

**The Minutes of the Annual Statutory Meeting of Leeds Parish Council
held in Leeds and Broomfield Village Hall on Tuesday, 10th May 2016 at 7:30 PM.**

Councillors present: *Beale
Bowles
China
Fort
Govett
Martin*

Also present: *Parish Clerk, Mrs Sherrie Babington, KCC Councillor Gary Cooke, and members of the public.*

The meeting was chaired by Councillor Govett.

1. To elect a Chairman.

It was proposed by Cllr Fort to elect Cllr Govett as Chairman, this was seconded by Cllr China and agreed by all present.

Cllr Govett accepted this position and took the Chair.

2. Chairman's Declaration of Acceptance of Office.

Cllr Govett signed his Declaration of Acceptance of Office.

3. Apologies.

Apologies were received from Cllr Springford.

4. To elect a Vice Chairman.

It was proposed by Cllr Govett to elect Cllr China as Vice-Chairman, this was seconded by Cllr Fort and agreed by all present.

Cllr China accepted this position.

5. To appoint Committees, Representatives to Outside Bodies and other external appointments.

Planning Committee

Cllr. Springford

Cllr. Fort

Cllr. Beale

Finance Committee

Cllrs. China

Cllr. Govett

Highways Committee

Cllr. Govett

Cllr. Martin

Cllr. Bowles

Funding Committee

To be appointed as necessary

Representatives

Footpaths	Cllrs. Bowles/Springford
Police Liaison/Special Constable	Cllr. Springford
KALC	Cllrs. China/Martin
Playing Field/Pavillion	Cllr. China
Environmental/Maintenance	Cllrs. China/Beale
Street Lighting	Cllrs. China/Beale
Parish Magazine	Cllrs. Fort/Martin
JPG	Cllrs. Fort/Beale
School Liaison	Cllr. Bowles
Public Transportation	Cllr. Springford
Website	Cllr. Govett
Lorry Watch/Speed Watch	Cllrs. Bowles/Martin

Other Appointments

Internal Auditor - Martin Thomas and Co
External Auditor - Little John
Bank - Cooperative

It was proposed by Cllr Fort to except the above appointments, this was seconded by Cllr China and agreed by all present.

6. Declaration of Interests.

No interests were declared.

7. Minutes of the previous meeting.

The Minutes of the previous meeting were circulated to all members. These were proposed by Cllr Fort as a true record, this was seconded by Cllr Govett and agreed by all present. The Minutes were then signed and dated by the Chairman.

8. Matters arising from the Minutes.

There were no matters arising.

9. Public Comments and Observations.

A resident in attendance at the meeting spoke regarding the proposed route of the Relief Road. KCC Councillor Cooke stated that Kent County Council were currently considering these and there was likely to be three routes proposed and these would then be put through a public consultation process.

He stated that he was not in a position to speak about the proposed routes however it would likely include one to the east, one to the west and a combined route.

Councillor Cooke referred to in article in the local press by the Chairman of the Langley Parish Council regarding Relief Road and stated that this article was incorrect and he had been in contact with the Editor of the Downs Mail regarding this.

10. KCC Councillors Report.

KCC Councillor Cooke apologised to the Parish Council and its residents on behalf of Kent County Council for cutting the Cowslips in the village whilst they were in bloom. He stated that the

contractors had been spoken to regarding this and new instructions had been issued prevent this from happening again.

11. MBC Ward Councillors Report.

MBC Councillor Fort gave her report to the meeting.

She spoke regarding matters of interest from Maidstone Borough Council and informed members that Mote Park had been rated the third best park in the country.

12. Highways Matters.

KCC Councillor Cooke reported that Kent County Council were currently undertaking their annual find and fix blitz on the potholes throughout the county.

13. Police Report.

Apologies were received from PCSO Thomas Maybank.

14. Correspondence Report.

The correspondence received during the course of the month was noted by members.

15. Planning Matters.

Cllr Bowles declared an interest in the planning application for Leeds Castle and withdrew from discussions regarding this.

