



# PARISH COUNCIL OF SANDHURST, KENT

Please reply to Catherine Catt, Parish Clerk, Old School, Back Road, Sandhurst, Kent TN18 5JS 01580-850295

## Approved Minutes Parish Council Meeting 10 September 2019

### In Attendance:

Clr D Leggett	Mrs C Catt : Clerk & Proper Officer
Clr E Merritt	Mr A Crocker : Responsible Finance Officer
Clr K O'Brien	
Clr J Oliphant-Robertson	TWBC Clr G Bland
Clr C Robinson	Members of Public

Item No		Actions
09/19/01	<b>Election of Chairman</b>	
	<p>Clr Kerry proposed Clr David Leggett should be elected as Chairman of Sandhurst Parish Council. Clr Oliphant-Robertson seconded the proposal and it was agreed unanimously that Clr Leggett be elected as Chairman.</p> <p>Clr Leggett proposed Clr Christopher Robinson should be elected as Vice-Chairman of Sandhurst Parish Council. Clr Merritt seconded the proposal and it was agreed unanimously that Clr Robinson be elected as Vice-Chairman.</p> <p>Clr Leggett thanked those present saying that he and Clr Robinson would work together until the elections in 2020.</p>	
09/19/02	<b>Co-Option of Parish Councillor</b>	
	<p>Clr Leggett proposed that Mr Mark Griggs should be co-opted as a Councillor of Sandhurst Parish Council. Clr Robinson seconded this proposal and the Councillors present voted unanimously that Mr Mark Griggs should be co-opted as a Parish Councillor.</p>	
09/19/03	<b>Apologies for Absence</b>	
	<ul style="list-style-type: none"> <li>▪ Clr Cope had given his apologies to Clr Leggett.</li> </ul>	

	<ul style="list-style-type: none"> <li>Mr Griggs had anticipated attending the meeting but due to the BA strike was unable to be present.</li> </ul>	
09/19/04	<p><b>Declarations of Interest</b></p> <p>There were no Declarations of Interest for this meeting.</p>	
09/19/05	<p><b>Approval of Minutes</b></p> <p>Cllr Kerry proposed; Cllr Oliphant-Robertson seconded and it was agreed that the Minutes of the meeting of the Council held on 9 July 2019 are an accurate record of the meeting.</p> <p>Cllr Robinson abstained as he was not present on 9 July 2019.</p>	
09/19/06	<p><b>Accounts and Finance &amp; Risk Management</b></p> <p><b>Accounts – see Appendix A</b></p> <p><u>Approve accounts for payment</u></p> <ul style="list-style-type: none"> <li>The RFO had provided the details in advance of the meeting and the accounts for payment for July and August were agreed retrospectively.</li> </ul> <p><u>Receive details of receipts in July and August 2019</u></p> <ul style="list-style-type: none"> <li>The RFO had provided details in advance of the meeting and the details of receipts were noted and approved retrospectively.</li> </ul> <p><u>Receive the reconciliation of the Council’s accounts to the end of August 2019</u></p> <ul style="list-style-type: none"> <li>The RFO will meet Cllr Robinson separately to check and sign off the reconciliation of the bank accounts for the end of July and August.</li> </ul> <p><u>Review spend to date and identify potential overspends and underspends</u></p> <ul style="list-style-type: none"> <li>Cllrs Leggett and Robinson together with the RSO (AC) and the Clerk (CC) had reviewed the budget and spend to date ahead of the Council meeting. The RFO was asked to make some adjustments to the year end forecast and spend – see Appendix B for the revised figures.</li> <li>Cllr Robinson proposed; Cllr Oliphant-Robertson seconded and the Councillors present voted unanimously to approve the accounts for July and August 2019.</li> </ul> <p><b>Finance &amp; Risk Management</b></p> <p><u>Financial Regulations</u></p> <ul style="list-style-type: none"> <li>Having read the draft Financial Regulations which has been circulated, Cllr Robinson felt some adjustments should be made. It was agreed Cllr Robinson, the RFO and the Clerk will review, amend and re-issue the Financial Regulations for approval at the next meeting of the Parish Council to be held on 8 October 2019.</li> </ul>	<p>CR/AC</p> <p>AC</p> <p>CR/AC/CC</p>

