

**MINUTES OF THE MEETING OF LEEDS PARISH COUNCIL**  
**Held on in the Village Hall on Tuesday 12<sup>th</sup> February 2008 at 7.30pm.**

Present: Mr Bubb  
Mr Cutler  
Mrs Fort  
Mrs Graham  
Mr Green  
Mrs Griffiths  
Mrs Harrison

In attendance: Mrs Sherrie Babington – Clerk, Councillor Parvin, Police, Press and Public.

The meeting was chaired by Councillor Harrison.

**1. Apologies.**

No apologies were received.

**2. Declaration of Interests.**

No interests were declared.

**3. Public Comments.**

A resident from Farmers Close attended the meeting to speak to the Parish Council regarding the parking outside of 1 Farmers Close. He stated that he and his neighbours had been putting cones outside of their properties for the past year to reserve the parking spaces. He stated that he had recently been approached by the police regarding this matter.

He asked the Parish Council if Farmers Close could be made into a resident's only parking area or whether parking bays could be put in for residents.

The Parish Council discussed this matter and the current parking problems in Farmers Close. Councillor Harrison spoke on behalf of the Parish Council and informed the resident that there was a general problem with parking in the village in general. She stated that the parking in Farmers Close was the responsibility of the Maidstone Housing Trust; therefore the resident should approach them regarding changes to the current parking arrangements in the close.

**4. Minutes of the Previous Meeting.**

The minutes were agreed (Graham/Griffiths), these were then signed and dated by the Chairman of the meeting.

**5. Matters Arising.**

Councillor Harrison reported that the drains had been cleared along Penfold Hill and the salt bins had been refilled as requested.

**6. Newsletter.**

It was agreed that Councillor Griffiths would draft the newsletter this month.

**7. Ward Councillors Report.**

Councillor Parvin attended the meeting and gave his report to all present.

He reported on the review of the Concurrent Functions Grant being undertaken by MBC and the consequences of this.

He also reported on the changes to the new Bus Permit Scheme which was being implemented by Central Government and how this would effect the current MBC Bus Permit Scheme.

He informed members that the promised improvements to the road outside of Ashbank Cottages would be undertaken during March 08.

**8. Correspondence.**

Members noted the correspondence received.

Councillor Harrison reported on the situation regarding street lighting and stated that KCC were looking to take these over, however in order to do this they needed to be out into good repair and this was likely to cost the region of £70,000. She stated that she was still awaiting confirmation from KCC.

Councillor Harrison also reported that two grants had been obtained from the KCC Councillor for a new picnic bench and a notice board.

**9. Planning Matters.**

MA/07/2315 Flow House, Caring Lane, Leeds.

Amendments to planning permission MA/06/0700 (demolition of chicken sheds and erection of a new house, ancillary accommodation and new access etc) being increase the size of ancillary accommodation and additional areas at basement level.

MA/07/2497 Larch Croft, Penfold Hill, Leeds.  
Erection of one dwelling.

MA/08/0035 The Spout, Caring Lane, Leeds.  
An application for listed building consent for the removal of internal wall between dining room and garden room.

MA/08/0072 The Spout, Caring Lane, Leeds.  
Installation of underground oil storage tank, including bund wall.

The planning applications were still being considered by the Planning Committee.

**10. Financial Matters.**

The financial statements for the Parish Council Account and Playing Field Account were presented to Councillors. These were discussed, and accepted by members (Griffiths/Green).

**11. Police Report.**

PCSO John White attended the meeting and gave a crime report to all present.

He spoke regarding the Speedwatch Scheme and the possibility of setting this up within Leeds.

A general discussion took place regarding the problem with HGV lorries within the parish

Councillor Cutler reported that he would be attending the forthcoming police meeting.

**12. Leeds Playing Field.**

Councillor Harrison reported on the progress of the playing field car park.

Councillor Griffiths reported on the charity football match that had been held at the Playing Field. She reported that they had to pay £50 to the regular hirer for the use of the pitch. This was discussed by the Parish Council, it was noted that to date the hire fees for the current year had not been paid and also that the hirer had no right to sub-let the pitches.

The general hire of the recreation ground was discussed by the PC and the poor condition that the pavilion was being left in. General concerns were raised with regards to the current hirer.

This was discussed further, and it was agreed that Councillor Harrison would contact the current hirer to discuss the current situation, the payment of the hire fees and to request that the charges made for the charity football match are repaid.

***Action: Councillor Harrison to progress.***

**13. Highway Matters.**

Councillor Harrison reported that further changes were being made to the administration of the Highways Department yet again.

It was reported that Sweepclean had cleaned the village at 7.10am and this was not undertaken to a satisfactory standard. Councillor Harrison stated that she would contact MBC regarding this matter.

***Action: Councillor Harrison to contact MBC.***

General highway matters were discussed, and the recent accident at Ashbank Cottages was discussed.

Councillor Harrison reported on the current situation regarding the tree on the land at Brogden Crescent.

**14. Parish Plan.**

It was reported that this matter was being progressed and the next meeting would take place on 13<sup>th</sup> February 2008.

**15. Kent international Gateway.**

Councillor Harrison reported on the current situation regarding KIG.

**16. LDF.**

Councillor Harrison reported on this matter.

**17. Financial Regulations.**

It was agreed that this item should be deferred until the next meeting

***Action: Clerk to place on March agenda.***

**18. Parish Council Website.**

Alan James attended the meeting and reported on the progress of the website. He circulated the website statistics for information.

**19. Further questions from public.**

No matters were raised.

**20. Urgent Matters.**

Councillor Graham reported on the proposed long-term project for the playing field and informed members that she was in the process of putting together a grant application for the project.

Councillor Griffiths spoke regarding this project and the possible funding, she stated that in the meantime the PC should also be looking at improving the existing facilities at the playing field.

**Action: Clerk to progress.**

Councillor Harrison spoke regarding the church car park; she reported that she was seeking a meeting with MBC to discuss the overflow car park situation.

**21. Date of next Parish Council Meeting.**

Tuesday 13<sup>th</sup> March 2008.

***There being no further business the meeting was closed at 9.30pm.***

**Signed:** \_\_\_\_\_  
**Chairman**

**Dated:** \_\_\_\_\_

**MINUTES OF THE MEETING OF LEEDS PARISH COUNCIL**  
**Held on in the Village Hall on Tuesday 11<sup>th</sup> March 2008 at 7.30pm.**

Present: Mr Cutler  
Mrs Fort  
Mrs Graham  
Mr Green  
Mrs Griffiths  
Mrs Harrison

In attendance: Mrs Sherrie Babington – Clerk, Councillor Parvin, Police, Press and Public.

