

**MINUTES OF THE MEETING OF LEEDS PARISH COUNCIL**  
**Held on in the Village Hall on Tuesday 9<sup>th</sup> February 2010 at 7.30pm.**

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

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

The meeting was chaired by Councillor Harrison.

**1. Apologies.**

Apologies were received from Councillor Aitken, KCC Councillor Cooke and Ward Councillor Peter Parvin.

**2. Declaration of Interests.**

No interests were declared.

**3. Public Comments.**

No public matters were raised.

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

It was resolved to accept the minutes of the previous meeting, subject to a minor alteration, (Graham/Fort); these were then signed and dated by the Chairman of the meeting.

**5. Matters Arising.**

There were no matters arising.

**6. Police Report.**

The PCSO gave a crime report to all present.

He reported on Operation Dime which was undertaken within Leeds over a period of two days. He informed members that the results of this would be made available to the Parish Council as soon as they were available.

**7. Parish Council Website.**

Alan James attended the meeting and gave a report on the usage of the website.

**8. MBC Borough Councillor Report.**

Borough Councillor Peter Parvin gave his apologies to the meeting.

**9. KCC Councillors Report.**

KCC Councillor Gary Cooke gave his apologies to the meeting.

His report was noted by members.

Members discussed the salt bins within the parish and it was agreed that the salt bin at George Lane should be moved to Wykeham Grove where it would be of more use to residents.

It was also agreed that a new bin should be requested for the corner of Brogden Crescent and Forge Lane.

The Clerk was asked to progress these matters with Kent Highways and to also request that the bins be refilled as soon as possible.

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

**10. Correspondence.**

The Clerk reported on the correspondence received during the course of the month.

**11. Planning Matters.**

The following planning applications were passed to the Planning Committee for their considerations:

MA/09/1574 Raywood Barn, Back Street, Leeds – No Objections.  
Erection of a 1.8 metre boundary wall.

Ledian Farm – additional details – Members discussed the additional details received for the planning proposals for Ledian Farm and it was agreed that the Parish Council would reiterate its objections to this application as the additional details did not change the view of the PC.

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

Councillor Harrison spoke regarding the parking problems within the parish. She informed members that she had been in contact with MBC regarding this matter.

She reported that there were plans to have a community shop to the rear of the Ten Bells Public House and she stated that this should be up and running within the next three months.

**12. 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 (Cutler/Finlay).

**13. Leeds Playing Field.**

Councillor Harrison congratulated Councillor Graham on her recent success in gaining a grant for the play equipment at the playing field.

Councillor Graham informed members that she would progress this with HAGS and she asked members to attend a site meeting to consider the plans for the site.

It was agreed that a Chips and Chat evening should be arranged in the near future to keep the youth informed of the developments.

Councillor Harrison informed the meeting that she had recently submitted a Grass Roots Grant Application on behalf of the Playing Field Trustees and the outcome of this should be known by 23<sup>rd</sup> February 2010.

She informed members that she was in the process of seeking quotations for the work at the Pavillion.

**14. Highway Matters.**

Members discussed the highway matter in the parish. It was agreed that the details for reporting potholes should be placed in the parish magazine.

Councillor Harrison spoke regarding the need for a safe crossing outside of the school and she passed a letter of support from the head teacher and Chair of Governors to the Clerk. It was agreed that Councillor Finlay would forward a petition to the Clerk and this along with the letters of support should be sent to Kent Highways.

**Action: Clerk to progress.**

Members discussed the need for a traffic survey along the B2163 and the ideal location for this. It was agreed that these should be progressed at an estimated cost of £250 each.

The Clerk was asked to liaise with Kent Highways and KCC Councillor Gary Cooke regarding this matter.

**Action: Clerk to progress as agreed.**

**15. Village Design Statement.**

Councillor Finlay reported that the first draft of the Village Design Statement had been completed, she informed members that this was currently with Phil Turner for inspection and she suggested a public meeting in the near future.

The Chairman thanked the VDS Committee for its hard work.

- 16. Kent International Gateway.**  
Councillor Harrison reported on the current situation regarding KIG.
- 17. Further questions from public.**  
No matters were raised.
- 18. Urgent Matters.**  
No matters were raised.
- 19. Date of next Parish Council Meeting.**  
Tuesday 9<sup>th</sup> March 2010.

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

**MINUTES OF THE MEETING OF LEEDS PARISH COUNCIL**  
**Held on in the Village Hall on Tuesday 9<sup>th</sup> March 2010 at 7.30pm.**

Present: Mrs Finlay  
Mrs Fort  
Mrs Graham  
Mrs Harrison

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

The meeting was chaired by Councillor Harrison.

**20. Apologies.**

Apologies were received from Councillors Aitken and Cutler.

**21. Declaration of Interests.**

No interests were declared.

**22. Public Comments.**

Mr James spoke regarding the height barrier at the church car park, Councillor Harrison stated that this matter had been reported to MBC as it was their contractors that had damaged it.

Councillor Graham asked if it were possible for the car park to be marked with disabled bays, this was discussed and it was agreed that this should be looked into. The Clerk stated that she would liaise with MBC regarding this and the options open to the Parish Council.

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

A discussion took place regarding the opening of the car park extension to ease the parking problems at school times.

Councillor Finlay stated that she felt that this was a matter for the school as the problems were brought up during poor weather; she stated that this was not a normal state and communication to the parents from the school may solve this problem. This was agreed by all present and Councillor Graham stated that she would pass this view onto the school.

**23. Minutes of the Previous Meeting.**

The minutes from the previous meeting were proposed by Councillor Graham, seconded by Councillor Fort and agreed by all present.

These were then signed and dated by the Chairman.

**24. Matters Arising.**

No matters were raised.

**25. Parish Councillor Vacancy.**

Parish Councillor Vacancy – It was agreed that this should be advertised on the website and in the Parish Magazine.

**26. Police Report.**

The PCSO gave a crime report to all present.

He reported on the results of Operation Dime which was undertaken within Leeds over a period of two days last month.

The chairman reported that problems had been reported regarding the parking in Wykeham Grove once again, she stated that the Parish Council could not do anything regarding this and asked if the police would look into this matter.

Councillor Fort stated that the parking problems at the end of Wykeham Grove had improved in recent months.

**27. Parish Council Website.**

Alan James attended the meeting and gave a report on the usage of the website. He spoke regarding the links to local businesses and asked if the PC website could be linked to the George Public House B&B. This was agreed by all present.

**28. MBC Borough Councillor Report.**

Borough Councillor Peter Parvin attended the meeting and gave his apologies for not attending regularly due to his Mayoral commitments.

He reported on his duties as Mayor and the events that he had attended.

He reported on the progress of MBC and their budgets.

**29. KCC Councillors Report.**

KCC Councillor Gary Cooke attended the meeting and gave his report to all present.

He spoke of the budget setting at KCC.

He reported that he was heavily involved with school admissions at present and the appeals from parents who were not satisfied with their allocated school.

Councillor Cooke reported on the problems with potholes in the parish and the process by which KCC intended to deal with these.

He informed members that the safe crossing for the school had been agreed and was his understanding that this was due to be progressed in the spring of 2010.

Councillor Harrison thanked Councillor Cooke for his assistance in this matter.

