

**MINUTES OF THE MEETING OF LEEDS PARISH COUNCIL****Held in the Leeds Playing Field Pavillion on Tuesday 14<sup>th</sup> June 2011 at 7.30pm.**

Present: Mrs Fort  
 Mr Govett  
 Mrs Harrison  
 Mr Martin  
 Mr Wallace  
 Mrs Young

In attendance: Mrs Sherrie Babington – Clerk, KCC Councillor Cooke and members of the public.

The meeting was chaired by Councillor Harrison.

**1. Apologies.**

Apologies were received from Councillor Cutler, MBC Councillor Parvin and PCSO Kirby.

**2. Parish Councillor Vacancy – Co-option of Councillor.**

Members considered an application for the Councillor Vacancy from Mr Sean Wallace. This application was proposed by Councillor Harrison and seconded by Councillor Govett and agreed by all present. Mr Wallace was therefore co-opted onto the Parish Council.

**3. To receive the Declaration of Acceptance of Office for Co-opted Councillor.**

Mr Wallace signed his Declaration of Acceptance of Office.

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

The following Committees and Representative to outside bodies were agreed by all present for the year 2011/2012.

Planning

Cllr. Martin  
 Cllr. Fort  
 Cllr. Cutler

Highways

Cllr. Govett  
 Cllr. Young

Finance

Cllr. Harrison

Representatives

Footpaths	Cllr. Cutler
Police Liaison	Cllr. Young
KALC	Cllr. Harrison
Playing Field	Cllrs. Harrison & Young
Environmental/Maintenance	Cllrs. Young & Wallace
Parish Magazine	Rota System
JPG	Cllrs. Harrison & Fort
School Liaison	Cllr. Wallace
LDF	Cllrs. Harrison & Fort
Public Transportation	Cllr. Martin
Website	Cllr. Cutler

**5. Declaration of Interests.**

No interests were declared.

**6. Public Comments.**

Mr Stevens raised concerns about the street sweeping arrangements. He stated that he had picked up five buckets of rubble and dust from outside of his property, as the street sweeping arrangements were not satisfactory.

Councillor Harrison urged residents to make a complaint to MBC if they felt the street sweeping was not adequate. She stated that the Parish Council would seek to establish the schedule.

**Action: Clerk to progress.**

**7. Minutes of the Previous Meeting.**

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

**8. Matters Arising.**

Website – Councillor Govett stated that he and Councillor Cutler were still due to meet with Alan James to progress the website.

**9. Police Report.**

PCSO Richard Kirby sent his apologies to the meeting.

**10. Parish Council Website.**

Councillor Harrison gave the apologies of Alan James and informed members that he was still progressing the website in order to get the message board up and running.

**11. MBC Borough Councillor Report.**

Borough Councillor Peter Parvin gave his apologies to the meeting.

**12. KCC Councillors Report.**

KCC Councillor Gary Cooke gave his report to the meeting.

He informed members that last month's report was still moving forward.

Councillor Govett informed Councillor Cooke that he had spoken with Michel Heath from KCC regarding HGV signage. He stated that unfortunately regulations prevented the possibility of replacing the wording on the sign with 'except for loading'.

He asked Councillor Cooke about the timescales for the gateway features.

Councillor Cooke stated that these were being progressed and would be undertaken during the course of this year. He stated that he also wished to see the safety improvements outside of the school undertaken as soon as possible. At present he was awaiting approval of the costings.

Councillor Govett asked Councillor Cooke to ensure that there was engagement with the Parish Council regarding the locations of the gateway features. Councillor Cooke confirmed that the locations would be publicised in the parish magazine when they had been agreed.

Councillor Cooke reported that he was currently awaiting confirmation at the next JTB meeting for the 20mph pilot zones; he confirmed that Leeds was definitely one of these zones.

Councillor Fort spoke regarding the verge cutting schedule for Leeds, she stated that she was trying to put a timetable together to work the parish maintenance in with KCC's programme, however this was proving difficult. She asked Councillor Cooke if the KCC schedule could be more specific for Leeds. Councillor Cooke stated that this would not be possible as the contractor was operating for the whole of the County.

He suggested that the Parish Council may wish to take on the maintenance for the parish itself and he suggested that the PC liaise with KCC regarding this matter.

This was discussed by members and it was agreed that the Clerk should liaise with KCC to establish further details.

**Action: Clerk to action.**

Councillor Fort spoke regarding the footpaths in the parish and informed members that the PC was not responsible for cutting these; this was the responsibility of KCC and the landowners for the path. She stated that currently Mark Rowland's has been cutting back the footpaths and she had asked him to stop these.

She suggested that the following maintenance should be added to Mark Rowland's schedule:

- Entrance to playing field
- Entrance with Leeds sign
- Bank at Abbey Farm
- Weeds at Foley Hill
- Bridge at Penfold Hill

These items were agreed by members, Councillor Fort stated that she was due to meet with Mark Rowland's at the weekend and she would confirm these matters. A discussion took place regarding the maintenance and the clearance of any rubbish resulting from this.