The meeting was chaired by Councillor Harrison.

**22. Apologies.**

Apologies were received from Councillor Bubb.

**23. Declaration of Interests.**

No interests were declared.

**24. Public Comments.**

A resident spoke regarding the condition of the pavilion at the playing field. Councillor Harrison stated that she would report on this under the relevant agenda item.

**25. Minutes of the Previous Meeting.**

The minutes were agreed (Fort/Griffiths), these were then signed and dated by the Chairman of the meeting.

**26. Matters Arising.**

No matters were raised.

**27. Newsletter.**

It was agreed that Councillor Griffiths would draft the newsletter this month.

**28. Ward Councillors Report.**

Councillor Parvin attended the meeting and gave his report to all present.

He reported on the new bus permit system imposed by Central Government and the implications this would have on Carers.

He reported on the policing of public events and on the helicopter rides being undertaken at the Ramada Hotel. He informed members that MBC was looking into this matter.

**29. Correspondence.**

Members noted the correspondence received.

A discussion took place regarding the maintenance of the roundabouts and KCC's system of charging for the sponsor of a roundabout. It was reported that KCC were currently charging £2500 for each roundabout, however they did not appear to maintain these on a regular basis. It was agreed that a letter should be sent to KCC to ask them what they are doing regarding the maintenance of the sponsored roundabouts.

**Action: Clerk to write to KCC.**

The Clerk was asked to write to MBC again to ask them to remove the chewing gum signs in the village.

**Action: Clerk to write to MBC.**

**30. Planning Matters.**

TA/0020/08 Foley Oast, Lower Street, Leeds – no objections.

Notification of intention to carry out works to trees located in Leeds, Lower Street Conservation Area in accordance with the amended schedule submitted by the application on 7th February 2008.

MA/08/0169 Fulling Mill Cottage, Caring Lane, Leeds.

Erection of single storey building to link existing dwelling to detached store  
*This planning application was passed to the Planning Committee for their consideration.*

**31. Financial Matters.**

The financial statements for the Parish Council Account and Playing Field Account were presented to Councillors. These were discussed, and accepted by members (Fort/Griffiths).

Councillor Fort passed a cheque for £1000 for the Parish Plan Committee to the Clerk to bank and hold until requested by the Parish Plan Committee.

**32. Police Report.**

PCSO John White attended the meeting and gave a crime report to all present.

He spoke regarding the Speedwatch Scheme and the possibility of setting this up within Leeds. This was discussed by members and the Clerk was asked to write to the police to ascertain further details on the Speedwatch system and to establish what procedure was in place for dealing with the data collected by the system.

Members discussed the problem with HGV's in the village and it was agreed that PC Stuart Thomas should be invited to attend a future PC meeting to discuss this matter further.

**Action: Clerk to email PC Stuart Thomas as requested.**

Members spoke regarding the problems with parking in the parish and the number of vehicles currently parking in the bus stop at Ledian Farm. PCSO White stated that would issue advisory notices to the offending vehicles.

**33. Leeds Playing Field.**

Councillor Harrison reported on the progress of the playing field car park. She informed members that the work would be undertaken before the end of the financial year and was estimated to cost in the region of £23,000.

The quotation for the grass cutting at the playing field was accepted by all present.

**Action: Clerk to write to accept quotation.**

Councillor Harrison passed two cheques totalling £400 to the Clerk for the hire of the playing field by the football team. She informed members that a window of the pavilion had fallen out and was due to be replaced. Councillor Graham agreed to inspect the area to ensure that the work had been undertaken as agreed.

**Action: Councillor Graham to action.**

**34. Highway Matters.**

Councillor Harrison reported on the outstanding highway matters.

She reported that the work at Ashbank Cottages was due to be undertaken by Kent Highways.

It was reported that the drains on Foley Hill were overflowing and in need of clearing.

**Action: Councillor Harrison to progress.**

Councillor Graham spoke regarding the road marking outside of the school. It was agreed that the Clerk would liaise with the Highways Department to seek a site meeting to discuss this matter further.

**Action: Clerk to contact Highways re meeting.**

**35. Parish Plan.**

Councillor Fort reported on the progress of the Parish Plan. She stated that the questionnaires had been agreed and were being printed, she stated that it was anticipated that these would be delivered to parishioners in April 2008.

**36. Kent International Gateway.**

Councillor Harrison reported on the current situation regarding KIG.

**37. LDF.**

Councillor Harrison reported on this matter and correspondence from MBC. She stated that at present this was on hold by MBC until after the KIG had been determined.

**38. Financial Regulations.**

The draft Financial Regulations were circulated to all members, it was proposed by Councillor Cutler to adopt these, this was seconded by Councillor Griffiths and agreed by all present.

**39. Parish Council Website.**

Alan James attended the meeting and reported on the progress of the website. He circulated the website statistics for information.

Members discussed links to the site and it was agreed that there was a need to develop a website policy.

**Action: Clerk to research and advise.**

**40. Further questions from public.**

No matters were raised.

**41. Urgent Matters.**

Councillor Fort spoke regarding a village cleanup and suggested that this should take place again this year.

Members discussed general enhancement to the village and options for this. The Clerk was asked to place this item on the next agenda for formal discussion.

**Action: Clerk to place item on next agenda.**

**42. Date of next Parish Council Meeting.**

Tuesday 8<sup>th</sup> April 2008.

*There being no further business the meeting was closed at 9.15pm.*

**Signed:** \_\_\_\_\_  
**Chairman**

**Dated:** \_\_\_\_\_

**MINUTES OF THE MEETING OF LEEDS PARISH COUNCIL**  
**Held on in the Village Hall on Tuesday 8<sup>th</sup> April 2008 at 7.30pm.**

Present: Mr Bubb  
 Mr Cutler  
 Mrs Fort  
 Mr Green  
 Mrs Harrison

In attendance: Mrs Sherrie Babington – Clerk, Councillor Parvin, Police, Press and Public.

The meeting was chaired by Councillor Harrison.

**43. Apologies.**

Apologies were received from Councillors Graham and Griffiths.

**44. Declaration of Interests.**

No interests were declared.

**45. Public Comments.**

No comments were raised.

**46. Minutes of the Previous Meeting.**

The minutes were agreed (Fort/Green), these were then signed and dated by the Chairman of the meeting.

**47. Matters Arising.**

Helicopter Rides at the Ramada Hotel – Councillor Harrison confirmed that these rides were contravening the current licence and it was now being looked into by the Borough Council.

