

The Minutes of the Meeting of Leeds Parish Council on Tuesday, 13<sup>th</sup> May 2025  
at 7pm in the Leeds and Broomfield Village Hall

**Councillor's present:**    *Bernini*  
                                      *China*  
                                      *Ingram*  
                                      *Razzell*  
                                      *Springford*

*Also: Sherrie Babington, Parish Clerk, MBC Cllr Gary Cooke and Members of the Public.*

*The meeting was chaired by Cllr China.*

**1. To elect a chairman.**

To receive and consider nominations for Chairman.

Cllr China was elected as Chairman for a further year.

Proposed by Cllr Bernini, seconded by Cllr Springford and agreed by all present

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

Cllr China signed his Declaration of Acceptance of Office and took the Chair.

**3. To elect a Vice-Chairman.**

To receive and consider nominations for Vice-Chairman.

Cllr Bernini was elected as Vice Chairman.

Proposed by Cllr China, seconded by Cllr Ingram and agreed by all present

**4. Apologies.**

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

*Apologies were received from Cllr Greeff (work), Cllr Fort (holiday), and the Kent County Councillor.*

**5. To appoint Committees & Representatives and outside bodies.**

**Planning**

*All Councillors*

**Finance**

*Cllrs. China*

*Cllr. Fort*

**Highways**

*Cllr. Fort*

*Cllr. Bernini*

*Cllr. Greeff*

**Representatives**

*Footpaths*

*Cllr Springford*

*Police Liaison*

*Cllr Ingram*

*KALC*

*Cllr China*

*Playing Field/Pavillion*

*Cllrs China & Razzell*

Environmental/Maintenance	Cllr China
Street Lighting	Cllr China
Parish Magazine	Cllrs Fort & China
School Liaison	Cllr Greeff
Public Transportation	Cllr Springford
Website	Parish Clerk & Cllr Razzell
CCTV	All Cllrs
Communications	Cllrs Razzell & Bernini

**Other Appointments & Memberships**

Internal Auditor - Martin Thomas and Co

External Auditor - Mazars

Bank – Cooperative

Society of Local Council Clerks (SLCC)

Kent Association of local Councils (KALC)

Campaign to Protect Rural England (CPRE)

***Committee memberships and representatives to outside bodies were agreed.***

**6. Parish Council Policy Review.**

To consider and review Parish Council Policies, Internal Controls and Risk Register.

It was agreed to defer the policy review to the next meeting.

**7. Declaration of Interests.**

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.

***Cllr Razzell declared an interest in a planning application to be discussed later in the meeting.***

To consider any Dispensation requests received by the Parish Clerk and not previously considered.

***There were no dispensations to consider.***

**8. Minutes of the previous meeting.**

The minutes of the previous meeting were circulated to all members.

These were proposed by Cllr Springford as a true record, seconded by Cllr China and agreed by all present. The minutes were then signed and dated by the Chairman of the meeting.

**9. Matters arising from the Minutes.**

There were no matters arising.

**10. Public Comments and Observations.**

Three members of the public were in attendance. The following issues were raised:

- Anti-slip Road Surface: Concerns were raised about the wearing of the anti-slip surface near Ashbank Cottages.  
***Action: Cllr Bernini to report to KCC.***
- Village Hall Noticeboard: It was agreed that, where space allows, minutes would be displayed on the noticeboard.

- Trees along the footpath towards the church car park: Branches obscuring the footpath.  
*Action: To be raised with Steven Waring.*
- Wykeham Grove Pavements: Reported as uneven.
- Christmas Tree: Obscuring a streetlight – no action to be taken at this time.
- Graffiti at Pavilion: To be painted over. It was agreed to install a new noticeboard near the pavilion and remove the damaged one at Farmers Close.  
*Action: Quotations for new notice board to be sought.*
- Churchyard Maintenance 'Big Mow': Agreed to promote this in the village magazine.  
Date: Saturday, 28th June 2025 at 9:30am.
- VE Day Event: Positive feedback was received.
- Christmas Carol Event: A date was set for December 2025.

#### 11. Highways Matters.

A damaged sign at Abbey Farm was reported.

*Action: Clerk to report to KCC.*

#### 12. Clerks Report.

The Clerk's Report was received and noted by Members.

