

The Minutes of the Meeting of Leeds Parish Council on Tuesday, 14th October 2025
at 7pm in the Leeds and Broomfield Village Hall

***Councillor's present: Bernini
 Fort
 Razzell
 Springford***

Also: Sherrie Babington, Parish Clerk, Church Warden.

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 Ingram – Work commitment***
- ***Cllr Bernini – 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 China 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 Church Warden from St Nicholas Church attended the meeting and reported on the following:

- The volunteers continue to maintain the churchyard every Thursday, which has significantly improved its appearance.
- A potential volunteer has been identified to wind the church clock on a regular basis.

Members thanked her for attending the meeting and keeping the PC updated.

6. Highways Matters.

Road Safety Mirror Request:

Members considered a resident's request for a safety mirror opposite the church to address visibility issues. It was noted that this was a KCC matter and previously they had not permitted such mirrors due to potential hazards. It was agreed that the resident should raise this directly with KCC.

Action: The Clerk to respond to the resident accordingly.

Speed Limit Proposals:

Cllr Razzell suggested a 20mph limit through the village, 30mph on the approaches to the castle bridge and Langley chicane, yellow box markings at the park crossings and a suggestion for additional "no lorries" signs in multiple languages. .

Members supported these measures being included on the Parish Councils Highways Improvement Plan for submission to KCC.

Action: Clerk to draft HIP and circulate to Cllrs Bernini and Razzell for review ahead of being submitted to KCC.

Other Highways Issues:

Members noted a missing "children crossing" sign on Foley Hill, an obscured bus stop sign, overgrown footpaths (Foley Hill and Leeds Road to Langley), These matters will be reported with KCC.

Action: Clerk to report issues on KCC Portal.

13/14 Bus Service:

Members supported working with other parishes on a campaign to review the 13/14 bus service, including possible timetable and route changes to improve east-west connections, commuter access to Hollingbourne, and links with Loose Road school buses.

It was agreed that Cllr Razzell would take the lead on this matter and report back to the PC on progress.

Action: Cllr Razzell to progress.

Action: Cllr China to forward public transport contact to Cllr Razzell.

7. Clerks Report.

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

KALC COMMUNITY AWARDS SCHEME 2026

We are delighted to announce that we have now launched the 2026 KALC Community Awards Scheme, with support from Kent County Council, the High Sheriff of Kent, and the Mayor of Medway. This follows a very successful 2025 Awards Scheme, which was adopted by 90 member Councils.

The Award Winners receive a framed certificate. The Council can decide whether to present something extra to their winner.

A nomination form for residents to send to the Council if the Council decides to seek nominations from the local community.

The first step is for the Council to agree to adopt the Scheme. The Council would then need to submit its nomination to manager@kentalc.gov.uk by Friday 30th January 2026. All the attached documents will be placed in the Members Area of the KALC website (www.kentalc.gov.uk).

Celebration Evening: For 2026, the High Sheriff of Kent has agreed to host an evening of celebration on Wednesday 8th April 2026. This will be held at the Shepherd Neame Brewery, in Faversham.

This will be a unique opportunity for nominees to be recognised among fellow nominees and to receive their award directly from the High Sheriff of Kent, KCC Chairman/Mayor of Medway.

Action: Members agreed to adopt the scheme and to confirm a nominee at a future meeting.

Parish Conference 2025

Date: Monday 10 November 2025

Time: 10:00am – 3:00pm (registration and tea/coffee from 9:30am)

Location: Town Hall, High Street, Maidstone, Kent ME14 1TF

The conference will be a valuable opportunity for Parish Councils across the area to come together, share experiences, and engage in discussions on key issues, strengthening collaboration and learning.

Action: Cllrs China and Razzell to attend.

8. Chairman's Report.

To receive the Chairman's Report.

The Chairman reported on the following matters:

- Christmas Tree Lights: It was agreed that the Christmas tree lights would be tested ahead of the December light-up to ensure they are in working order.
- Noticeboards: The Chairman spoke regarding the Parish Council noticeboards. It was agreed that the noticeboard at Farmers Close should be removed and that the noticeboard at the Village Hall should be refurbished.
Action: The Chairman to seek a quotation for this work.
- Pavilion Car Park Vegetation: The Chairman reported that he had asked Steven Wearing to cut back the vegetation by the playing field car park which was obscuring the CCTV.
This was agreed.
- UK Power Networks: The Chairman advised that the new date for the replacement of the meter at the pavilion by UK Power Networks had been confirmed as 7th November 2025.
- Litter Pick – to take place on 8th November 2025 at 10am meeting at the Car Park.

The report was received and noted.

9. Parish Council Communication.

Cllr Razzell reported that he was in the process of reviewing the website and this was currently work in progress.

10. Parish Council Policy Review.

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

It was proposed by Cllr Fort to adopt the policies as circulated, this was seconded by Cllr Springford and agreed by all present.

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 Fort seconded by Cllr Springford and agreed by all present.

b. 2024/2025 Audit Conclusion.