Gritting Signs, Brogden Crescent – Councillor Bubb reported that these signs had been in place for some time and needed to be removed.

***Action: Clerk to progress.***

Advertising Signs – It was reported that advertising signs had been placed on the telegraph poles opposite Ledian Farm, the Clerk was asked to contact the Borough Council to have these removed.

***Action: Clerk to progress.***

**48. Newsletter.**

It was agreed that Councillor Fort would draft the newsletter this month.

**49. Ward Councillors Report.**

Councillor Parvin attended the meeting and gave his report to all present.

He reported on the parade to welcome the return of the 36 Engineers and he praised this.

He stated that the work at Ashbank Cottages had been delayed due to inclement weather and would be undertaken in the new financial year.

Councillor Parvin reported on the elections that were due to take place on 1<sup>st</sup> May 2008.

**50. Correspondence.**

Members noted the correspondence received.

**51. Planning Matters.**

MA/08/0381 Flow House, Caring Lane, Leeds.

Change of use of land and erection of stables with 4no loose boxes, tack room and hay store.

MA/08/0584 Spout House, Caring Lane, Leeds.

An application for listed building consent for the installation of one second floor bathroom dormer window.

MA/08/0585 Spout House, Caring Lane, Leeds.

Installation of one second floor dormer window to rear elevation (resubmission of MA/07/2197).

*The above planning applications were passed to the Planning Committee for their consideration.*

**52. Financial Matters.**

The financial statements for the Parish Council Account and Playing Field Account were presented to Councillors. These were discussed, and accepted by members (Fort/Green).

**53. Police Report.**

PCSO John White attended the meeting and gave a crime report to all present.

Councillor Harrison reported on the recent Police Liaison meeting that she had attended.

A discussion took place regarding the HGV's in the village, Councillor Fort spoke regarding an audit undertaken by residents and the number of details that had been collected.

It was reported that a number of the HGV's were drivers delivering to Charlton Farm. This was discussed and it was agreed that a letter should be sent to the owner of the farm to ask them to inform their drivers to take an alternative route due to the restrictions.

***Action: Councillor Harrison and Clerk to progress.***

**54. Leeds Playing Field.**

Councillor Harrison reported that the work on the car ark had been completed by Kent Highways.

Councillor Fort spoke regarding the grass cutting of the playing field and Councillor Green confirmed that this was undertaken on a six weekly basis. It was agreed that this needed cutting as soon as possible.

***Action: Councillor Harrison to progress.***

Councillor Bubb spoke regarding the facilities at the local children would like to see at the playing field and it was agreed that these would be addressed by the PC.

Councillor Harrison reported that the entry to the church car park had also been tarmaced.

Councillor Harrison stated that she had been informed of a funding opportunity and she had undertaken some work towards this. She asked members for their views on the work to date and asked for feedback at the next meeting.

The current situation regarding the hire of the football pitch for the forthcoming season was discussed and it was agreed that consideration should be given to leasing this to a new team.

**Action: PC to look into this matter.**

**55. Highway Matters.**

Councillor Harrison reported on the outstanding highway matters.

She reported that the Mr Goulette of MBC was dealing with the problem with the trees and hedges at Brogden Crescent.

She reported on the recent accident at Ashbank Cottages.

**56. Parish Plan.**

Councillor Fort reported on the progress of the Parish Plan. She stated that the questionnaires had been agreed and were being printed.

**57. Kent International Gateway.**

Councillor Harrison reported on the current situation regarding KIG.

**58. LDF.**

Councillor Harrison reported on this matter and correspondence from MBC. She stated that at present this was on hold by MBC until after the KIG had been determined.

**59. Village Enhancements.**

It was reported that Councillor Griffiths was due to attend a meeting to seek support with regards to plants for village enhancements.

**60. Parish Council Website.**

Alan James attended the meeting and reported on the progress of the website. He circulated the website statistics for information.

**61. Further questions from public.**

No matters were raised.

**62. Urgent Matters.**

Councillor Green informed members that he would be resigning from the Parish Council, as he no longer resided in the Parish.

Councillor Harrison spoke regarding this matter and thanked Councillor Green for his work and commitment to the PC over the past few years.

Action: Clerk to place item on next agenda.

**63. Date of next Parish Council Meeting.**

Tuesday 13<sup>th</sup> May 2008.

*There being no further business the meeting was closed at 9.00pm.*

**Signed:** \_\_\_\_\_  
**Chairman**

**Dated:** \_\_\_\_\_

**MINUTES OF THE MEETING OF LEEDS PARISH COUNCIL**  
**Held on in the Village Hall on Tuesday 13<sup>th</sup> May 2008 at 7.30pm.**

Present: Mr Bubb  
 Mr Cutler  
 Mrs Fort  
 Mrs Graham  
 Mrs Griffiths  
 Mrs Harrison

In attendance: Mrs Sherrie Babington – Clerk, Councillor Parvin, Police, Press and Public.

The meeting was chaired by Councillor Harrison.

**64. Apologies.**

No apologies were received.

**65. To Elect a Chairman.**

Councillor Bubb nominated Councillor Harrison as Chairman; this was seconded by Councillor Graham, and agreed by all present.

**66. To receive the Chairman's Declaration of Acceptance of Office.**

Councillor Harrison signed her Declaration of Acceptance of Office and took the Chair for the next year.

**67. To elect a Vice Chairman.**

Councillor Bubb nominated Councillor Fort as Vice-Chairman; this was seconded by Councillor Graham, and agreed by all present. Councillor Fort was therefore appointed Vice Chairman.

**68. To appoint Committees and representatives to outside bodies.**

The following was agreed by all present.

**Planning**

Cllr. Fort  
 Cllr. Graham  
 Cllr. Griffiths

**Finance**

Cllr. Cutler

**Representatives for Outside Bodies**

Footpaths	Cllrs. Cutler
Memorial Hall	Cllr. Griffiths
Police Liaison	Cllr. Cutler
School Governor	Cllr. Graham
Highways	Cllrs. Harrison & Cutler
KALC	Cllr. Harrison
Parish Plan	Cllrs. Griffiths & Fort
Playing Field	Cllr. Bubb
Environmental	Cllr. Bubb
Parish Magazine	All Councillors.

South Parishes Group Cllr. Harrison  
KIG JPG Cllrs Harrison & Fort.

**69. Declaration of Interests.**

No interests were declared.

**70. Parish Councillor Vacancy.**

The Clerk informed members that Councillor Green had resigned from the Parish Council and therefore there was a vacancy for a councillor. She confirmed the process to be followed regarding this and informed members that the first notice had been displayed in line with the procedures.