16/502637/FULL Battel Hall + Castle View Burberry Lane Leeds Kent ME17 1RH

Change of use to Battle Hall together with internal alterations , internal/external alterations to Castle View, rebuilding to Battle Hall open barn including raising roof height; creation of new car park to land opposite Battle Hall. Retrospective permission for peg tile open porch extension.

16/502639/LBC Battel Hall + Castle View Burberry Lane Leeds Kent ME17 1RH

Change of use to Battle Hall together with internal alterations , internal/external alterations to Castle View, rebuilding to Battle Hall open barn including raising roof height; creation of new car park to land opposite Battle Hall. Retrospective permission for peg tile open porch extension.

It was agreed that the Parish Council would object to these applications as it was concerned regarding the location of the car park near to adjacent properties and the noise and light pollution from this, it was suggested that the car park should be relocated away from the properties.

Action: Clerk to submit a objection to MBC.

Cllr Beale raised concerns regarding the continued use of the overflow car park by the Castle and stated that planning permission had not been granted for this. This was discussed by Members and the Clerk was asked to raise these concerns with MBC Planning Enforcement.

Action: Clerk to liaise with MBC Planning Enforcement.

The Chairman suggested that the Parish Council set up a meeting to establish a dialogue with the new Chief Executive of Leeds Castle. This was discussed and agreed and Cllr Bowles was asked to liaise with the Castle to progress this.

Action: Cllr Bowles to progress.

16/503566/LBC Foley Farm Cottage Lower Street Leeds ME17 1RR

Listed Building Consent for proposed single storey side/rear extension the alterations to the existing building include the forming of a new doorway between the existing kitchen and the new extension.

Application currently being considered by the Planning Committee.

16/503565/FULL Foley Farm Cottage Lower Street Leeds ME17 1RR

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Application currently being considered by the Planning Committee.

MBC Planning Training – Cllr Bowles asked the Clerk to book him and Cllr Martin places on these courses with MBC.

Action: Clerk to progress.

16. Financial Matters.

a. Financial Statement.

The Financial Statement was circulated to all members. This was discussed and approved by all present. (Fort/Martin).

The cheques for payment were then signed by two authorised signatories.

b. 2015/16 Annual Accounts and Return.

The 2015/16 Accounts and Annual Return were circulated to Members and approved. (Fort/Martin).

17. Parish Maintenance.

Cllr China circulated a revised maintenance schedule of the parish for members consideration. This was discussed and agreed.

Action: Cllr China to liaise with contractor regarding maintenance schedule.

Cllr Fort stated that she had placed an advert in the Village Magazine for a Cleanup Day to take place on 21 May at the Playing Field at 10 AM, however she was now unable to attend this. Cllr Martin stated that she would attend this event.

Action: Cllr Martin to attend event.

18. Leeds Playing Field and Pavillion.

Cllr China spoke regarding the tennis courts at the Playing Field and stated that these were in need of sweeping and a general tidy up. It was agreed that he should seek quotations for this work.

Action: Cllr China to progress.

Pavilion – Cllr China circulated a quotation for the painting of the pavilion and this was agreed by all present.

Action: Cllr China to action.

19. Street Lighting.

No matters were raised.

20. Joint Parish Group and Local Plan.

No matters were raised.

21. Policy Review.

It was agreed that the Policy Review would take place at the next meeting.

Action: Clerk to circulate updated policies to all members.

22. Public Comments and Observations.

No matters were raised.

23. Urgent Matters.

Cllr Fort informed members that she had held a meeting with Gallagher's regarding the application for the opening of the entrance at Ledian Farm. She stated that a further application was to be submitted for the entrance and the demolition of some units.

Bollards at Wykeham Grove entrance - It was agreed that the Parish Council would consider erecting two bollards at the end of Wykeham Grove to enable vehicles to turn safely into the Close. It was agreed that the Parish Council would liaise with Highways Officer Richard Emmett regarding this matter.

Action: PC to liaise with Richard Emmett.

Cllr China reported that the lock was missing from the overflow area in Church Car Park. It was agreed that a new lock should be purchased.

Action: Cllr China to action.

24. Date of next meeting.

14th June 2016.

There being no further business to discuss the meeting was closed to the press and public at 8.55pm.

Signed: _____
Chairman

Dated: _____