing officers can be contacted as part of the out-of-hours service, and this will be on the next Cabinet meeting agenda.
- He has received no contact regarding the development at the end of Greenview Avenue. The Clerk advised that the Parish Council has asked that a public meeting be held by the developers in order to bring the scheme into the public domain. D.Cllr Osborne-Jackson said that he will remain impartial but he would like to attend.
- He has had a one-to-one meeting with the head of housing at WKHA, and he is keeping residents informed.
- As a Governor of Leigh Primary School, he independently observed the Year 6 SATS.

The Closed Session resumed at 9.40pm.

Closed Session

34. Items for reporting or inclusion in future agenda

Cllr Rogers asked that the partners at Hildenborough Medical Practice be asked again about returning their surgery to Leigh Village Hall in the light of the Government's announcement that all GP surgeries must now meet patients face to face. If they are not willing to re-open Leigh Surgery, the partners to be asked to attend the next Parish Council meeting.

The next Parish Council Meeting will be on Monday 4th July 2022 in the Small Village Hall at 8.00pm

The meeting closed at 9.45pm.

Signed

Date

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

Date	Payment Number	Payee	Detail of payment	Amount Inc. VAT	VAT
17.05.22	491	Ian Bishop	Re-seeding The Green	£2,700.00	
17.05.22	492	Ernest Doe & Sons	Hire of seeding machine	£300.00	£60.00
25.05.22	493	Zurich Municipal	Insurance premium 2022-23	£1,652.81	
06.06.22	494	Clerk	Salary	£1,038.67	
06.06.22	495	HMRC	PAYE	£0.00	
06.06.22	496	Clerk	Mileage, petty cash & work fm home allow	£166.43	
06.06.22	497	KCC	Pension contribution	£552.30	
06.06.22	498	Wizzaboo Design	Platinum Jubilee artwork	£90.00	
06.06.22	499	SLCC	Membership renewal	£135.00	
06.06.22	500	KALC	Membership renewal	£880.30	£146.72
06.06.22	501	Weld Done	Supply and installation of new beacon	£1,880.00	
06.06.22	502	Peter Croft	Mowing	£459.00	
06.06.22	503	ACRK	Grant towards Coffee Caravan scheme	£150.00	
				<u>£10,004.51</u>	<u>£206.72</u>