**71. Public Comments.**

A resident informed the meeting that the dustbin lorry had broken down and left a substantial amount of oil on the pavements outside of his property. It was agreed that this matter would be raised with MBC.

It was reported that the sign had been removed from the lay-by outside of Ashbank Cottages and was in need of replacement.

***Action: Clerk to write to Kent Highways.***

Councillor Parvin reported that the road surface outside of Ashbank Cottages had not been replaced following road works undertaken by BT. It was agreed that the Clerk would fetch this to the attention of Kent Highways.

***Action: Clerk to write to Kent Highways.***

**72. Minutes of the Previous Meeting.**

The minutes were agreed (Griffiths/Fort), these were then signed and dated by the Chairman of the meeting.

**73. Matters Arising.**

There were no matters arising.

**74. Ward Councillors Report.**

Councillor Parvin gave his report to the meeting.

**75. Correspondence.**

Members noted the correspondence received.

A discussion took place with regards to the duties undertaken by Mr Wratten and it was reported that he no longer wished to continue with the work for the Parish Council. Members discussed this matter and the work that he undertook. It was agreed that the Chairman would speak with Mr Wratten regarding this matter and report back to the next meeting.

***Action: Cllr Harrison to liaise with Mr Wratten.***

**76. Planning Matters.**

MA/08/0687 Spout House, Caring Lane, Leeds.

Alterations to rear elevation of existing garage to install a personal door and three conservation roof lights in the roof slope.

MA/08/0585 Spout House, Caring Lane, Leeds.

Application for listed building consent for alterations to rear elevation of existing garage to install a personal door and three conservation roof lights in the roof slope.

*The above planning applications were passed to the Planning Committee for their consideration.*

**77. Financial Matters.**

The financial statements for the Parish Council Account and Playing Field Account were presented to Councillors. These were discussed, and accepted by members (Fort/Griffiths).

**78. Police Report.**

No police report was given.

**79. Leeds Playing Field.**

The playing field was discussed by all present. It was suggested that a working party should arrange a date to look at the playing field and pavilion. This was agreed and it was suggested that the Scouts should be approached to assist with this task.

This was discussed further and it was agreed that this should take place on 4<sup>th</sup> June 2008 at 7.00pm. Councillor Griffiths stated that she would arrange for a skip to be delivered to the site.

The current position with regards to the hire of the football pitch was discussed and the Clerk was asked to liaise with the current hirers to establish their intentions for the forthcoming season.

The resurfaced playing field car park was discussed and it was agreed that the parish council should explore the possibility of having a height barrier on the entrance to the car park.

**Action: Clerk to seek costings.**

**80. Highway Matters.**

Councillor Harrison reported on the outstanding highway matters.

**81. Parish Plan.**

Councillor Fort reported on the progress of the Parish Plan. She stated that the questionnaires were in the process of being sent out to all residents.

**82. Kent International Gateway.**

Councillor Harrison reported on the current situation regarding KIG.

**83. LDF.**

Councillor Harrison reported on this matter and correspondence from MBC. She stated that at present this was on hold by MBC until after the KIG had been determined.

**84. Village Enhancements.**

Councillor Griffiths spoke regarding the enhancement to the village, she spoke regarding the possibility of having planters around the parish and spoke regarding the specification for these. The Clerk was asked to liaise with other parishes to establish how they went ahead with these.

**Action: Clerk to progress.**

**85. Parish Council Website.**

Alan James attended the meeting and reported on the progress of the website. He circulated the website statistics for information.

**86. Further questions from public.**

No matters were raised.

**87. Urgent Matters.**

The current status of the property Larch Croft was discussed by all present.

**88. Date of next Parish Council Meeting.**

Tuesday 10<sup>th</sup> June 2008.

*There being no further business the meeting was closed at 10:20pm.*

**Signed:** \_\_\_\_\_

**Chairman**

**Dated:** \_\_\_\_\_

**MINUTES OF THE MEETING OF LEEDS PARISH COUNCIL**  
**Held on in the Village Hall on Tuesday 10<sup>th</sup> June 2008 at 7.30pm.**

Present: Mr Bubb  
Mrs Fort  
Mrs Graham  
Mrs Griffiths  
Mrs Harrison

In attendance: Mrs Sherrie Babington – Clerk, Councillor Parvin, Police, Press and Public.

The meeting was chaired by Councillor Harrison.

**89. Apologies.**

Apologies were received from Councillor Cutler.

**90. Declaration of Interests.**

No interests were declared.

**91. Parish Councillor Vacancy.**

The Clerk reported that MBC had now confirmed that the Parish Council was now able to co-opt onto the Parish Council and a request for an election had not been received.

**92. Public Comments.**

A resident spoke regarding a piece of waste ground at Foley Hill Cottages, which was covered in Japanese Knotweed. A discussion took place regarding this and Councillor Harrison stated that she would fetch this problem to the attention of the Highways Department.

Councillor Bubb stated that he would write this month's newsletter.

**93. Minutes of the Previous Meeting.**

The minutes were agreed (Fort/Graham), these were then signed and dated by the Chairman of the meeting.

**94. Matters Arising.**

Members noted that the property Larch Croft was up for sale.

**95. Ward Councillors Report.**

Councillor Parvin gave his report to the meeting.

He spoke regarding the proposed reductions in the Concurrent Functions Grant and the changes to the administration of MBC.

A discussion took place regarding his Ward Councillor Grant and members asked if the Parish Council could submit a grant for planter. This was discussed and the Clerk was asked to submit a grant form to Councillor Parvin.

Action: Clerk to submit a grant form as requested.

The road markings at Penfold Bridge were discussed and Councillor Griffiths stated that she felt that these had been positioned further back than necessary and that they should be

adjusted and moved forward slightly. Councillor Parvin stated that he would liaise with Kent Highways regarding this matter.

**96. Correspondence.**

Members noted the correspondence received.

Councillor Graham reported that the village school had requested the use of the village hall for their end of year production and the hall was to charge £150 for its hire. She asked whether the Parish Council would consider making a financial contribution towards this cost. This was discussed by all present and although a donation was agreed in principal, it was suggested that Councillor Graham should liaise with the Village Hall Management Committee to discuss this further and report back to the next meeting.

***Action: Cllr Graham to liaise with VHMC.***

**97. Planning Matters.**

No planning matters were discussed.

**98. Financial Matters.**

The financial statements for the Parish Council Account and Playing Field Account were presented to Councillors. These were discussed, and accepted by members (Fort/Griffiths).