He informed members that the traffic count for Leeds was being progressed with Lorraine Barrie of Kent Highways.

Councillor Finlay stated that she would assist with the progress of this.

**30. Correspondence.**

The Clerk reported on the correspondence received during the course of the month.

Parish Liaison Meeting on 18<sup>th</sup> March 2010 - It was agreed that Councillor Harrison would attend the forthcoming Parish Liaison meeting at MBC.

**Action: Clerk to inform MBC.**

**31. Planning Matters.**

No planning applications were received during the month.

Ledian Farm – Members discussed this planning application and its approval by MBC. Councillor Graham reported that the Section 106 monies allocated for this development amounted to £22050 to be spent on recreation amenities within a 2 to 3 mile radius of the development.

Following discussions it was agreed that the PC should put together a project for the Playing Field.

**Action: Members to progress.**

**32. 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/Finlay).

Councillor Harrison informed members that a grant of £5000 had been received from Grass Roots for the Playing Field. This was passed to the Clerk to bank.

**33. Leeds Playing Field.**

Councillor Harrison spoke regarding the renovations and work being undertaken at the pavilion. She informed members that the building needed to be rewired due to Health and Safety reasons and a

quotation for the work had been received for £500. This essential work was approved by members (Finlay/Graham).

It was agreed that the Clerk should submit a grant application to the Mayors Charity fund to seek a donation towards this.

**Action: Clerk to submit a grant application as agreed.**

Councillor Harrison reported on quotations for a container at the playing field for the storage of equipment. She informed members that the most reasonable quotation was for £910.00; however she needed to ascertain whether this price included delivery.

Members discussed the quotation and the options open to the Parish Council. It was agreed that there was a need for the container and therefore members approved the quotation for £910.00.

It was agreed that Councillor Harrison would progress this further.

Members approved that an additional cost may be incurred for the supply of railway sleepers to use as a base for the container.

**Action: Councillor Harrison to progress.**

Members discussed the planned Football Fun day for the Easter weekend.

It was agreed that Councillors Graham, Harrison and Finlay would liaise with Councillor Aitken in order to progress the publicity for this event.

**Action: Councillor to progress.**

Councillor Graham reported on the progress of the new play equipment at the playing field. It was agreed that a site meeting should take place in order to agree the location of the new equipment.

**Action: Members to arrange a site meeting in order to progress further.**

The maintenance of the playing field was discussed and a schedule of work was circulated to all members for information. It was noted that work to the cost of £400 needed to be undertaken in order to tidy up the area, this was approved by all present. (Finlay/Fort).

**Action: Councillor Harrison to action.**

#### **34. Parish Maintenance.**

Councillor Harrison circulated a schedule of maintenance work to members for their consideration.

This was discussed by all present. It was agreed that there was a need for the Parish Council to undertake additional maintenance to that undertaken by MBC and KCC.

The schedule of maintenance to be undertaken by Rowlandscapes was approved for the forthcoming financial year.

The Clerk was asked to ascertain the schedule of maintenance undertaken by KCC regarding footpaths and street sweeping to enable the timescales to be coordinated.

**Action: Clerk to action.**

#### **35. Church Car Park.**

This matter was discussed earlier during the meeting and no further discussion took place.

#### **36. Highway Matters.**

Councillor Harrison spoke regarding a planning application for G Forces which had been submitted within the parish of Thurnham. She spoke regarding the concerns over the highway implication with regards to additional traffic and the possible increase in traffic along Caring Lane. She asked for members support to fetch these concerns to the attention of the planning authority. This was discussed by members and it was agreed that an objection should be submitted to MBC by Leeds Parish Council.

**Action: Clerk to progress.**

#### **37. Disabled Parking Bay.**

This matter was discussed earlier during the meeting and no further discussion took place.

**38. Parish Newsletter.**

Members noted correspondence from The PCC regarding an annual increase in the cost of the Parish Councils pages in the church magazine. This was discussed and agreed by all present.

***Action: Clerk to respond to PCC.***

**39. Village Design Statement.**

Councillor Finlay reported that the first draft of the Village Design Statement had been completed, she informed members that this was currently with Phil Turner for inspection and she suggested a public meeting in the near future.

**40. Kent International Gateway.**

Councillor Harrison reported on the current situation regarding KIG.

**41. Further questions from public.**

No matters were raised.

**42. Urgent Matters.**

No matters were raised.

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

Tuesday 13<sup>th</sup> April 2010.

***There being no further business the meeting was closed at 9.45pm.***

**MINUTES OF THE MEETING OF LEEDS PARISH COUNCIL**  
**Held on in the Village Hall on Tuesday 13<sup>th</sup> April 2010 at 7.30pm.**

Present: Mr Aitken  
 Mr Cutler  
 Mrs Harrison

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

The meeting was chaired by Councillor Harrison.

**44. Apologies.**

Apologies were received from Councillors Fort, Graham and Finlay.

**45. Declaration of Interests.**

No interests were declared.

**46. Public Comments.**

No matters were raised.

**47. Minutes of the Previous Meeting.**

The minutes from the previous meeting were proposed by Councillor Cutler, seconded by Councillor Aitken and agreed by all present.

These were then signed and dated by the Chairman.

**48. Matters Arising.**

Disabled Parking Bay – The Clerk informed members that she had sought advice from MBC regarding the requirements of a disabled Parking bay and she passed these to members.

Mayors Charity Fund Application – The Clerk confirmed that she had submitted an application as requested by members.

**49. Parish Councillor Vacancy.**

Councillor Harrison informed members that two applications had been received for the vacancy. It was agreed that this item should be placed on the next agenda for consideration. Members also agreed that they should consider meeting each applicant before the next meeting.

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

**50. Police Report.**

The PCSO Kirby gave a crime report to all present.

**51. Parish Council Website.**

Alan James attended the meeting and gave a report on the usage of the website.

**52. MBC Borough Councillor Report.**

Borough Councillor Peter Parvin gave his apologies to the meeting.

**53. KCC Councillors Report.**

KCC Councillor Gary Cooke was not present.

**54. Correspondence.**

The Clerk reported on the correspondence received during the course of the month.

She reported on a letter received from member of the public regarding the height barrier at the Church Car Park and the damage that this had caused to her car. The Clerk confirmed that she had written to MBC regarding this matter.

**55. Planning Matters.**

MA/10/0378 - Gas Pressure Reducing Station, Penfold Hill, Leeds. – no objections.  
 Planning application for the erection of 2no kiosks and 2no cabinets to house gas regulators, heaters, standby generator, instrumentation and ancillary equipment to replace existing housing.

**56. 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 (Cutler/Aitken).

**57. Leeds Playing Field.**

Councillor Aitken reported on the recent Easter Fun Day Football event at the Playing Field. He stated that the children and parents that attended had enjoyed the event. He thanked Councillor Harrison and her husband for their work on the Pavillion.

Councillor Aitken reported that there was a Hollingbourne Football Committee meeting in the near future and he would ask the team to arrange two future events at the Playing Field.

Councillor Harrison spoke regarding the Grass Roots application and asked the Clerk to forward a copy of the playing Field Charity Constitution to the Parish Council.

Action: Clerk to progress.

