

The Minutes of the Meeting of Leeds Parish Council on Tuesday, 10<sup>th</sup> June 2025  
at 7pm in the Leeds and Broomfield Village Hall

*Councillor's present:   Bernini  
                                  China  
                                  Razzell  
                                  Springford*

*Also: Sherrie Babington, Parish Clerk, and Members of the Public.*

*The meeting was chaired by Cllr China.*

**1. 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.

The following apologies and reasons for absence were approved and accepted.

- *Cllr Greeff – Work commitment*
- *Cllr Fort – Holiday*
- *Cllr Ingram – Work commitment*

**2. 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.

*No interests were declared.*

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

*There were no dispensations to consider.*

**3. 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 Bernini and agreed by all present. The minutes were then signed and dated by the Chairman of the meeting.

**4. Matters arising from the Minutes.**

There were no matters arising.

**5. Public Comments and Observations.**

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

Residents attended the meeting to raise concerns about the increasing speed of vehicles through the village. They asked whether the Parish Council had considered forming a Speed Watch group and installing additional signage to deter speeding.

Cllr China commented on the lack of police enforcement and explained that a flashing speed sign previously located at the village entrance was no longer operational and would not be replaced due to KCC funding constraints.

Cllr Bernini gave a brief overview of past efforts by the Parish Council to address the problem and confirmed that the council supported the idea of a Speed Watch group in principle, but previous attempts to form a group had failed due to a lack of volunteers.

Following discussion, it was agreed that the Parish Council would support the residents in moving the scheme forward.

Cllr Bernini agreed to update the Parish Council's Highways Improvement Plan to request additional speed signage in the village.

The residents also raised an issue regarding overgrown vegetation on the verge opposite cottages in Upper Street, which was obstructing the full width of the pavement.

It was agreed that the PC would obtain a quotation from Steven Waring to have the verge cut back and the pavement cleared.

Concerns were also raised about dog fouling in the churchyard. Councillors noted that the existing signage in the area had faded and needed replacing.

It was agreed that new signage should be installed, and a notice would be included in the next parish magazine reminding residents to clean up after their dogs.

Representatives of the Loose Football Team were welcomed to the meeting. They addressed members regarding parking problems during matchdays and the future use of the parish playing field.

It was explained that although there are four pitch layouts marked on the field, only one was currently usable due to parking limitations. The team stated that they tried to make use of existing parking on-site but still faced difficulties on busy matchdays.

The representatives informed the Council that the team had submitted a grant application for £34,000 to improve the pitch drainage and quality, with the overall project estimated at £54,000. They stated that they had already secured a 10-year lease at another site in Loose, and currently split matches between Loose and Leeds. However, they hoped to secure a similar 10-year lease on the Leeds Playing Field, which would allow them to apply for further grants and improve the pavilion for the benefit of the local community.

It was noted that parking at the site was already at full capacity and that parking on both sides of the children's play area would not be permitted.

Cllr Springfield emphasised that the playing field was a community asset, not a dedicated football facility, and should remain accessible for all residents. Cllr Bernini stated that parking during matches should be monitored and managed to reduce disruption.

Cllr Bernini reminded the meeting that the Parish Council had previously considered and declined a 10-year lease but stated that the PC would be open to reviewing a more detailed proposal from the team outlining its long-term plans and benefits to the community. It was agreed that Loose Team would submit a written proposal to the PC for future consideration, and in the meantime, they would continue to monitor parking as closely as possible.

## **6. Highways Matters.**

Cllr Bernini reported that Kent County Council was progressing work to address the deteriorated anti-skid surface near to the Church.

The Clerk was asked to follow up on reported signage issues near Abbey Farm and to report a water leak at the junction of Foley Hill and Caring Lane to both Kent County Council and Southeast Water.

***Clerk Actions: Report water leak at Foley Hill/Caring Lane to KCC and Southeast Water.***

**7. Clerks Report.**

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

**8. Chairman's Report.**

To receive the Chairman's Report.

The Chairmans Report was noted by Members.

**9. Parish Council Policy Review.**

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

It was agreed that the revised policies would be circulated to all councillors via email for review prior to adoption at a future meeting.

*Action: Email policy document to all councillors*

**10. 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 Springford and agreed by all present.

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

To consider the internally audited 24/25 Accounts and AGAR .

- To review and note the Internal Audit Report for the 24/25 Accounts.
- To review Section 1 Annual Governance Statement 2024/25 of the Annual Governance & Accountability Return and signing by the Clerk & Chair.
- To review Section 2 Accounting Statements 2024/25 of the Annual Governance & Accountability Return as certified by the Responsible Financial Officer and signing by the Chair.