The Clerk circulated a report on the future banking arrangements of the Parish Council and the recommendation that the Parish Councils bank is changed from NatWest to Co-operative Bank. It was proposed by Councillor Fort and seconded by Councillor Graham to accept the recommendation and change the Parish Council banking arrangements to those recommended by the Clerk. This was agreed by all present.

**99. End of Year Accounts.**

The end of year accounts were circulated to all present with the Annual Report. It was proposed to accept these; this was seconded by Councillor Bubb and agreed by all present.

**100. Police Report.**

A written report from PC Stuart Thomas was noted by all present.

**101. Village Maintenance.**

The Chairman reported that Dave Wratten had now formally informed the Parish Council of his wish to give up the maintenance around the parish. She reported that an advert had been placed in the village magazine for a handyman.

She spoke regarding the clean up of the Playing Field and the pavilion, she spoke regarding the help given by the Scouts and asked the Clerk to write to thank them on behalf of the PC.

***Action: Clerk to write to the Scout Group.***

It was acknowledged that two other local boys had assisted with the clear up and the Clerk was asked to send a letter of thanks to these, it was agreed that their addresses would be forwarded to the Clerk.

Councillor Harrison spoke regarding the maintenance around the parish hat was to be undertaken by Kent Highways and MBC.

Other matters of maintenance were discussed by all present.

**102. Leeds Playing Field.**

The playing field was discussed by all present.

It was agreed by members that the faulty swing should be decommissioned as soon as possible.  
Action: Councillor Bubb to action.

Members discussed the hire of the football pitch for the forthcoming football season. It was agreed that the contract of hire needed to be reviewed.

**Action: Clerk to forward hire agreement to Councillors for their consideration.**

**103. Highway Matters.**

Councillor Harrison reported on the outstanding highway matters.

**104. Parish Plan.**

Councillor Fort reported on the progress of the Parish Plan. She stated that the next meeting was due to take place on 3<sup>rd</sup> July 2008.

**105. Kent International Gateway.**

Councillor Harrison reported on the current situation regarding KIG.

**106. LDF.**

Councillor Harrison reported on this matter and correspondence from MBC. She stated that at present this was on hold by MBC until after the KIG had been determined.

**107. Village Enhancements.**

No further matters were raised.

**108. Parish Council Website.**

No matters were raised.

**109. Further questions from public.**

Ivan Wallond addressed members with regards to the possible future hire of the playing field. He spoke regarding the past problems of the team and stated that these problems had now been addressed and resolved.

A discussion took place regarding this matter and the points raised by Ivan Wallond were noted. The Chairman stated that the Parish Council would make a decision on the future hire of the playing field within the forthcoming week.

**110. Urgent Matters.**

No matters were raised.

**111. Date of next Parish Council Meeting.**

Tuesday 8<sup>th</sup> July 2008.

***There being no further business the meeting was closed at 9:05pm.***

**Signed:** \_\_\_\_\_  
**Chairman**

**Dated:** \_\_\_\_\_

**MINUTES OF THE MEETING OF LEEDS PARISH COUNCIL**  
**Held on in the Village Hall on Tuesday 10<sup>th</sup> June 2008 at 7.30pm.**

Present: Mr Bubb  
 Mr Cutler  
 Mrs Fort  
 Mrs Graham  
 Mrs Griffiths  
 Mrs Harrison

In attendance: Mrs Sherrie Babington – Clerk, Press and Public.

The meeting was chaired by Councillor Harrison.

**112. Apologies.**

No apologies were received.

**113. Declaration of Interests.**

Councillor Griffiths – planning application.  
 Councillor Harrison – Leeds Castle.

**114. Parish Councillor Vacancy.**

The Chairman informed members that there had been two applicants for the councillor vacancy. She welcomed both parties to the meeting and asked them to address members giving their reasons for wishing to become a parish councillor.

It was agreed that members would vote for the candidate that they wishes to be co-opted onto the parish council.

A vote was therefore cast and Lesley Finlay was co-opted onto the parish council by and majority vote of three to one.

***Action: Clerk to place Declaration of Acceptance of Office on the next agenda and inform MBC.***

**115. Public Comments.**

Jamie spoke regarding the progress of the installation of the picnic tables and benches at the playing field. He informed members that he had drawings done for the foundations of these. These were inspected by members.

A discussion took place regarding the installation of the furniture. Councillor Griffiths suggested that the PC needed to make a decision as to whether to undertake the installation its self or have a contractor undertake it. This was discussed further and it was agreed to delegate this responsibility to Councillor Cutler and Bubb.

***Action: Cllrs Cutler and Bubb to progress.***

Concerns were raised regarding the reinstatement of the barrier at Foley Hill.

***Action: Cllr Harrison and Clerk to liaise with Kent Highways regarding this matter.***

Jamie spoke regarding the problem with litter on George Lane. Councillor Griffiths stated that she had reported this problem and it was being dealt with.

Concerns were also raised regarding the overgrown trees at George Lane and Foley Hill. It was agreed to report these to EDF Energy and Kent Highways.

**Action: Clerk to report to agreed parties.**

**116. Minutes of the Previous Meeting.**

The minutes were agreed (Fort/Griffiths), these were then signed and dated by the Chairman of the meeting.

**117. Matters Arising.**

Japanese Knotweed – it was reported that this was still a problem at Foley Farm Cottages.

***Councillor Harrison stated that she had reported this to Strutt and Parker and they were dealing with it.***

**118. Police Report.**

PCSO John White attended to meeting and gave a crime report to members.

He spoke regarding the forthcoming overweight vehicles operation due to be undertaken in the village.

**119. Parish Council Website.**

Alan James attended the meeting and gave a report on the usage of the website. He spoke regarding the progress of the website.

The Chairman reported that there was due to be a small increase in the charges for the maintenance of the website. This was noted and approved by members.

**120. Ward Councillors Report.**

Councillor Parvin gave his apologies to the meeting.

**121. Correspondence.**

Members noted the correspondence received.

Members noted the letter received from KCC regarding the condition of the sponsored roundabouts.

**122. Planning Matters.**

MA/08/1285 Land at Fulling Mill Farm, Caring Lane, Leeds – no objections.  
Retention of 2no existing stable blocks and formation of hardcore/type 1 access track.

MA/08/1497 The George Inn, Lower Street, Leeds – no objections.  
Listed Building consent for the conversion of existing derelict barn into 4no ensuite letting rooms.