Councillor Harrison reported that the container was due to be delivered to the playing field when the weather was dryer.

Councillor Aitken spoke regarding the football event and he stated that he had donated prizes for the day, he asked members to consider what prizes they would wish to have for the next event.

Members discussed the long term aims for the football club and it was agreed that this was to develop an independent club to undertake regular training and games at the playing field.

Councillor Harrison thanked Councillor Aitken and Hollingbourne for their work at the Playing Field.

**58. Highway Matters.**

No highway matters were raised.

**59. Village Design Statement.**

No matters were raised.

**60. Kent International Gateway.**

Councillor Harrison reported on the current situation regarding KIG.

**61. Further questions from public.**

No matters were raised.

**62. Urgent Matters.**

No matters were raised.

**63. Parish Council Annual Assembly 11<sup>th</sup> May 2010**

Members were reminded of the date of the Annual Parish Assembly.

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

Tuesday 11<sup>th</sup> May 2010.

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

**MINUTES OF THE MEETING OF LEEDS PARISH COUNCIL**  
**Held on in the Village Hall on Tuesday 11<sup>th</sup> May 2010 at 7.30pm.**

Present: Mrs Fort  
Mrs Finlay  
Mrs Harrison

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

The meeting was chaired by Councillor Harrison.

**65. Apologies.**

Apologies were received from Councillors Cutler, Aitken and Graham.

**66. To Elect a Chairman.**

Councillor Finlay nominated Councillor Harrison as Chairman; this was seconded by Councillor Fort, and agreed by all present. It was confirmed that Councillor Harrison was happy to take on this role for a further year.

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

Councillor Harrison signed her Declaration of Acceptance of Office.

**68. To elect a Vice Chairman.**

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

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

This item was deferred until the next meeting.

**70. Declaration of Interests.**

No interests were declared.

**71. Public Comments.**

No matters were raised.

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

The minutes from the previous meeting were proposed by Councillor Fort, seconded by Councillor Finlay and agreed by all present.

These were then signed and dated by the Chairman.

**73. Matters Arising.**

There were no matters arising

**74. Parish Councillor Vacancy.**

Councillor Harrison informed members that Councillor Graham had resigned from the Parish Council.

***Action: Clerk to place notice of vacancy on notice boards.***

Councillor Harrison informed members that she had one application for the vacancy for co-option. She spoke regarding the applicant and it was proposed by Councillor Fort to co-opt Mr John Govett onto the Parish Council. This was seconded by Councillor Finlay and agreed by all present.

***Action: Clerk to inform Mr Govett and MBC of appointment.***

***Action: Clerk to place Declaration of Acceptance of Office on next agenda.***

**75. Police Report.**

The PCSO Kirby gave a crime report to all present.

**76. Parish Council Website.**

Alan James attended the meeting and gave a report on the usage of the website.

**77. MBC Borough Councillor Report.**

Borough Councillor Peter Parvin gave his report to the meeting.

**78. KCC Councillors Report.**

KCC Councillor Gary Cooke gave his report to the meeting.

**79. Correspondence.**

The Clerk reported on the correspondence received during the course of the month.

She reported the response received to the Parish Councils letter to MBC regarding the height barrier at the Church Car Park. This confirmed that the PC had given the correct advice to a member of the public concerning damage to her vehicle by the barrier. It was agreed to send a copy of the letter to the member of public for information.

**Action: Clerk to action.**

**80. Planning Matters.**

MA/10/0671 - Merriam's Farm, Caring Lane, Leeds. – no objections.

Application for listed building consent for the removal of Victorian Chimney stack, fire breast and wall under.

**81. 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 (Finlay/Fort).

**82. 2009/2010 Accounts.**

The Clerk presented all members with the Accounts for the year ended 31st March 2010 and the Annual Return for the Audit Commission. These were noted by all present.

Members agreed the accounts and annual return; it was proposed by Councillor Fort and seconded by Councillor Finlay to accept these.

**Action: Clerk to forward Annual Return to the Audit commission.**

**83. Leeds Playing Field.**

Councillor Harrison reported on the progress of the pavilion renovations. She informed members that this had now been rewired due to H&S issues at a cost of £1263.00 and she passed the safety certificate to the Clerk

She informed members that the container was now in place as agreed.

The Clerk informed members that she had received a request from the current hirers The Mote Park Rangers to hire the pitch again for the forthcoming football season. This was discussed by all present and it was proposed by Councillor Fort to agree to the hire at a rate of £535.00 per season, an increase of £35.00. This was seconded by Councillor Finlay and agreed by all present.

**Action: Clerk to confirm details with Mote Park Rangers.**

Councillor Harrison informed members that Goldwing Homes had requested access to the Playing Field in order to deal with a dead tree on their land, She stated that she had approved this and requested a replacement tree to be planted.

**84. Highway Matters.**

Councillor Cooke stated that he had no further information on the safe crossing of the school and he would chase this with KCC.

Councillor Harrison spoke regarding a large HGV sign in Hollingbourne and asked if the Parish Council could have a similar one at the access to Leeds. Councillor Cooke stated that he would liaise with Kent Highways regarding this matter.

**85. Village Design Statement.**

Councillor Finlay gave a report to members. She stated that the VDS Group had a stall at the school fayre and the draft document was currently with Phil Turner for review.

**86. Kent International Gateway.**

Councillor Harrison reported on the current situation regarding KIG.

**87. Further questions from public.**

No matters were raised.

**88. Urgent Matters.**

Members referred to a request at the Annual Assembly to have planted at points through the village. It was agreed that this item should be placed on the next agenda for further consideration.

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

**89. Parish Council Annual Assembly 11<sup>th</sup> May 2010**

Members were reminded of the date of the Annual Parish Assembly.

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

Tuesday 22<sup>nd</sup> June 2010.

***There being no further business the meeting was closed at 9.45pm.***

**MINUTES OF THE MEETING OF LEEDS PARISH COUNCIL**  
**Held on in the Village Hall on Tuesday 22<sup>nd</sup> June 2010 at 7.30pm.**

Present: Mr Cutler  
Mrs Fort  
Mr Govett  
Mrs Harrison

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

The meeting was chaired by Councillor Harrison.

**91. Apologies.**

Apologies were received from Councillors Finlay and Aitken.

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

This item was deferred until the next meeting.

**93. Declaration of Acceptance of Office for new Councillor.**

Mr Govett signed his Declaration of Acceptance of Office and took his seat around the table.

**94. Declaration of Interests.**

No interests were declared.

**95. Public Comments.**

Residents from Ashbank Cottages attended the meeting to raise their concerns at the increase in road traffic accidents in the area recently. They stated that some action needed to be taken in order to slow vehicles down.

PCSO Kirby gave his views to all present and stated that he would liaise with Warren Jarvis regarding this matter.

A resident from Burberry Lane stated that she had telephone Kent Highways regarding the lack of road markings along this route and they had since given a commitment to renew the lines.

Councillor Harrison urged all to report any incidents to the place and to inform the parish council.

PCSO Kirby stated that it would be difficult to undertake speed checks in this area as there was no where to pull vehicles over.

A discussion took place regarding the location of the 30mph speed signs. It was agreed that the vegetation was overgrown along the verges and needed to be cut back in order to make these signs more visible.