Members noted the conclusion of the 2024/2025 Audit and the publication of this on the Parish Councils website in line with the Audit Regulations.

c. Pavilion Insurance

The Clerk reported that she was awaiting a quotation from the Parish Councils insurance provider regarding the Pavilion Insurance considering the increased valuation for the building.

It was agreed that members would agree that action by email and this would be ratified at the next PC meeting.

12. KCC Councillors Report.

The KCC Councillor was not in attendance.

13. MBC Councillors Report.

MBC Councillor Gill Fort reported on the following:

- A surgery arranged at Ledian Gardens on 15th November at 10 to 11.30am.
- Devolution and Local Government Review.
- Leeds and Langley By-pass petition.

14. Devolution and Community Governance Review.

No further matters were raised.

15. Planning Matters.

a. To consider Planning Applications Received.

25/503643/FULL - Caring Cottage Caring Road Leeds Kent ME17 1TH

Erection of a single storey extension to north elevation with roof alterations.

No Objections

25/503900/LBC - Brook House Lower Street Leeds Kent ME17 1RR

Listed Building Consent for removal of white paint to the front and return elevations, including repair and repointing of brickwork with lime mortar as required.

No Objections

b. MBC Decisions and Appeals

The following decisions were noted:

25/503223/SUB

Abbey Farm Lower Street Leeds Kent ME17 1TL

Submission of details pursuant to condition 14- (Kentish ragstone) subject to 23/503997/FULL

Application Permitted

25/502907/FULL

Arnoldbrae Oast Back Street Leeds Kent ME17 1TF

Erection of an outbuilding, and installation of French doors

Application Permitted

25/502907/FULL

Arnoldbrae Oast Back Street Leeds Kent ME17 1TF

Erection of an outbuilding, and installation of French doors

Application Permitted

c. Other Planning Matters

To consider other planning matters.

16. Parish Maintenance.

To receive an update on Parish Maintenance.

Cllr Razzell Proposal - Beautiful Leeds Campaign

Cllr Razzell spoke regarding the proposed “Beautiful Leeds” campaign initiative, designed to encourage civic pride and community involvement in the village. He explained that the project would involve the introduction of planters and planting schemes throughout the parish.

Cllr Fort spoke regarding past initiatives which had presented challenges for the Parish Council in terms of upkeep.

Cllr Razzell stated that the new approach would involve residents and local groups adopting and maintaining planters on an ongoing basis, with the potential for sponsorship to support costs.

Members discussed the proposals and agreed that the Parish Council would support the “Beautiful Leeds” campaign.

It was agreed that Cllr Razzell would prepare a firm proposal, including potential costings, to bring back to the next meeting.

Action: Cllr Razzell to progress and report back.

Litter and Dog Waste Bin:

Cllr Razzell raised the need for an additional dual-purpose litter/dog waste bin at Burberry Lane. It was agreed that Cllr Fort would take this request forward with Maidstone Borough Council.

Heritage Steel Bollards:

Cllr Razzell spoke regarding the replacement of the bollards in Leeds with heritage-style steel bollards in Leeds. It was agreed this should be added to the Parish Council’s Highways Improvement Plan.

Action: Clerk to include on Leeds HIP.

Overgrown Trees – Playing Field Car Park:

It was agreed that a quotation would be sought from Steven Waring to cut back overgrown trees in the playing field car park area.

Overgrown Trees – Village Hall:

It was reported that trees outside the Village Hall were obscuring the streetlights. It was agreed that this was the responsibility of Leeds Castle, and the Clerk was asked to liaise with Leeds Castle regarding this matter.

Action: Clerk to liaise with Leeds Castle regarding this matter.

Vegetation near Sports Field:

Cllr China reported that he and Cllr Razzell had undertaken a walk around the parish with Steven Waring to identify areas requiring additional maintenance. A quotation of approximately £1,000 had been received for cutting back vegetation opposite the sports field to expose the footpath.

Members agreed this exceeded the Parish Council’s budget and should instead be raised with Kent County Council and Maidstone Borough Council as the responsible authorities.

Action: Clerk to raise the matter with KCC and MBC.

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

To receive a report on Leeds Playing Field.

Playing Field and Pavillion - It was agreed to hold a meeting in February 2026 to discuss long-term sports field and pavilion hire agreements.

Height Barrier - The damaged height barrier was discussed. The Chairman reported that the CCTV had identified the accident and person responsible, however there was no registration recorded. The roofing company had been contacted, and they had supplied the PC with the driver's detail and the Clerk to continue pursuing the person responsible for the reimbursement of the £850 costs. It was also agreed that the Clerk should discuss this matter further with the PC insurance company.

Action: Clerk to progress.

18. Street Lighting.

To receive a report on Parish Street Lighting.

No issues were reported.

19. Parish Council Events.

No matters were reported.

20. Items for next Agenda.

No matters were reported.

21. Date of next meeting.

The next meeting of the Parish Council will be held on Tuesday 11th November 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: _____