MA/08/1523 Telecom Installation - Land at Ledian Farm, Leeds – currently with planning committee.  
Decommissioning and complete removal of existing base station and relocation to open land west, of a 15 metre lattice tower including head frame with 3 sector antenna, equipment housing and ancillary works.

MA/08/1626 The Ramada Hotel, Ashford Road, Hollingbourne – currently with planning committee.

An application for advertisement consent for the installation of 2 internally illuminated pylon signs and 1 internally illuminated logo sign.

The Chairman referred to the letter drafted by Yalding Parish Council to MBC regarding enforcement issues, and agreed to support this.

**123. Financial Matters.**

The financial statements for the Parish Council Account and Playing Field Account were presented to Councillors. These were discussed, and accepted by members (Graham/Griffiths).

**124. Leeds Playing Field.**

The playing field was discussed by all present.

It was reported that the overflow of the pavilion was currently a problem; Councillor Cuter stated that he would deal with this.

The annual Health and Safety inspections report for the play area at the playing field was noted by all present.

The Chairman reported that the PC had been unsuccessful in its recent funding bid for the playing field.

Councillor Griffiths informed members that the cost of repairing three benches would be approximately £250.00, this was approved by members.

**125. Highway Matters.**

Councillor Harrison reported on the outstanding highway matters. She spoke regarding the quotations received for the items of maintenance around the parish. This was discussed and it was agreed that further quotation should be sought regarding the maintenance.

***Action: Councillor Harrison to seek further quotations.***

Members discussed the current street lighting arrangements. Councillor Harrison stated that she would liaise with KCC regarding this matter.

**126. Parish Plan.**

Councillor Fort reported on the progress of the Parish Plan. She stated that the next meeting was due to take place on 10<sup>th</sup> September 2008.

**127. Kent International Gateway.**

Councillor Harrison reported on the current situation regarding KIG.

**128. LDF.**

Councillor Harrison reported on this matter and correspondence from MBC. She informed members that she was due to attend a meeting with MBC on 15<sup>th</sup> September regarding this matter.

**129. Village Enhancements.**

Councillor Griffiths spoke regarding village enhancements, and thoughts regarding the planter for the parish. Following a meeting with some volunteers she asked for clarification as to the criteria for planting around the parish.

***Action: Clerk to liaise with MBC.***

The Christmas lighting was discussed by all present. Members considered the planting of a Christmas tree at Farmers Close. It was agreed that the Clerk should arrange for this to be progressed.

**Action: Clerk to arrange for a tree to be planted at Farmers Close.**

Members discussed the possibility of having lights placed on the tree at the church. It was agreed that Councillor Harrison would discuss this further with the church.

**Action: Councillor Harrison to progress.**

Councillor Graham spoke regarding the winning entry for the village sign competition. She suggested that this could be made into a mosaic for the playing field. It was agreed that this was an idea to be progressed and Councillor Graham was asked to seek quotations of the costs of such a project.

**Action: Councillor Graham to progress.**

Councillor Harrison spoke regarding the work undertaken by the Scouts at the playing field and she proposed that a donation was given to the Scout Group. It was proposed by Councillor Harrison that a donation of £100 be made to the Scouts; this was seconded by Councillor Bubb and agreed by all present. Councillor Cutler declared an interest in this matter.

**Action: Clerk to raise a cheque for £100 on the next financial statement.**

**130. Further questions from public.**

No matters were raised.

**131. Urgent Matters.**

No matters were raised.

**132. Date of next Parish Council Meeting.**

Tuesday 14<sup>th</sup> October 2008.

***There being no further business the meeting was closed at 9:50pm.***

**Signed:** \_\_\_\_\_  
**Chairman**

**Dated:** \_\_\_\_\_

**MINUTES OF THE MEETING OF LEEDS PARISH COUNCIL**  
**Held on in the Village Hall on Tuesday 14<sup>th</sup> October 2008 at 7.30pm.**

Present: Mr Cutler  
Mrs Finlay  
Mrs Fort  
Mrs Griffiths  
Mrs Harrison

In attendance: Mrs Sherrie Babington – Clerk, Press and Public.

The meeting was chaired by Councillor Harrison.

**133. Apologies.**

Apologies were received from Councillors Graham and Bubb.

**134. Declaration of Interests.**

No interests were declared.

**135. To Receive the Declaration of Acceptance of Office for new Parish Councillor.**

Councillor Finlay signed her Declaration of Acceptance of Office.

**136. Public Comments.**

No matters were raised.

**137. Minutes of the Previous Meeting.**

The minutes were agreed (Fort/Finlay), these were then signed and dated by the Chairman of the meeting.

**138. Matters Arising.**

Barrier at Foley Hill – Councillor Harrison reported that this matter was being actioned by Kent Highways.

Japanese Knotweed – It was reported that Strutt and Parker had now addressed this problem, and that they were treating the problem on a four-year cycle.

Village Planting – The Clerk reported that there were no set criteria for planting bulbs around the parish.

Village Sign – It was reported that Councillor Graham was still in the process of actioning this item.

Christmas Tree at Farmers Close – It was reported that there was no possible electrical connection in this area and therefore it was agreed not to progress the planting of the tree.

**139. Police Report.**

PCSO John White attended to meeting and gave a crime report to members.

He reported on the recent police operation in the village and informed members that 19 tickets had been issued to overweight vehicles during this.

It was agreed that a letter of thanks should be sent to PC Stuart Thomas.

***Action: Clerk to action.***

**140. Parish Council Website.**

Alan James attended the meeting and gave a report on the usage of the website. He spoke regarding the progress of the website.

A discussion took place regarding the possibility of using the website to action some of the recommendations from the parish plan when it was published in December.

**141. Ward Councillors Report.**

Councillor Parvin was not present at the meeting.

**142. Correspondence.**

Members noted the correspondence received.

Councillor Harrison circulated a thank you card to Dave Wratten for all members to sign.

**143. Planning Matters.**

MA/08/1785 Rose Cottage, Lower Street, Leeds. – No objections.  
Listed Building consent for the installation of a stainless steel flue.

MA/08/1884 West Forge, Back Street, Leeds – no objections.  
Conversion of existing garage to residential annexe and erection of new detached garage (resubmission of MA/08/1126)

MA/08/1858 The Spout, Caring Lane, Leeds – no objections.  
Listed building consent for the erection of a single storey garden room extension.

**144. Financial Matters.**

The financial statements for the Parish Council Account and Playing Field Account were presented to Councillors. These were discussed, and accepted by members (Fort/Cutler).

**145. Leeds Playing Field.**

The playing field was discussed by all present.