It was also reported that the bollards at Ashbank Cottages needed to be replaced as soon as possible.

Councillor Harrison suggested another meeting with Kent Highways, residents from Ashbank Cottages and the police in order to discuss this further; this was agreed by all present.

***Action: Clerk and Chairman to progress.***

**96. Minutes of the Previous Meeting.**

The minutes from the previous meeting were proposed by Councillor Fort, seconded by Councillor Cutler and agreed by all present.

These were then signed and dated by the Chairman.

**97. Matters Arising.**

The Chairman asked members to consider adding a clause in the hire agreement for the Playing Field to request a returnable deposit of £100 to ensure that the hirers kept the pavillion in a clean condition throughout the season. This was agreed by all present.

**Action: Clerk to progress.**

**98. Parish Councillor Vacancy.**

The Clerk reported that the Notice of Co-Option for the current Parish Councillor vacancy could now be placed on the notice boards.

**99. Police Report.**

The PCSO Kirby gave a crime report to all present.

**100. Parish Council Website.**

Alan James attended the meeting and gave a report on the usage of the website.

Councillor Govett asked if there was any way that accidents could be reported on the website. Alan James stated that he would consider this matter to establish whether this was possible.

**101. MBC Borough Councillor Report.**

Borough Councillor Peter Parvin attended the meeting and gave his report to all present. He spoke regarding the AGM of the council on 17<sup>th</sup> May 2010 and the structure of the new council.

He reported that at present there was no news on the LDF; however this was being slowly progressed.

He informed members that the Parish Council was due to receive a small grant for the pavillion from the Mayors Charity Fund.

**102. KCC Councillors Report.**

KCC Councillor Gary Cooke was not present at the meeting.

**103. Correspondence.**

The Clerk reported on the correspondence received during the course of the month.

She reported on a letter received from Langley Parish Council regarding the possibility of Leeds and Langley Parish Councils jointly purchasing an interactive speed indicator sign. Members considered this matter and it was agreed to invite the Chairman of Langley PC to attend the next meeting to discuss this further. In the mean time the Clerk was asked to circulate further details to all members.

**Action: Clerk to action.**

**104. Planning Matters.**

The following planning applications were passed to the Planning Committee for their consideration:

MA/10/0912      Leeds and Broomfield Cricket Club.  
Change of use of part of adjoining field to cricket ground and installation of practice nets and frames.

MA/10/0919      Fulling Mill Cottage, Caring Lane.  
Erection of an open, oak-framed, 2 bay garage with attached log store.

**105. 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).

**106. Leeds Playing Field.**

Councillor Harrison reported on the recent football event held at the playing field, she informed members that only two children turned up. She stated that she would send letters out to all the children that attended the previous event to remind them of the forthcoming date on 3<sup>rd</sup> July 2010.

She reported on a number of grants that she would be applying for in order to enhance and refurbish the Playing Field.

It was reported that a height barrier was needed at the entrance to the playing field car park.

**107. Highway Matters.**

Councillor Harrison informed members that she had been approached by the Church PCC asking for better signage from the car park to the public footpath. She informed members that she had held a meeting with Mr Pelham and he had advised to place Way Markers on the gate to direct walkers.

She informed members that a padlock had been placed on the gate to the extension to the car park in order to prevent unnecessary use as it had been left open. She also stated that she had been in contact with the school regarding this matter.

The Clerk informed all present that she had received a request from MBC to place a brown bottle bank and paper bank for recycling within the car park. This was discussed by members and it was agreed that a brown glass bank could be placed within the recycling area; however MBC should undertake the necessary repairs to the height barrier in the first instance.

It was agreed that the Clerk should liaise with MBC regarding this matter.

**Action: Clerk to progress.**

**108. Village Planters.**

Councillor Fort informed members that she had looked into the cost of planted for the village and she stated that she was currently looking at locations.

**Action: Councillor Fort to progress.**

**109. Village Design Statement.**

No matters were discussed.

**110. Kent International Gateway.**

Councillor Harrison reported on the current situation regarding KIG.

**111. Further questions from public.**

A resident asked if the Parish Council still intended to hold its Chips and Chat evenings with the youth now that Councillor Graham had left the Parish Council. Councillor Harrison stated that it was hoped that these would still take place.

A discussion took place regarding the street sweeping schedule and the locations that this covered. Councillor Harrison stated that she would seek to get a copy of the schedule for information.

**Action: Councillor Harrison to progress.**

**112. Urgent Matters.**

No matters were raised.

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

Tuesday 13<sup>th</sup> July 2010.

***There being no further business the meeting was closed at 9.02pm.***

**MINUTES OF THE MEETING OF LEEDS PARISH COUNCIL**  
**Held on in the Village Hall on Tuesday 13<sup>th</sup> July 2010 at 7.30pm.**

Present: Mr Aitken  
 Mr Cutler  
 Mrs Finlay  
 Mrs Fort  
 Mr Govett  
 Mrs Harrison

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

The meeting was chaired by Councillor Harrison.

**114. Apologies.**

No apologies were received.

**115. Declaration of Interests.**

No interests were declared.

**116. Interactive Speed Sign – Langley Parish Council.**

David Burton Chairman of Langley Parish Council attended the meeting to speak regarding the possibility of Leeds and Langley jointly purchasing a speed measuring device.

He spoke regarding the problems with traffic and speeding within both Langley and Leeds Parishes. He stated that Langley had continued to petition for traffic calming and for an interactive sign.

He suggested that it was the perception of speed that was the issue and in looking into different ways to tackle this Langley PC had considered the purchase of a speed measuring device that recorded the volume and speed of traffic. The cost of the device was approximately £2000.

Councillor Govett stated that this type of device would assist the Parish Council with the collection of evidence to support the problems with traffic in Leeds.

David Burton spoke regarding the options available to the parish council if they chose to share the equipment, he stated that this could be made available to the police or operated by the parish councils themselves. He suggested that there may also be the option of renting the equipment to other parish councils.

Members agreed that they would like to have a demonstration of the equipment to establish whether Kent Highways would be able to use the data collected from it.

David Burton suggested that he liaise with the company to see whether this was possible and to seek a full quotation of the cost. This was agreed by all present.

The Chairman thanked David Burton for attending the meeting.

**117. Public Comments.**

Alan James spoke regarding an accident that had taken place in the village earlier that afternoon, he stated that an HGV had crashed into a bus; although the lorry was not overweight it had caused severe problems in the village. He reported that the police did attend the site and were looking into whether an offence occurred as the lorry drove off from the accident.

He informed members that residents were generally feeling unsafe walking through the village.

Councillor Parvin stated that until the police enforce the weight restriction then the problems would not stop.

It was noted that the verges along Ashbank Cottages needed cutting back as they were obscuring the reflector arrows.

**118. Minutes of the Previous Meeting.**

The minutes from the previous meeting were proposed by Councillor Fort, seconded by Councillor Govett and agreed by all present.

These were then signed and dated by the Chairman.

**119. Matters Arising.**

There were no matters arising.

**120. Parish Councillor Vacancy.**

Members considered the application for the vacancy from Mark Lay, it was proposed by Councillor Finlay to Co-opt him onto the Parish Council, and this was seconded by Councillor Fort and agreed by all present.