*The Internal Audit Report was noted by Members.*

*Section 1 and 2 of the AGAR was formally approved by the Parish Council, proposed by Cllr China, seconded by Cllr Bernini, and duly agreed.*

*These were then signed and dated by the Chairman and the Responsible Financial Officer (Clerk).*

**11. KCC Councillors Report.**

The KCC Councillor was not in attendance.

**12. MBC Councillors Report.**

No MBC Councillor reports were submitted to the PC.

**13. Devolution and Community Governance Review.**

The Clerk updated members on the ongoing borough-wide Community Governance Review and confirmed that she would continue to keep members informed of any proposals relevant to Leeds.

**14. Planning Matters.**

**a. To consider Planning Applications Received.**

No application to be considered.

b. MBC Decisions and Appeals

25/501571/NMAMD

Ledian Farm Upper Street Leeds Kent ME17 1RZ

Nonmaterial amendment to conditions 9 (LEMP), 16 (Drainage) and 20 (Archaeology) to allow early delivery of eastern boundary bunded landscaping (21/506208/FULL: Erection of 39 no. units for assisted living (Class C2) as Phase 3 of Ledian Gardens continuing care retirement community development)

Application Permitted

25/501346/FULL

Briar House Upper Street Leeds Kent ME17 1SL

Erection of a single storey rear extension to extend the kitchen.

Application Permitted

25/501347/FULL

Briar House Upper Street Leeds Kent ME17 1SL

Installation of 8 solar panels on south facing side of detached garage roof

Application Permitted

25/501101/SUB

1 Stanley Cottages Lower Street Leeds Kent ME17 1RL

Submission of details pursuant to condition 4 - (Materials) subject to 24/503768/LBC

Application Permitted

25/500864/FULL

1 And 2 Foley Hill Cottages Lower Street Leeds Kent ME17 1TL

Erection of 2no. double garages within the adjacent parking area to service both 1 & 2 Foley Hill Cottages with photovoltaic panels on south facing roof slope and electric car charge points.

Application Permitted

25/500382/SUB

Old Mill Farm Penfold Hill Leeds Kent ME17 1RJ

Submission of details pursuant to condition 7 - Sustainable Surface Water Drainage, Subject to

22/505703/FULL

Application Refused

The Council hereby REFUSES the detail(s) reserved by the Condition(s) as listed above for the following Reason(s):

(1) The following conditions are refused for the following reasons:

Condition 7 - The submitted details are insufficient to meet the requirements of the planning condition. The request from KCC Flood and Water Management for additional details were forwarded to the applicant, but these details were not forthcoming. In the absence of these additional details this condition cannot be discharged.

c. Other Planning Matters

To consider other planning matters.

15. Parish Maintenance.

To receive an update on Parish Maintenance.

The Chairman informed members that a quotation of £400 had been received for the replacement of the parish noticeboard.

It was agreed that an alternative quotation should be sought for comparison before proceeding.

It was also reported that the drop kerbs opposite the playing field entrance had become heavily overgrown with vegetation. It was agreed that this area should be cleared to restore full access, and a quotation would be sought for this work.

Cllr China reported that a quote of £450 had been received for thinning the Christmas tree on Wykham Grove. It was agreed that this would be deferred until after bird nesting season.

Members agreed that trees obstructing street lighting should be cut back where necessary.

The uneven pavement at the junction of Wykham Grove was also raised and would be reported.

**16. Leeds Playground, Playing Field, Tennis Courts & Pavillion.**

*To receive a report on Leeds Playing Field.*

Members noted that residents had been reserving parking spaces with cones in the playing field car park, which is not permitted. The PC agreed that this practice should be discouraged.

It was reported that trees within the car park were overhanging the tennis courts. The Chairman stated that he would liaise with Steven Waring to arrange trimming.

A quote of £350 had been received for painting over graffiti on the pavilion. This was approved.

**17. Church Car Park.**

Cllr China reported that he was due to meet the contractor regarding the pedestrian access works at the church car park, with the work expected to be carried out within the coming month.

**18. Street Lighting.**

*To receive a report on Parish Street Lighting.*

No issues were reported.

**19. Parish Council Events.**

Members discussed the forthcoming event on the Playing Field for the coming weekend.

The Clerk was asked to inform the football club that they could not use the playing field or pavilion over that weekend due to the parish event.

***Clerk Action: Notify football club that field and pavilion unavailable for the weekend.***

**20. Items for next Agenda.**

It was also agreed that communication should be added as a standing agenda item for future meetings.

**21. Date of next meeting.**

8<sup>th</sup> July 2025.

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

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

Chairman

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