Councillor Cutler spoke regarding the quotations that he had received from the installation of the benches at the playing field.

These were discussed and it was agreed to accept the cheapest quote. It was agreed that Councillor Cutler would liaise with the contractor and accept the quotation.

Councillor Harrison spoke regarding the use of the topsoil from the installation of the benches.

**146. Highway Matters.**

The Clerk reported on the current situation regarding the termination of the street lighting maintenance contract by EDF Energy.

Councillor Harrison suggested that the streetlights could be fitted with energy efficient bulbs and adapted to have solar panels. She stated that she had asked a neighbouring parish Council for further details.

The Clerk referred to information that she had received from public lighting contractors PFL and their prices for adhoc callouts rather than a maintenance agreement. Members discussed this and it was felt that this might be a preferred alternative to having a

maintenance agreement. Members asked the Clerk to seek further details from the contractor.

**Action: Clerk to establish further details.**

It was also agreed that a quotation should be sought for the installation of lighting at the footpath near to the church. The Clerk was asked to arrange a site meeting for Councillor Griffiths and the contractor to discuss this matter further.

**Action: Clerk to progress.**

**147. Parish Maintenance.**

Councillor Harrison referred to the quotations that she had sought regarding the maintenance of the parish.

It was agreed that the quotation from Rowlandscapes was the favourable option and therefore it was agreed to accept this subject to the clarification of the areas of maintenance to be included and the frequency.

It was noted that the parish needed a clear up for winter. This was discussed and it was agreed to appoint Rowlandscapes to undertake this.

**Action: Councillor Harrison and the Clerk to progress.**

**148. Parish Plan.**

Councillor Fort reported on the progress of the Parish Plan. She stated that the draft plan would be circulated to the parish council for a preview at the next meeting.

It was reported that the formal launch of the plan was due to take place on 3<sup>rd</sup> December 2008 at Leeds Castle.

**149. Kent International Gateway.**

Councillor Harrison reported on the current situation regarding KIG.

**150. LDF.**

Councillor Harrison reported on this matter and correspondence from MBC. She suggested that members might wish to invite Michael Thornton to attend a future meeting. This was agreed and the Clerk was asked to invite him to attend the February 2009 meeting.

**Action: Clerk to write to Michael Thornton to invite him to attend a meeting.**

**151. Village Enhancements.**

Councillor Griffiths asked the Clerk to place Parish Warden on the next agenda for further discussion.

**Action: Clerk to place item on next agenda.**

**152. Further questions from public.**

No matters were raised.

**153. Urgent Matters.**

Councillor Harrison spoke regarding the poppy wreath for the Parish Council and it was agreed that this should be progressed.

Action: Councillor Harrison to progress.

**154. Date of next Parish Council Meeting.**

Tuesday 11<sup>th</sup> November 2008.

*There being no further business the meeting was closed at 9:35pm.*

**Signed:** \_\_\_\_\_  
**Chairman**

**Dated:** \_\_\_\_\_

**MINUTES OF THE MEETING OF LEEDS PARISH COUNCIL**  
**Held on in the Village Hall on Tuesday 11<sup>th</sup> November 2008 at 7.30pm.**

Present: Mr Cutler  
Mrs Finlay  
Mrs Graham  
Mrs Harrison

In attendance: Mrs Sherrie Babington – Clerk, Press and Public.

The meeting was chaired by Councillor Harrison.

**155. Apologies.**

Apologies were received from Councillors Griffiths, Fort and Bubb.

**156. Declaration of Interests.**

No interests were declared.

**157. Public Comments.**

It was reported that there was currently a lot of rubbish in the over-spill car park at the Church and George Lane.

Councillor Harrison stated that she had made arrangements for this to be cleared during the village clean up.

Councillor Cutler stated that he would inspect the area and report back to the next meeting.

A resident spoke regarding the parking in Forge Lane, she stated that there was a problem with a particular vehicle parking on the road and obstructing the access to her property. She informed members that she had brought this problem to the attention of the Community Police Officer and was very disappointed at his attitude.

Councillor Harrison spoke regarding this and the concerns of the Parish Council when the applications for the new houses were submitted.

It was agreed to seek the views of the police regarding vehicles parking on pavements.

**158. Newsletter.**

It was agreed that Councillor Finlay would undertake this month's newsletter.

**159. Minutes of the Previous Meeting.**

It was resolved to accept the minutes (Cutler/Finlay), these were then signed and dated by the Chairman of the meeting.

**160. Matters Arising.**

There were no matters arising.

**161. Police Report.**

There was no crime reported during this month.

**162. Parish Council Website.**

Alan James attended the meeting and gave a report on the usage of the website. He spoke regarding the progress of the website.

A discussion took place regarding the possibility of using the website to action some of the recommendations from the parish plan when it was published in December.

**163. Ward Councillors Report.**

Councillor Parvin was not present at the meeting.

**164. Speedwatch.**

Councillor Cutler reported that a training session for Speedwatch was due to be held in the new year and he spoke regarding this and the possibility of undertaking this as a joint venture with a neighbouring parish.

**165. Correspondence.**

Members noted the correspondence received.

**166. Planning Matters.**

MA/08/1735 Windmill Cottage, Forge Lane, Leeds.  
Replacement of existing loose box stables/Tack Room and Hay Barn with new barn structure.

**167. Financial Matters.**

The financial statements for the Parish Council Account and Playing Field Account were presented to Councillors. These were discussed, and accepted by members (Graham/Cutler).

**168. Leeds Playing Field.**

The playing field was discussed by all present.

Councillor Cutler reported on the progress of the work at the playing field and I formed members that this was due to be undertaken in late November.

A discussion took place regarding the rubbish left at the site by the football team; Councillor Cutler stated that he would liaise with the team regarding this matter.

Councillor Harrison spoke regarding the suggestion of placing a basketball hoop on the tennis courts, it was agreed that the costs for this should be sought and a grant application should be submitted for the cost of this.

***Action: Councillor Graham to seek quotes for the basketball hoop.***

***Action: Clerk to submit a grant application for the cost of the hoop.***

**169. Highway Matters.**

Councillor Harrison reported on outstanding highway issues around the parish. She informed members that Penfold Hill was due to be reinstated.

**170. Street Lighting.**

The Clerk reported on details received from Public Lighting Company PLF and their rates for one off repairs.

It was agreed that an item should be placed in the parish magazine to encourage residents to report faults with the lighting to ensure that all repairs were undertaken by March 2009.

Christmas Lights – The Chairman stated that the lighting to the tree at the church was being progressed by Leeds Castle.