Mark Lay was therefore Co-opted onto the Parish Council.

***Action: Clerk to inform all parties.***

**121. To appoint Committees & Representatives to outside bodies.**

The following members were appointed to Committee and Outside Bodies:

Planning

Cllr. Finlay

Cllr. Fort

Cllr. Cutler

Finance

Cllr. Harrison

Representatives for Outside Bodies

Footpaths Cllrs. Cutler

Police Liaison Cllr. Fort

Highways Cllrs. Govett & Cutler

KAPC Cllr. Harrison

VDS Cllrs. Finlay

Playing Field Cllr. Aitken & Harrison

Environmental Cllr. Aitken

Parish Magazine Cllr. Finlay

South Parishes Group Cllr. Harrison

KIG Cllr. Harrison

School Liaison Cllr. Finlay

LDF Cllrs. Harrison & Fort

**122. Police Report.**

The PCSO Kirby gave a crime report to all present.

**123. Parish Council Website.**

Alan James attended the meeting and gave a report on the usage of the website.

Councillor Govett asked if there was a way in which the website could be used as a way of communicating with parishioners via email. This was discussed and members agreed to have an item on the next agenda to further consider village communication.

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

**124. MBC Borough Councillor Report.**

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

He spoke regarding the Neighbourhood Forums and the format of these.

Councillor Parvin spoke regarding the Mayors Charity Fund and he informed members that Leeds Playing Field would be receiving a donation in the near future to assist with the renovations to the pavillion.

Councillor Harrison thanked Councillor Parvin for his report.

**125. KCC Councillors Report.**

KCC Councillor Gary Cooke gave his present at the meeting.

He informed members that the scheduled crossing outside of the school had now been deleted from the programme. He stated that he had now submitted an application for his Highways Fund to finance this and he anticipated that this would be approved.

The Chairman thanked Councillor Cooke for his assistance in this matter.

Councillor Govett spoke regarding the two issues of concern to the parish, firstly HGV's and secondly the increase in the speeding traffic through the parish.

He suggested that the speed issues needed to be addressed and he asked Councillor Cooke about the options open to the parish in order to deal with this problem.

Councillor Cooke stated that a B through road may have less options open to it, he stated that Local Board Grants were not available for highways issues.

Councillor Govett asked about the reality of obtaining grant funding for a highway scheme.

Councillor Cooke stated that there were no Capital Schemes being approved at present, he suggested that the PC could write to the Joint Transportation Board to seek an opportunity to make a presentation to the Board for a scheme.

He reminded members that the JTB was an advisory board and it could not make a decision, however it could trigger a scheme.

A general discussion took place regarding speed signs and speed cameras.

Members agreed that the PC needed to gather its evidence to support the highway problems within the parish in order to try to get the principal authority to take action.

Councillor Parvin spoke regarding the work undertaken by a previous parish council to try to have the By-Pass built.

Councillor Cooke stated that he would seek advice on this matter in order to advise the parish council on the possible process and way forward regarding the highway problems.

**126. Correspondence.**

The Clerk reported on the correspondence received during the course of the month.

**127. Planning Matters.**

The following planning applications were passed to the Planning Committee for their consideration:

MA/10/0921 Trout Beck, Lower Street, Leeds - No Objections.  
An application for listed building consent for the installation of a stainless steel chimney liner and associated liner hanger plus the rebuilding and re-pointing of the top of the chimney.

**128. 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/Govett).

**129. Leeds Playing Field.**

Councillor Harrison informed members that a further three football fun days had been arranged, making a total of six in all. She stated that the cost of the coaches for the events amounted to £90 and members approved this expenditure.

Councillor Aitken stated that there had been a lot of interest in the events and should they continue through the winter then the PC would have to consider further expenditure to cover the coaching of these sessions.

Councillor Harrison informed members that she had been in contact with MBC regarding a height barrier for the Playing Field and this was being progressed.

She spoke regarding a resident of the parish who was willing to assist it with a grant application for a community project at the playing field. She stated that the resident was new to the parish and she was keen to see the facilities at the playing field enhanced. She explained the proposals to members and asked for their opinion and whether they felt that a community group could be set up in order to progress this project further.

Members agreed that enhancements were needed at the playing field, however they stated that the space did need to be a consideration and they agreed that they wished to see the playing field retain its rural appearance.

It was agreed that the first stage would be the consultation and design. Members agreed that a group of interested parties should be put together and therefore they would seek the support of residents for the initial group.

Councillor Harrison stated that she would liaise with the resident regarding this matter.

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

**130. Highway Matters.**

Councillor Harrison informed members that she had received a quotation for the replacement of the railings at Foley Hill. Members agreed that these were the responsibility of Kent Highways.

It was reported that the bollards opposite Wykeham Grove were in need of replacement.

***Action: To be reported to Kent Highways.***

**131. Devolution of Powers.**

Members noted a paper circulated via KALC Area Committee on the possibly devolution of powers from MBC and KCC. The Clerk informed members that this was a report for the consideration of KALC and therefore no further information was available at this stage.

It was agreed that the Clerk would keep members informed of any developments concerning this matter.

**132. Village Planters.**

Councillor Fort reported that she was in the process of seeking the costs of planters and to date the costs ranged from £1000 to £70. It was agreed that she would seek quotations for a raised flower bed.

Members agreed that a grant application for the sum of £500 should be submitted to Councillor Cooke from his Members Grant.

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

**133. Village Design Statement.**

Councillor Finlay reported on the progress of this matter.

**134. Kent International Gateway.**

Councillor Harrison reported on the current situation regarding KIG.

**135. Further questions from public.**

No further matters were raised.

**136. Urgent Matters.**

No matters were raised.

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

Tuesday 14<sup>th</sup> September 2010.

***There being no further business the meeting was closed at 10:50pm.***

**MINUTES OF THE MEETING OF LEEDS PARISH COUNCIL**  
**Held on in the Village Hall on Tuesday 14<sup>th</sup> September 2010 at 7.30pm.**

Present: Mr Aitken  
 Mr Cutler  
 Mrs Finlay  
 Mrs Fort  
 Mr Govett  
 Mrs Harrison  
 Mr Lay

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

The meeting was chaired by Councillor Harrison.

**138. Apologies.**

No apologies were received.

**139. Declaration of Interests.**

No interests were declared.

**140. Public Comments.**

No matters were raised.

**141. Minutes of the Previous Meeting.**

The minutes from the previous meeting were proposed by Councillor Finlay, seconded by Councillor Cutler and agreed by all present.

These were then signed and dated by the Chairman.

**142. Matters Arising.**

Speed Data Machine- The Chairman informed members that this was still being progressed by Langley Parish Council who were currently awaiting further details.

**143. Declaration of Acceptance of Office for new Councillor.**

The Chairman welcomed new councillor Mark Lay to the meeting. He then signed his Declaration of Acceptance of Office and took his place around the table.

**144. Police Report.**

The PCSO Richard Kirby gave a crime report to all present.

A discussion took place regarding the continual problem with HGV's passing through the village. He confirmed that he was currently seeking the advice of Traffic Officer Warren Jarvis regarding these problems.

