

The Minutes of the Meeting of Leeds Parish Council on Tuesday, 9th September 2025
at 7pm in the Leeds and Broomfield Village Hall

Councillor's present: *Bernini*
 Ingram
 Razzell
 Springford

Also: Sherrie Babington, Parish Clerk, Church Warden, MBC Councillor Cooke and Members of the Public.

The meeting was chaired by Cllr Bernini.

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 China – Holiday*

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:

The new Church Warden from St Nicholas Church introduced herself and thanked the Parish Council for their support.

She advised that five volunteers had come forward to assist with churchyard maintenance and stated that additional tools and equipment was needed to support them with this work.

Members thanked her for attending the meeting and spoke regarding the important role of the church in the local community.

Residents attended to raise concerns regarding speeding traffic through the village and the impact of increased volumes from surrounding development.

They spoke regarding the need for a traffic survey and the need for the vehicle activated sign to be replaced in the village. It was reported that the VAS was now beyond repair and KCC would not replace this. If the PC wished to have this replaced it would cost around £10,000. This would have to be submitted to KCC on the Highways Improvement Plan.

Speed reduction measures were discussed, and Cllr Bernini stated that the Parish Council had undertaken traffic surveys in the past and these had showed that most vehicles travelled within the speed limit. He stated that the PC had limited budgets to spend on such projects. He spoke about the actions that the Parish Council had taken in the past and what would be permitted by KCC.

This was discussed further, and it was agreed that Cllr Bernini would investigate another traffic survey.

Action: Cllr Bernini to action.

6. Highways Matters.

No other matters were raised.

7. Clerks Report.

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

8. Chairman's Report.

To receive the Chairman's Report.

No matters were raised.

9. Parish Council Communication.

No matters were reported.

10. 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

11. 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. Pavilion Insurance

The following report was noted.

The pavilion insurance was reviewed, and it was identified that the pavilion was significantly underinsured.

A benchmark survey was carried out at a cost of £100, which assessed the reinstatement value of the building at £390,000. Previously, it had been insured for only £30,000, showing a substantial difference.

Following this benchmark survey, the insurance company has advised that the policy will increase substantially.

Decision Required

Members therefore need to agree whether to:

- Accept the additional premium to maintain the existing cover,
- Seek alternative insurance quotations, or
- Commission a further evaluation if members feel that £390,000 is excessive.

Action: Following discussions, it was agreed that the Clerk would obtain additional quotations and arrange for a revised valuation.

c. **CCTV – Church Car Park**

The following report was noted and discussed by members:

Following the annual maintenance inspection of the CCTV system, it was identified that one of the cameras was not working and a replacement camera was needed.

Costs Provided by QTEC Solutions

- Replacement camera: £235
- New pole top: £30
- Labour: £250
- **Total: £515 + VAT**

Action: The need for a replacement CCTV camera was considered, and members agreed to have the CCTV Camera replaced at the cost of £515 plus vat.

12. **KCC Councillors Report.**

The KCC Councillor was not in attendance.

13. **MBC Councillors Report.**

MBC Councillor Gary Cooke reported on the following:

- A meeting with Helen Whateley at Ledian Gardens attended by him and Cllr Fort.
- Forthcoming By-election for Lenham, Harrietsham and the Northdowns Ward.
- MBC Community Governance Review.
- Devolution and Local Government Review.

14. **Devolution and Community Governance Review.**

No further matters were raised.

15. **Planning Matters.**

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

25/502908/LBC – Arnoldbrae Oast, Back Street, Leeds ME17 1TF

Listed Building Consent for internal alterations and installation of French doors on east elevation and erection of an outbuilding.

MBC Decision – Permitted

25/502907/FULL – Arnoldbrae Oast, Back Street, Leeds ME17 1TF

Erection of an outbuilding, internal alterations and installation of French doors.

MBC Decision – Permitted

b. **MBC Decisions and Appeals**

The following decisions were noted:

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.

25/502908/LBC

Arnoldbrae Oast Back Street Leeds Kent ME17 1TF

Listed Building Consent for internal alterations and installation of French doors on east elevation

Application Permitted

25/502908/LBC

Arnoldbrae Oast Back Street Leeds Kent ME17 1TF

Listed Building Consent for internal alterations and installation of French doors on east elevation

Application Permitted

25/502337/SUB

Abbey Farm Lower Street Leeds Kent ME17 1TL

Submission of details pursuant to condition 4 - Heritage Mitigation Strategy, Subject to 23/503997/FULL

Application Permitted

25/502217/SUB

Ledian Farm Upper Street Leeds Kent ME17 1RZ

Submission of details pursuant to condition 20 (ii) and (iii) (archaeology) subject to 21/506208/FULL as amended by 25/501571/NMAMD (Phase 3 for 39 assisted living units)

Application Permitted

25/501922/SUB

Grays Meadow Farm Caring Lane Leeds Kent ME17 1TJ

Submission of details pursuant to condition 4- (hard and soft landscape works) subject to 22/501154/FULL which was approved at appeal (APP/V2235/W/22/3305272)

Application Permitted

25/501647/SUB

Abbey Farm Lower Street Leeds Kent ME17 1TL

Submission of details pursuant to condition 31 - Proposed finished floor levels, Subject to 23/503997/FULL

Application Permitted

25/501549/SUB

Abbey Farm Lower Street Leeds Maidstone Kent ME17 1TL

Submission of details pursuant to conditions 10 (Materials Details, Sype, Dovecote), 11 (materials details, dwellings), 12 (building exterior details) and 13 (wall restoration material details) subject to application 23/503997/FULL.

Application Permitted

25/500757/SUB

Abbey Farm Lower Street Leeds Maidstone Kent ME17 1TL

Submission of details pursuant to condition 8 (programme of archaeological work) subject to application 23/503997/FULL (partial discharge - As far as they relate to Areas 1 and 2 on approved drawing DHA/15841/200 A).

Application Permitted

c. Other Planning Matters

To consider other planning matters.

16. Parish Maintenance.

To receive an update on Parish Maintenance.

No matters were reported.

17. Leeds Playground, Playing Field, Tennis Courts & Pavillion.

To receive a report on Leeds Playing Field.

Loose Football Team & Pavilion

Members noted correspondence from Loose Football Team regarding pitch configuration, hot water, and maintenance requests for the pavilion.

It was confirmed that the tenancy agreement already specifies pitch arrangements. Requests for hot water installation and redecoration were declined pending a wider review of the pavilion. The team has since resolved an airlock, confirmed hot water is available, and advised they have redecorated and upgraded lighting.

Action: An ad hoc meeting to be arranged when all councillors are available to consider the arrangements for the playing field and pavilion further.

18. Church Car Park.

The Clerk reported that pedestrian access works at the church car park were now complete.

19. Street Lighting.

To receive a report on Parish Street Lighting.

No issues were reported.

20. Parish Council Events.

No matters were reported.

21. Items for next Agenda.

No matters were reported.

22. Date of next meeting.

The next meeting of the Parish Council will be held on Tuesday, 14th October 2025 at 7.00pm in Leeds Village Hall.

There being no further business to discuss the meeting was closed to the press and public at 8.35pm.

Signed: _____
Chairman

Dated: _____