

**MINUTES OF THE MEETING OF LEEDS PARISH COUNCIL**  
**Held in the Leeds Playing Field Pavillion on Tuesday 10<sup>th</sup> May 2011 at 7.30pm.**

Present: Mr Cutler  
Mrs Fort  
Mr Govett  
Mrs Harrison  
Mrs Young

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

The meeting was chaired by Councillor Harrison.

1. **To receive the Declaration of Acceptance of Office for Elected Councillors.**  
All elected Councillor signed their Declaration of Acceptance of Office, with the exception of Mrs Finlay who tendered her resignation to members.
2. **To elect a Chairman.**  
Councillor Fort proposed Councillor Harrison as Chairman; this was seconded by Councillor Young and agreed by all present. Councillor Harrison accepted this position and took the chair.
3. **To receive the Chairman's Declaration of Acceptance of Office.**  
Councillor Harrison signed her Declaration of Acceptance of Office.
4. **Apologies.**  
Apologies were received from Mrs Finlay and PCSO Kirby.
5. **Parish Councillor Vacancy – Co-option of Councillor.**  
Members considered an application for the Councillor Vacancy from Mr Peter Martin. This application was proposed by Councillor Young and seconded by Councillor Govett and agreed by all present. Mr Martin was therefore co-opted onto the Parish Council.
6. **To receive the Declaration of Acceptance of Office for Co-opted Councillor.**  
This item was deferred until the next meeting.
7. **To elect a Vice-Chairman.**  
Councillor Harrison proposed Councillor Fort as Vice-Chairman; this was seconded by Councillor Cutler and agreed by all present. Councillor Fort accepted this position on the PC.
8. **To appoint Committees & Representatives to outside bodies.**  
Members considered the Committees and Representative to Outside Bodies. It was agreed that Councillors Govett and Young would sit on the Highways Committee; this was proposed by Councillor Fort and seconded by Councillor Cutler.  
It was further agreed to defer the appointment the remaining committees and Representatives until the next meeting.  
***Action: Clerk to place item on next agenda.***
9. **Declaration of Interests.**  
No interests were declared.

**10. Public Comments.**

Mr Stevens attended the meeting to speak regarding highways issues. He raised concerns about the safety of the Lollypop man and asked if anything could be done with regards to having a footpath installed alongside the allotments as this is the route that the Lollypop man has to use in order to switch on the road safety sign.

He spoke regarding the high volume of traffic in the village and the increased speed that this was travelling at.

Members spoke of the action taken by the PC to date and reassured the resident that it was looking at all options to try to find a solution to the problems

Councillor Harrison stated that the PC was looking at this matter and informed the residents that this would be covered under the highways agenda item later in the meeting.

An allotment holder informed the Parish Council that he had been approached regarding the smell of manure he had placed on his allotment. He stated that local residents had raised concerns about the smell when in fact this was coming from the nearby farm, where sludge was being spread on the fields. The Chairman stated that she would take this matter up with Strutt and Parker, the agents acting on behalf of Rochester Bridge Trust.

**11. Minutes of the Previous Meeting.**

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

**12. Matters Arising.**

Pavillion – Members discussed the unsatisfactory condition that the pavillion was left in the previous month following use by the football team. The Clerk reported that she had brought this matter to the attention of the Mote Park Rangers and they had stated that the pavillion was left in a clean condition; however a small football tournament had taken place after their use.

Members asked the clerk to try to establish further details as no other party had been authorised to use the pavillion that day.

**Action: Clerk to liaise with Mote Park Rangers.**

**13. Police Report.**

PCSO Richard Kirby sent his apologies to the meeting and gave a written crime report.

Councillor Govett raised concerns regarding the frequent parking in the bus stop.

Concerns were also raised regarding the commercial vehicles parking in the playing field car park and unauthorised car mechanics being undertaken at weekends.

Members considered these matters:

It was agreed that the problem with parking in the bus stop lay-by was not a parish council issue; this was a highways and enforcement matter.

Councillor Cooke stated that parking in the lay-by was not illegal.

Members felt that the police should be made aware of the concerns of the parish council and they should be asked to assist with a courtesy note to try to ease the parking in the lay by.

**Action: Clerk to liaise with police.**

Members discussed the unauthorised parking and activities in the playing field car park.

It was reported that there were currently three commercial vehicles using the car park on a regular basis for the storage of their commercial vehicles overnight.

It was agreed that the parking of commercial vehicles in the car park was not permitted.

The Clerk was made aware of the company details and asked to write to the Managing Director of the company to inform him of the parish councils concerns and to ask him to park the vehicles elsewhere as they were not permitted in the car park.

**Action: Clerk to action.**

Members discussed the parking in the playing field car park further. It was noted that commuter cars were being parked there on a regular basis. Members discussed the signage and it was agreed that the parish council's policy was that there would be no commercial parking or activities undertaken in the car park at any time.

Councillor Harrison stated that she would look into the signage options for the playing field car park.

**Action: Councillor Harrison to progress.**

It was agreed that this policy would be strengthened if it was backed by a By-Law and the Clerk was asked to establish the process of having a By-Law to cover the playing field.