Councillor Harrison spoke regarding an incident in the village involving an HGV; she stated that she had been in contact with the Operations Director of the company involved in order to try to ease the situation.

Councillor Govett asked the police what action they could take if the Parish Council had photographs of the offending vehicles. PCSO Kirby stated that the police would need to prove that the vehicle was using the road as a rat run rather than for access. He stated that in order to do this the police needed to stop the vehicle as they are allowed to use the route for access.

Councillor Govett stated that he had concerns about the amount of HGV's and he asked how the Parish Council could assist the police to help improve the situation.

PSCO Kirby suggested that a meeting was arranged between the parish council and Warren Jarvis from Kent Police. This was agreed and he stated that he would ask him to make contact with the PC.

**145. Parish Council Website.**

Alan James attended the meeting and gave a report on the usage of the website.

**146. Parish Communication.**

Members discussed the benefit of having an email system in place to enable information to be emailed to the residents of Leeds.

Councillor Cutler spoke regarding the type of software needed to support a large amount of emails. It was agreed that he should look into the software needed and report back to the next meeting.

***Action: Councillor Cutler to progress.***

**147. MBC Borough Councillor Report.**

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

He spoke regarding the cuts to his devolved budgets and the proposed cuts to the Concurrent Functions Grant from the next financial year.

**148. KCC Councillors Report.**

KCC Councillor Gary Cooke was not present at the meeting.

**149. Correspondence.**

The Clerk reported on the correspondence received during the course of the month.

**150. Planning Matters.**

The following planning applications were passed to the Planning Committee for their consideration:

MA/10/1229      Kent House, Upper Street, Leeds.  
Erection of a part two storey, part first floor side extension, single storey side and rear extensions and introduction of a pitched roof to an existing side extension.

MA/10/1407      5 Burgess Hall Drive, Leeds.  
Erection of a first floor side extension.

**151. 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/Finlay).

Councillor Govett spoke regarding the Parish Councils finances and the reserves held by it. He spoke regarding the budget and his wish to build a long term project into this.

**152. Leeds Playing Field.**

Councillor Harrison informed members that she had submitted a grant application for a pathway around the playing field.

Members discussed a request for a football event to be held at the playing field during the October half term holidays. This was considered by members and it was agreed that no charge

would be made for the use of the playing field. It was agreed that Councillor Aitkin would liaise with the football organisers to discuss this further.

**Action: Councillor Aitkin to progress.**

A discussion took place regarding the financial liabilities of the Parish Council to the football club. Members agreed that the aim was that the football club would become self funding.

Councillor Harrison spoke about the football team and the asset that this was to the children of the village.

She reported on the progress of the work at the pavilion and informed members about the Mother and Toddlers Group and their work on a lottery grant application to try to obtain funding for playing equipment at the playing field.

### **153. Highway Matters.**

Councillor Govett spoke regarding highways and his thoughts and ideas for Leeds Parish. He reported on his suggestion for the Parish Council to commission a traffic consultant to seek a costing on various highway projects.

He stated that he had put together an options paper for member's consideration and asked for this to be presented to the traffic consultant to be costed to enable the precept to be calculated to finance the selected project.

Councillor Harrison spoke regarding the options and the need for the Parish Council to decide whether to commission a consultant.

The Clerk reminded members that there was a need for the Parish Council to work within its financial regulations.

This was discussed by members and Councillor Harrison clarified that the Parish Council would seek quotations to establish the cost of a traffic consultant and this could then be ratified at the next meeting.

**Action: Councillor Harrison to seek quotations for the appointment of a traffic consultant.**

The winter salt provision for the parish was discussed by members.

### **154. Council Tax Referendum – Consultation.**

The Clerk confirmed that the PC views had been submitted within the consultation period.

### **155. Trees – Wykham Grove.**

Councillor Harrison informed members that the trees at the end of Wykham Grove had been removed by MBC due to fungus; she stated that she had asked for these to be replaced at some point in the future.

Members questioned why they had left the trunk of the trees. The Clerk was asked to write to Golding Homes regarding this matter.

**Action: Clerk to action.**

### **156. Village Planters.**

This item was deferred to the next meeting.

### **157. Village Design Statement.**

Councillor Finlay reported on the progress of this matter.

**158. Parish Council Policy Review.**

The Clerk circulated the parish Council Policies to all members and informed them that this item would be placed on the next agenda for formal review.

It was agreed that a grants policy should also be drafted for consideration.

**159. Kent International Gateway.**

Councillor Harrison reported on the current situation regarding KIG and the future of the JPG. She spoke regarding the JPG and the benefits of the group staying together to look at other issues such as the LDF.

Following a discussion it was agreed that Councillor Fort would attend any future JPG meetings.

**160. Further questions from public.**

No further matters were raised.

**161. Urgent Matters.**

Councillor Harrison informed members that a resident, Lindsay Wheeler, had put her name forward as a School Governor.

Councillor Lay tendered his apologies for the next Parish Council meeting.

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

Tuesday 12<sup>th</sup> October 2010.

*There being no further business the meeting was closed at 10:25pm.*

**MINUTES OF THE MEETING OF LEEDS PARISH COUNCIL**  
**Held on in the Village Hall on Tuesday 12<sup>th</sup> October 2010 at 7.30pm.**

Present: Mr Aitkin  
Mr Cutler  
Mrs Finlay  
Mrs Fort  
Mr Govett  
Mrs Harrison

In attendance: Mrs Sherrie Babington – Clerk, KCC Councillor Gary Cooke, Police and Public.

The meeting was chaired by Councillor Harrison.

**163. Apologies.**

Apologies were received from Councillor Lay and MBC Councillor Peter Parvin.

**164. Declaration of Interests.**

No interests were declared.

**165. Public Comments.**

No matters were raised.

**166. Minutes of the Previous Meeting.**

The minutes from the previous meeting were proposed by Councillor Finlay, seconded by Councillor Fort and agreed by all present.

These were then signed and dated by the Chairman.

**167. Matters Arising.**

There were no matters arising.

**168. Police Report.**

The PCSO Richard Kirby gave a crime report to all present.

**169. Parish Council Website.**

Members noted a written report on the usage of the website.

**170. MBC Borough Councillor Report.**

Borough Councillor Peter Parvin gave his apologies to the meeting.

**171. KCC Councillors Report.**

KCC Councillor Gary Cooke attended the meeting.

He spoke regarding an HGV Review being undertaken by KCC, looking at the problems on rural roads. He stated that this was being looked at in a number of ways with the aim of getting standardisation for Satellite Navigation Systems and creating HGV routes throughout the County.

He stated that it was now unlikely that the Leeds Langley Bypass would be built due to the lack of funding.

He spoke regarding the LDF and stated that MBC had not yet reached an agreed housing allocation although there were three options being considered.

Councillor Harrison stated that she had attended a meeting regarding this and MBC officers had been sent back to seek further details in order to support the issue for housing need.

She stated that Leeds Parish Council would not support further development until the infrastructure was in place.

Councillor Cooke stated that KCC would like to see housing placed throughout the county rather than in one place.

He spoke regarding the budgetary cuts at KCC level and the implications this may have on KCC.

He reminded members that there was to be a 2011 Census and stated that details of this was on the KCC website.

He informed members that the new Highways Liaison Officer was Richard Dixon.