**171. Parish Plan.**

Councillor Graham presented the draft parish plan to members in the absence of Councillor Fort.

The Chairman spoke regarding the recommendations from the plan, she stated that the document was very good and she suggested holding an informal meeting with the parish plan group and the parish council in January to discuss the recommendations made.

This was agreed by all present.

***Action: Chairman to liaise with Parish Plan Group to progress date for the meeting.***

The production of a Village Design Statement was discussed and the Clerk stated that she would endeavour to find out further details regarding this matter.

***Action: Clerk to establish further details re VDS.***

**172. Kent International Gateway.**

Councillor Harrison reported on the current situation regarding KIG.

**173. LDF.**

Nothing to report.

**174. Further questions from public.**

No matters were raised.

**175. Urgent Matters.**

Councillor Graham reported that she was in the process of seeking costings for the village sign project. It was agreed that when the final costs were available that these should be forwarded onto the Clerk who would submit a grant application for the project.

***Action: Councillor Graham to progress.***

**176. Date of next Parish Council Meeting.**

Tuesday 9<sup>th</sup> December 2008.

***There being no further business the meeting was closed at 9:35pm.***

**Signed:** \_\_\_\_\_  
**Chairman**

**Dated:** \_\_\_\_\_

**MINUTES OF THE MEETING OF LEEDS PARISH COUNCIL**  
**Held on in the Village Hall on Tuesday 9<sup>th</sup> December 2008 at 7.30pm.**

Present: Mr Bubb  
 Mr Cutler  
 Mrs Finlay  
 Mrs Graham  
 Mrs Harrison

In attendance: Mrs Sherrie Babington – Clerk, Press and Public.

The meeting was chaired by Councillor Harrison.

**177. Apologies.**

Apologies were received from Councillors Griffiths and Fort.

**178. Parish Newsletter.**

It was agreed that Councillor Finlay would undertake the newsletter.

**179. Declaration of Interests.**

No interests were declared.

**180. Public Comments.**

A resident attended the meeting to raise concerns about the parking along Wykeham Grove. Councillor Harrison spoke about the problems with parking in the village and vehicles parking on paths, and she asked the advice of the police in attendance at the meeting.

The police confirmed that it was illegal to park within 10 metres of a junction; they stated that parking on the paths was not a police matter, however if there was an unnecessary obstruction of the highway it becomes a police matter.

The police stated that they would liaise with the residents of Wykeham Grove regarding the safety and law implications.

The chairman asked all to allow the police time to look at the problem and to try to resolve the problems with parking in the village.

It was agreed that an item should be placed in the newsletter and on the website,

**181. Minutes of the Previous Meeting.**

It was resolved to accept the minutes (Graham/Finlay), these were then signed and dated by the Chairman of the meeting.

**182. Matters Arising.**

Councillor Harrison reported that she had spoken with MBC regarding the rubbish on George Lane and this was being progressed.

**183. Police Report.**

PCSO John White informed the meeting that he was due to leave his position to join the police force in May 2009. Councillor Harrison congratulated him on behalf of the Parish Council.

She welcomed PC David Reynolds to the meeting and briefed him on the concerns regarding HGV's using the B2163. She asked if enforcement could be undertaken. PC Reynolds stated that he was keen to continue enforcing this area and that he was looking to develop this further.

Councillor Harrison spoke regarding the possible declassification of the B2163 and the recommendations from the Parish Plan.

**184. Parish Council Website.**

Alan James attended the meeting and gave a report on the usage of the website. He spoke regarding the progress of the website.

**185. Ward Councillors Report.**

Councillor Parvin attended the meeting and apologised for not attending in recent months. He gave a report on the progress and the developments within Maidstone Borough Council.

He congratulated the parish on the production of the Parish Plan.

**186. Speedwatch.**

Nothing to report.

**187. Correspondence.**

Members noted the correspondence received.

Councillor Harrison spoke further regarding the parking problems within the parish. She informed members that she had written a letter to the Rochester Bridge Trust regarding land in their ownership which had been identified as possible use for a car park.

**188. Planning Matters.**

MA/08/2251 The Ramada Hotel, Ashford Road, Hollingbourne.

An application for advertisement consent for the installation of 2 internally illuminated pylon signs and 1 internally illuminated logo sign. (resubmission of MA/08/1626)

**189. Financial Matters.**

The financial statements for the Parish Council Account and Playing Field Account were presented to Councillors. These were discussed, and accepted by members (Bubb/Graham).

**190. 2009-2010 Budget.**

The draft budget was circulated to all members for their consideration and it was proposed by Councillor Cutler and seconded by Councillor Bubb to set the 2009/2010 precept at £17214.00. This was agreed by all present.

**191. Leeds Playing Field.**

The playing field was discussed by all present.

It was reported that the Saturday football team no longer used the playing field.

Councillor Cutler confirmed that the benches and tables had now been installed as agreed.

Councillor Graham spoke regarding the quotations received from the ball hoop and the village sign.

**192. Highway Matters.**

Councillor Harrison reported on outstanding highway issues around the parish. It was reported that the road surface in Upper Street had been washed away and was in need of reinstatement.

**193. Street Lighting.**

Nothing to report.

**194. Parish Plan.**

Councillor Harrison referred to the Parish Plan and it was proposed by Councillor Graham to formally adopt this, this was seconded by Councillor Bubb.

The Chairman spoke regarding this and it was agreed that a meeting should be arranged for early January with the Parish Plan Committee to discuss and progress the implementation of the recommendations from the Parish Plan.

***Action: Clerk to arrange meeting as agreed.***

**195. Freedom of Information Act.**

The Clerk circulated the 'Model Freedom of Information Act' to all members for adoption by the Parish Council. The Clerk explained the 'Act' to all present and the need to adopt this formally by 1<sup>st</sup> January 2009. This was then considered and it was proposed by Councillor Bubb and seconded by Councillor Finlay to adopt the Freedom of Information Act in its model form. This was agreed by all members present.

***Action: Clerk to action as necessary.***

**196. Kent International Gateway.**

Councillor Harrison reported on the current situation regarding KIG.

**197. Further questions from public.**

No matters were raised.

**198. Clerks Salary.**

It was agreed that this item should be discussed as a confidential item.

**199. Urgent Matters.**

No matters were raised.

**200. Date of next Parish Council Meeting.**

Tuesday 10<sup>th</sup> February 2009.

***There being no further business the meeting was closed at 10.00pm.***

**Signed:** \_\_\_\_\_  
**Chairman**

**Dated:** \_\_\_\_\_