#### 13. Chairman's Report.

To receive the Chairman's Report.

The Chairman gave an update on the recent KALC meeting and advised that the KALC EGM would be held on 19th June 2025 to discuss devolution.

#### 14. Financial Matters:

##### a. Financial Statement.

To receive and approve the financial statement and payments – report circulated with meeting papers.

The financial statement was approved proposed by Cllr Bernini seconded by Cllr China and agreed by all present.

##### b. 2024/2025 Accounts and AGAR.

It was reported that the 24/25 Accounts and AGAR were currently with the Internal Auditor for full review and would be presented to the June PC Meeting for members formal consideration and approval.

#### 15. KCC Councillors Report.

Cllr Cooke was not in attendance.

MBC Cllr Cooke, as the outgoing KCC Councillor, reported on his 16 years of service and expressed regret at not being able to progress the bypass whilst he was a KCC Councillor.  
He confirmed the KCC Annual Meeting would be held on 22nd May to appoint a new Chairman and Leader of KCC.

#### 16. MBC Councillors Report.

Cllr Cooke gave an update on Borough Council matters.

## 17. Devolution and Community Governance Review.

No further matters were raised.

## 18. Planning Matters.

### a. To consider Planning Applications Received.

Cllr Razzell declared an interest in applications 25/501060 & 25/501061 and withdrew from discussions.

25/501061/LBC - Little Foxes Upper Street Leeds Kent ME17 1RU

Listed Building Consent for conversion of existing redundant barn to 1no. self-build annexe, including alterations to fenestration.

**Action: No Objections.**

25/501060/FULL - Little Foxes Upper Street Leeds Kent ME17 1RU

Change of use of existing redundant barn to 1no. Self-build annexe, including alterations to fenestration.

**Action: No Objections.**

### b. MBC Decisions and Appeals

25/501329/SUB

Ledian Farm Upper Street Leeds Kent ME17 1RZ

Submission of details to discharge condition 20 (i) (archaeological field evaluation) subject to application 21/506208/FULL (Phase 3 for 39 assisted living units)

Application Permitted

25/500500/SUB

Abbey Farm Lower Street Leeds Kent ME17 1TL

Submission of details application pursuant to condition 16 (Landscaping Scheme), condition 18 (Ecological Management Plan, relating to areas 1 and 2 of plan DHA/15841/200 Rev A of application 23/503997/FULL) and condition 34 (Construction Ecological Management Plan) in relation to planning permission 23/503997/FULL.

Application Permitted

### c. Other Planning Matters

Concerns were discussed regarding Abbey Farm access and related safety issues.

It was agreed that no further action could be taken as planning permission had already been granted.

Cllr Razzell raised a query regarding the installation of utility boxes in conservation areas.

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

## 19. Parish Maintenance.

To receive an update on Parish Maintenance.

A resident requested signage to protect cowslips from mowing.

It was agreed the Parish Council would look into this, although the land is not under its control.

Several road signs were reported as dirty or obscured by vegetation.

**Action: Cllr China to seek a quote for the work from Steven Waring.**

## 20. Leeds Playground, Playing Field, Tennis Courts & Pavillion.

To receive a report on Leeds Playing Field.

The use of the pavilion for an event from 13–15 August was discussed.

It was agreed the football team would be informed that the pavillion was unavailable during this time.

**Action: Clerk to notify the football team.**

**21. Church Car Park.**

Pedestrian access for the church car park was discussed and a quotation for new markings and a disabled bay at £720 + VAT was agreed.

Proposed: Cllr Bernini - Seconded: Cllr Springford - Agreed by all present

***Action: Clerk to appoint contractor.***

Cllr China noted that the rough sleeper remained in the car park and that MBC had been in touch with him.

Cllr China reported an issue with the electricity supply to the CCTV, identified during maintenance by QTec.

***Action: Clerk to contact Streetlights to check connections.***

**22. Street Lighting.**

*To receive a report on Parish Street Lighting.*

No issues were reported.

**23. Parish Council Events.**

The Chairman congratulated the volunteer events team for a successful VE Day event.

**24. Items for next Agenda.**

No matters were raised.

**25. Date of next meeting.**

10<sup>th</sup> June 2025.

There being no further business to discuss the meeting was closed to the press and public at 9.05pm.

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

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