**172. Correspondence.**

The Clerk reported on the correspondence received during the course of the month.

**173. Planning Matters.**

There were no planning applications to consider this month.

**174. Financial Matters.**

a. Financial Statement.

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

Councillor Harrison asked for member's approval for the additional work to be undertaken at the pavilion at a cost of £2300, this was agreed by all present.

b. Pre-Budget Discussions.

The draft budget was discussed by members.

Councillor Govett spoke of consulting to public regarding raising the precept in order to finance a highway scheme.

Councillor Finlay spoke regarding this matter and raised concern at increasing the precept as the residents of the village may not cope with a huge increase in the current financial climate.

Members discussed the options open to them and the impact of the reduction of the Concurrent Functions Grant on the services already provided by the Parish Council.

Councillor Finlay spoke of the need for the Parish Council to retain the services that they currently provided to the parish.

Councillor Govett stated that he would like to seek the views of KCC with regards to the highway projects for the village.

Councillor Fort supported that need to retain the current level of services in the parish.

Councillor Govett spoke further regarding the Highways Paper that he had written for the parish council identifying possible options to ease the highway problems within the parish.

Councillor Cutler spoke regarding the budget discussions and the highways issues; he suggested that the current time scales would not allow this issue to be dealt with immediately. He suggested that the next 12 months should focus on this matter with the engagement of the local community to identify realistic projects and costings, with the option of incorporating a project in the 2012/2013 budget.

Councillor Gary Cooke spoke regarding the need for the parish to consult with KCC regarding highway issues.

He stated that he had committed to financing the crossing outside of the school and informed members that this would be undertaken in the future.

Councillor Finlay spoke regarding the costings for the three consultants and asked Councillor Cooke for his views on this matter and whether KCC would look at the options in the highways paper. Councillor Cooke stated that it was his view that KCC would veto some of the options included in the report due to highways policy.

Councillor Cooke suggested that he arrange a meeting with the Highways Liaison Officer and some relevant officers in order to look at the report and the possible options.

Councillor Harrison asked about the possibility of having a 20mph speed limit outside of the school. Councillor Cooke stated that he would fetch this matter up at the Joint Transportation Board meeting.

Councillor Harrison summarised the discussion and asked the Clerk to draft a budget based on retaining the current level of service within the parish.

**Action: Clerk to draft 2011/2012 budget.**

#### **175. Leeds Playing Field.**

Councillor Aitkin reported on the pavilion work to date and informed members that this was reaching its final stages.

It was reported that a rubbish bin had been damaged. Councillor Harrison stated that she would liaise with MBC regarding this matter.

Councillor Aitkin reported that there were now approximately 21 children attending the football sessions on a regular basis. The Clerk was asked to place an item on the next agenda for Hollingbourne Football Club.

Councillor Aitkin asked the Clerk to forward the contact details for Mote Park Rangers Football Club to him so that he could liaise with them regarding the contract of hire and fees.

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

#### **176. Highway Matters.**

Councillor Harrison spoke regarding the village Carpark and the request for a disabled bay. She informed members that the Parish Council was unable to officially designate a disabled bay due to the surfacing of the Carpark; however she suggested having a sign placed on the fence. This was approved by members.

**Action: Disabled sign agreed by members.**

Councillor Harrison spoke regarding the school bus that was parked along the hedge at the Carpark and suggested that some of the parking problems may be eased if this was parked at the far end of the car park.

Councillor Finlay stated that she would liaise with the school regarding this matter.

**Action: Councillor Finlay to action.****a. Highways solutions paper for traffic calming.**

Councillor Govett spoke regarding his hopes for the Highways Paper he had written and it was agreed by members that the option in this should be actively considered by the Parish Council.

A copy of the report was passed to KCC Councillor Gary Cooke for his consideration.

Councillor Cooke confirmed that he would investigate these options with Kent Highways and report back to members as to what options would be acceptable by Kent Highways.

He confirmed once again that the crossing was being pursued at the school and he would also try to have a 20mph speed limit placed outside of the school.

This was discussed further by all present and it was agreed that this item should be placed on the next agenda for consideration and in the mean time Councillor Govett would draft a revised time line to try to have a viable scheme considered by members in time for the next budget.

**Action: Councillor Govett to draft a revised time line.****b. Highways Consultant.**

Members agreed to await the views of KCC before progressing with the appointment of a Highways Consultant.

**177. Village Planters.**

This item was deferred to the next meeting.

**178. Village Communications.**

Councillor Cutler informed members that he had sought the cost of a system that would enable an email distribution of up to 10000 users. He stated that he was still progressing this matter and would report back to a future meeting.

**179. Village Design Statement.**

Councillor Finlay reported on the progress of this matter. She stated that the document is now complete and has been sent to Phil Turner for review, a public meeting would then be arranged to present to document to the village.

**180. Parish Council Policy Review.**

This item was deferred to the next meeting.

**181. Further questions from public.**

Concerns were raised regarding the parking at the playing field during football games. It was reported that vehicles were parking in and around the playing field causing problems in the village.

It was agreed that Councillor Aitkin would discuss this with the teams when liaising with them regarding their hire arrangements.

**Action: Councillor Aitkin to progress.**

**182. Urgent Matters.**

No matters were raised.

**183. Parish Council Procedure – Confidential Matter.**

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

Tuesday 9<sup>th</sup> November 2010.

*There being no further business the meeting was closed at 9.55pm.*

**MINUTES OF THE MEETING OF LEEDS PARISH COUNCIL**  
**Held on in the Village Hall on Tuesday 9<sup>th</sup> November 2010 at 7.30pm.**

Present: Mr Cutler  
 Mr Govett  
 Mrs Harrison

In attendance: Mrs Sherrie Babington – Clerk, KCC Councillor Gary Cooke, Alan James, Police and Public.

The meeting was chaired by Councillor Harrison.

**185. Apologies.**

Apologies were received from Councillors Lay, Fort, Aitkin, Finlay and MBC Councillor Peter Parvin.

**186. Declaration of Interests.**

No interests were declared.

**187. Public Comments.**

No matters were raised.

**188. Minutes of the Previous Meeting.**

The minutes from the previous meeting were agreed subject to a minor alteration. These were then proposed by Councillor Govette, seconded by Councillor Cutler and agreed by all present.

**189. Matters Arising.**

Councillor Harrison reported that the bin at the Playing Field had been found although it had also been damaged.

**190. Police Report.**

The PCSO Richard Kirby gave a crime report to all present.

Councillor Harrison spoke regarding having regular HGV operations carried out within the parish.

**191. Parish Council Website.**

Alan James gave a report on the usage of the website.

He stated that he and Councillor Cutler were currently looking into a village communication system for the parish.

**192. MBC Borough Councillor Report.**

Borough Councillor Peter Parvin gave his apologies to the meeting.

**193. KCC Councillors Report.**

KCC Councillor Gary Cooke attended the meeting.

He spoke regarding a meeting between the Parish Council and Kent Highways and stated that the Highways Paper written by Councillor Govette had been looked at.

He reported that KCC were hoping to include a 20mph zone along with the crossing at the school.

He spoke regarding an HGV Review currently being undertaken by KCC and stated that this would include rat-runs and signage.