**Action: Councillor Fort to progress.**

It was agreed that Parish Maintenance should be placed on the next agenda for further consideration.

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

Councillor Govett asked members about undertaking a blitz clean on the village before summer.

Councillor Fort stated that KCC was due to visit the parish before the end of the month and she would seek clarification from KCC as to when this would take place.

**Action: Councillor Fort to progress.**

### 13. Correspondence.

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

### 14. Planning Matters.

MA/11/0661 Arnold Farm, Back Street, Leeds.

Retrospective application for the erection of an agricultural machinery and equipment wash-down building

- MA/11/0645 Merriam's Farm, Caring Lane, Leeds.  
An application for listed building consent for alterations to Hill Barn to form living accomodation and renovation/replacement of Long Barn to form garaging, plus provision of glazed link.
- MA/11/0643 Merriam's Farm, Caring Lane, Leeds.  
Alterations to Hill Barn to form living accomodation and renovation/replacement of Long Barn to form garaging, plus provision of glazed link.

#### MBC Decisions

11/0582 - LEDIAN FARM, UPPER STREET, LEEDS, MAIDSTONE, KENT, ME17 1RZ

Application for a lawful development Leeds certificate for an existing operation being the erection of polytunnels on land at Arnoldbrae Farm and Ledian Farm.

*Approved/Granted with Conditions.*

### 15. 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/Young).

Councillor Govett spoke regarding the long term plans of the parish and the need for it to consider the financing of long term project. He asked for the finances and budget forecasts to be presented to members in order to monitor the budget. A discussion took place regarding this matter.

#### b. 2010/2011 Accounts and Annual Return.

The Clerk presented all members with the Accounts for the year ended 31st March 2011 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 Young to accept these.

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

### 16. Leeds Playing Field.

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

Members considered the use of signage to enforce the parking at the playing field car park. It was agreed that advisory signs should be erected stating that the Parish Council reserves the right to lock the car park without notice.

***Action: Signage to be progressed as agreed.***

A discussion took place regarding the parking in the lay-by outside of the car park. Members noted that this was Kent Highways responsibility and therefore it was unable to enforce this problem. It was agreed by members that yellow lines were not wanted in the rural area and the rural community, therefore no further action was agreed regarding this matter.

It was suggested that a height barrier at the car park would also serve as a deterrent against commercial vehicles using it for parking. It was agreed that quotations should be sought for the erection of a height barrier. Councillor Harrison stated that she would liaise with MBC regarding this matter.

**Action: Councillor Harrison to progress.**

Councillor Harrison spoke regarding the height barrier at the church car park, it was agreed that this needed to be locked to prevent it from being left open.

It was also agreed that the gate to the extension of the church car park should be locked as this was being left open regularly without authorisation.

**Action: Councillor Harrison to arrange for the height barrier and gate to the car park to be locked as agreed.**

Councillor Harrison asked members if they wished to have the fencing around the container removed as it had been damaged. This was agreed.

**Action: Fencing around container to be removed as agreed.**

Councillor Harrison reported that concerns had been raised regarding the tiles from the pavillion and concerns that these were asbestos. She stated that she had raised this matter with the contractor undertaking work at the pavillion and he had confirmed that these were not asbestos. She stated that they were due to be removed in the near future.

Members discussed the hire of the playing field for the forthcoming football season. It was agreed that Mote Park Rangers should be given the option of hiring the pitch for the season for £550 if shared with another football team or for an annual fee of £650 if sole hire was required. In both cases £100 deposit would be required and the hirer would be responsible for the cleaning of the pavillion after each use.

**Action: Clerk to progress.**

It was reported that the basket ball net was in need of repair.

**Action: Clerk to action.**

The Clerk informed members that the play equipment was due to have its annual safety inspection. This was approved and the Clerk was asked to progress this matter.

**Action: Clerk to progress.**

## 17. Highway Matters.

### a) Village Gates.

Councillor Govett stated that there was a need for the Highways Committee to have a programme of works for this project

### b) Road Safety Improvements at School.

No further matters were reported.

### c) HGV Signage

A discussion took place regarding the HGV problems in the village, the finance for the highways projects and the issues relating to this.

He suggested that the police constable should be invited to attend a parish council meeting to discuss this further.

A discussion took place regarding the possibility of having an additional car park within the village.

**18. Joint Parish Group.**

Councillor Harrison reported on the recent meeting of the Joint Parish Group.

**19. Further questions from public.**

No matters were raised.

**20. Urgent Matters.**

No matters were raised.

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

Tuesday 12<sup>th</sup> July 2011.

*There being no further business the meeting was closed at 9.50pm.*

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

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