**Action: Clerk to seek advice from MBC.**

Members discussed the possibility of having a permit system in place to allow residents to park in the car park. Ways in which this could be operated were discussed, however it was agreed that in the first instance the PC would monitor the situation to see whether it improved following the addition of new signage and the letter regard the commercial vehicles.

#### **14. Parish Council Website.**

Alan James attended the meeting and gave a report on the website to members.

He reported that at present the message board was not working and he was currently looking at setting up a forum based system to replace this.

He informed members that the website had been transferred to a new server and this was the reason for it being off line temporarily.

Councillor Govett spoke concerning the issues that he had with the current website regarding it functionality and governance.

These matters were discussed further and it was agreed that Councillors Govett and Cutler would meet with Alan James in order to review the current website and ways in which this could be enhanced.

**Action: Cllrs. Govett and Cutler to progress.**

#### **15. MBC Borough Councillor Report.**

Borough Councillor Peter Parvin attended the meeting.

He reported on the election results and the progress of MBC.

He spoke regarding the policing issues for his ward and the concerns of Broomfield and Kingswood regarding this.

#### **16. KCC Councillors Report.**

KCC Councillor Gary Cooke gave his report to the meeting.

Councillor Cooke spoke regarding the school crossing and the reasons for this not being pursued by KCC. He informed members that officer felt that the crossing would not improve safety as the sight lines for a driver would not enable them to see pedestrians using the crossing and for this reasons it would no longer go ahead.

He informed members that Kent Highways would change the kerbs and footpaths to enhance the safety of the area.

He further informed members that as Chairman of the Joint Transportation Board he had been asked to meet with the police to negotiate a number of 20mph zones as a pilot scheme within Kent and he had put forward Leeds as one of the locations.

He spoke regarding the gate features for Leeds and clarified that the design had not been approved by the Parish Council however it had been approved by Kent Highways.

He explained that the design could not be discussed further however he would put in a further design and fund the build out of the gates as a separate project.

He suggested that if the gates coupled with the pilot scheme for the 20mph zone demonstrated an improvement then the PC would have an argument to seek to have this continued.

Councillor Cooke informed members that the Caring Lane Bridge would be protected by heavy metal posts on each of the four corners and white lines to focus traffic to use the centre of the road.

Councillor Cooke spoke regarding the parish councils suggestion to have the 'except for access' removed from the current HGV signs and stated that this was unlikely to be approved.

He spoke regarding the LDF and the proposed housing dispersal for Kent. He reported on education matters and the salt bin provision for the parish.

**17. PC Governance and Committees.**

No matters were raised.

**18. Correspondence.**

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

**19. Planning Matters.**

MA/11/0521      1 Flint Cottages, Upper Street, Leeds – no objections.  
Erection of single storey rear extension.

**20. 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).

Members considered the situation with trying to change the signatories of the Playing Field account and agreed that due to the problems currently being encountered that the account should be closed.

**Action: Clerk to action.**

**21. Leeds Playing Field.**

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

Members considered the hire of the playing field for the forthcoming football season, it was noted that to date there were three teams interested in the hire of the pitch and pavillion.

It was agreed that members should liaise with all three teams in order to establish what they could offer the PC regarding the support of the facilities and hire fees. It was agreed that Councillor Young would action this with the Clerk.

**Action: Clerk and Cllr Young to progress.**

**22. Highway Matters.****a) Village Gates.**

Councillor Govett thanked Councillor Cooke for his support for Leeds.

He asked Councillor Cooke of the proposed location for the gates. Councillor Cooke confirmed these to members.

**b) Declassification of B2163**

No matters were reported.

**c) HGV Signage**

Councillor Govett spoke regarding the parish councils suggestion to have the 'except for loading' removed from the current HGV signs and suggested that this could be replaced with 'for loading only' He stated that there was a possibility that the PC could finance these signs.

Councillor Cooke state that he would look into the options and report back to a future meeting.

**23. Joint Parish Group.**

Councillor Harrison reported on the recent meeting of the Joint Parish Group. She informed the meeting that the JPG now consisted of 13 parish councils from the local area; they were looking to stay together as a group in order to make a joint representation on the Local Development Framework.

She stated that two presentations had taken place with planning consultants in order to establish how this project could be progressed and there was a recommendation to appoint a consultant to undertake the work on behalf of the JPG to ensure that a balanced and concise representation was put forward jointly by the parishes. The cost of this would be pro-rata between the parishes based on the number of properties and the cost to Leeds would be £226.00 subject to all parishes participating.

This was considered by members and it was proposed by Councillor Fort to continue to be part of the JPG, this was seconded by Councillor Cutler and agreed by all present.

**Action: Clerk to respond to JPG.**

**24. Local Development Framework.**

No matters were reported.

**25. Further questions from public.**

Mr Stevens spoke regarding the vegetation in the parish and informed members that this was overgrown at the corner of Bimbury Lane. Councillor Harrison stated that she would arrange for Mark Rowland's to have this cut back.

**Action: Councillor Harrison to progress.**

**26. Urgent Matters.**

The maintenance schedule for the Parish was discussed by members and it was agreed that Councillor Fort would look at the schedule for Mark Rowland's and KCC in order to try to plan the work appropriately.

***Action: Councillor Fort to progress.***

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

Tuesday 14<sup>th</sup> June 2011.

***There being no further business the meeting was closed at 10.10pm.***

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