He stated that the signage at Leeds was discussed and it was hoped that this would form part of this review.

He reported that the pot hole main contract had now come to an end and these were now being filled on a find and fix basis, he stated that only the serious pot holes would be filled due to budget restrictions.

He spoke regarding the urban extension and the proposed housing development for Maidstone.

Councillor Harrison spoke regarding the Caring Lane Bridge and the damage sustained to this. A general discussion took place regarding the measures that could be put in place to prevent further damage.

He spoke regarding the budgetary cuts at KCC level and the implications this may have on KCC.

**194. Correspondence.**

The Clerk reported on the correspondence received during the course of the month.

**195. Planning Matters.**

There were no planning applications to consider this month.

**196. Financial Matters.**

a. Financial Statement.

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

Councillor Harrison spoke regarding the Borough Councils plans to cut the Concurrent Functions Grant and the action being taken by the KALC Area Committee in opposition to this.

b. Pre-Budget Discussions.

The draft budget was discussed by members.

Councillor Govett spoke regarding the need for forward thinking and the need for an allocation for a highways project to be included in the budget.

Councillor Harrison agreed that residents need to know where their annual precept is being spent.

A discussion took place regarding the budget and Councillor Govette stated that there was a need for transparency regarding highways issues. He asked for councillors views on raising the precept to cover a highways project.

Councillor Cutler gave his views on the inclusion of a highways project in the budget, he stated that he agreed with Councillor Govette but had concerns about raising the precept in the current financial climate.

Councillor Govette spoke regarding the principles of the Parish Council and need for a scheme to be financed.

A general discussion took place and it was agreed that an allocation of £5000 should be placed in the budget for a highways project and for further consideration by members.

It was agreed that a budget meeting should be arranged for January and prior to this the Parish Council should hold an open morning in the village hall to enable residents to raise budgetary issues directly with parish councillors.

**Action: Clerk to redraft budget and book meeting and open day.**

c. Hollingbourne Football Club.

It was agreed to defer this matter until the next meeting as to date no grant request had been received from Hollingbourne Football Club.

**197. Leeds Playing Field.**

Councillor Harrison reported on the progress of the work at the pavilion.

The Clerk reported that the football hire fees had now been paid and the contract signed.

**198. Highway Matters.**

Councillor Harrison referred to the highways paper written by Councillor Govette.

This was discussed and it was agreed that a definite response to this and the options open to the parish council was needed.

Councillor Cooke stated that he arrange for a formal response to the report to be made to the PC.

Councillor Govette spoke regarding the paper and the need to establish what options were possible; he reiterated the need for the PC to establish a long term highways project.

Councillor Cooke urged caution on taking on the role of the statutory authority.

**199. Village Planters.**

Councillor Fort informed members that she had sought quotations for the planters at a cost of £300 each. She stated that she was still looking into this matter.

**200. Joint Parish Group.**

Councillor Fort spoke regarding the Joint Parish Group and the recent meeting that she had attended. She spoke regarding the future of the group and the plans for this to focus of the LDF.

She gave her views on how this would work with the differing views of the member's parishes.

She asked members whether they wish to remain part of the JPG, this was discussed and it was agreed that the PC would wish to remain a member of the Joint Parish Group.

Members discussed their views regarding the LDF and agreed that the Parish Plan and the Village Design Statement represented the views of the parish and therefore agreed to submit this as the view of the parish council.

**201. Village Design Statement.**

It was reported that this was at its final stage.

**202. Parish Council Policy Review.**

The Clerk circulated the following policies to members for their consideration:

1. Freedom of Information Act – Publication Scheme.
2. Complaints Procedure.
3. Equal Opportunities Policy.
4. Public Participation Policy.

5. Grant Awarding Policy.

These were considered by members and it was proposed by Councillor Govette to adopt these policies subject to some agreed alterations to the Public Participation and the Grant Awarding Policies, this was seconded by Councillor Cutler and agreed by all present.

**203. Further questions from public.**

No matters were raised.

**204. Urgent Matters.**

Members agreed to give a £50 donation for the Remembrance Sunday Poppy Wreath.

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

Tuesday 14<sup>th</sup> December 2010.

*There being no further business the meeting was closed at 9.40pm.*

**NOTES OF THE MEETING OF LEEDS PARISH COUNCIL**  
**Held on in the Village Hall on Tuesday 14<sup>th</sup> December 2010 at 7.30pm.**

Present: Mrs Finlay  
Mrs Harrison

In attendance: Mrs Sherrie Babington – Clerk, KCC Councillor Gary Cooke and Alan James.

The meeting was chaired by Councillor Harrison.

**206. Apologies.**

Apologies were received from Councillors Lay, Fort, Aitkin, Finlay, Govette and MBC Councillor Peter Parvin.

**207. Declaration of Interests.**

No interests were declared.

**208. Public Comments.**

No matters were raised.

**209. Minutes of the Previous Meeting.**

This item was deferred until the next meeting.

**210. Matters Arising.**

No matters were raised.

**211. Police Report.**

No matters were raised.

**212. Parish Council Website.**

Alan James gave a report on the usage of the website.

**213. MBC Borough Councillor Report.**

Borough Councillor Peter Parvin gave a report to members.

He spoke regarding the consultation on licensing and the Parish Councils option to comment on this.

He reported on the Localism Bill and the recently published information regarding this.

**214. KCC Councillors Report.**

KCC Councillor Gary Cooke gave a report to members.

He informed all present that the 20mph zone outside of the village school would not go ahead as it would have to be supported by other traffic calming measures along the B2163 which were not possible. He confirmed that the crossing would still go ahead.

He spoke regarding the HGV Review currently being undertaken by KCC.

He reported on the action being taken concerning the Caring Lane Bridge and the precautions that could be considered to try to avoid the problem from happening again.

Councillor Cooke spoke regarding the winter service and the gritting programme along the B2163.

He confirmed that this was a major gritting route and that the side roads were secondary routes. He informed members that the local farmers had been approached to assist with the winter service by salting the lanes rather than using ploughs as it was felt that these caused more problems.

He spoke regarding the salt bins in the parish and the frequency that these were filled.

Councillor Finlay asked Councillor Cooke if consideration could be given to having an additional salt bin placed near to the church Carpark. He stated that he would look into this matter.

**215. Correspondence.**

The Clerk reported on the correspondence received during the course of the month.

**216. Planning Matters.**

There were no planning applications to consider this month.

**217. Financial Matters.**

a. Financial Statement.

The financial statements for the Parish Council Account and Playing Field Account was noted and deferred until the next meeting.

b. 2011/2012 Budget.

This item was deferred until the budget meeting in January 2011.

c. Hollingbourne Football Club.

This item was deferred until the next meeting.

**218. Leeds Playing Field.**

Councillor Harrison reported on the progress of the work at the pavilion.

**219. Highway Matters.**

No further matters were reported.

**220. Village Planters.**

This item was deferred until the next meeting.

**221. Joint Parish Group.**

No matters were reported.

**222. Village Design Statement.**

It was reported that this was at its final stage.

**223. Further questions from public.**

No matters were raised.

**224. Urgent Matters.**

No matters were raised.

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

Tuesday 8<sup>th</sup> February 2010.

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