	<p><u>Best Value Review</u></p> <ul style="list-style-type: none"> <li>▪ It was agreed to undertake a best value review of current suppliers.</li> <li>▪ Councillors asked for the review to take place ahead of budget setting for 2020/21 including cleaning, gardening, utilities, internal auditing, etc.</li> </ul> <p><u>Approval for Cllr Merritt to be a bank signatory</u></p> <ul style="list-style-type: none"> <li>▪ Cllr Robinson proposed; Cllr Oliphant-Robertson seconded and the Councillors present (with the exception of Cllr Merritt) approved that Cllr Merritt will be a signatory to the bank accounts. It was noted Cllr Merritt will not be able to sign off any invoices and payments for cleaning contracts and cleaning materials.</li> </ul> <p><u>Financial Risk Assessment</u></p> <ul style="list-style-type: none"> <li>▪ It was agreed to carry out an urgent review and update of the Financial Risk Assessment. The External Auditor had highlighted this as a non-compliance and although the RFO asked for the current Risk Assessment to be adopted, Cllr Robinson felt some alterations needed to be made.</li> <li>▪ Cllr Robinson, the RFO and Clerk will review and amend the Financial Risk Assessment for approval at the next Parish Council meeting to be held on 8 October 2019.</li> </ul> <p><u>Asset Register</u></p> <ul style="list-style-type: none"> <li>▪ It was agreed to review and update the Asset Register</li> </ul> <p><u>Insurance Schedule</u></p> <ul style="list-style-type: none"> <li>▪ It was agreed to review and update the Insurance Schedule.</li> <li>▪ Cllr Robinson proposed; Cllr Merritt seconded and the Councillors present agreed to pay the insurance fee from 1.10.2019 – 30.9.202 as this was the last year of a 3-year agreement.</li> </ul>	<p>CC</p> <p>CR/AC/CC</p> <p>AC/CC</p> <p>AC/CC</p>
	<p><b>Public Forum</b> The Chairman suspended the Parish Council meeting and invited members of the public to speak. The following issues/concerns were raised:</p> <p><b>Allotments</b> The Councillors were asked if allotments 7a &amp; 7c which had been taken off rent could be re-installed. This request will be discussed at the Allotment Committee meeting on 11.9.2019.</p> <ul style="list-style-type: none"> <li>▪ The Councillors had no objections subject to the Allotment Committee agreeing to the request.</li> </ul> <p>One of the tenants asked for a letter to be read out drawing attention to matters which will be raised at the Allotment Committee meeting on 11.9.2019 – see Appendix C.</p>	

	<p><b>Cleaning</b>  A member of the public raised concern around health and safety issues about the cleaning of the toilets following vandalism earlier in the year. He felt that specialist jobs should be carried out by qualified contractors – the Chairman noted his comments.</p> <ul style="list-style-type: none"> <li>▪ Cllr Merrit who had cleaned the toilets assured those present all the necessary precautions to avoid contamination had been taken.</li> </ul> <p>TWBC Cllr Bland had nothing to raise.</p> <p>The Chairman restarted the Council Meeting.</p>	
09/19/07	<p><b>Website</b></p>	
	<p><u>Approve the implementation of the new website</u></p> <ul style="list-style-type: none"> <li>▪ The Clerk reported work on the new website was almost complete and suggested a 'go live' date of 1.10.2019. She gave the meeting a brief overview of what people would be able to find on the new website – agendas, minutes, financial information, planning applications, etc. The planning application section would also include a copy of the draft TWBC Local Plan. Cllr Leggett asked if the new website could be available from 20.9.19, the start of the consultation on the draft Local Plan? After some discussion this was agreed.</li> <li>▪ It was also agreed people would be signposted from the old to the new site. Cllr Kerry made the proposal which was seconded by Cllr Robinson and agreed by those Councillors present.</li> </ul> <p><u>Approval of sandhurstparish.co.uk email addresses</u></p> <ul style="list-style-type: none"> <li>▪ Together with the launch of the new website, it was agreed Councillors and officers would use this generic email address to comply with GDPR.</li> <li>▪ Cllr Merrit pointed out it might be necessary to provide technical support to achieve this which the Clerk noted.</li> <li>▪ Cllr O'Brien asked if it was possible to create an area on the website for councillor information. The Clerk said an area where Councillors could logon for papers and information was being discussed.</li> </ul> <p><u>Website Spend</u></p> <ul style="list-style-type: none"> <li>▪ The Clerk presented the spend to date and asked for an additional £500 to be agreed which would bring the total spend to £1,300.</li> <li>▪ This was discussed and Cllr O'Brien was concerned by ongoing spends and asked for a definitive cap. Cllr Robinson proposed £1,040 but the Clerk said this would not allow the final work to be carried out for the 'go live' date.</li> </ul>	<p>CC</p> <p>CC</p> <p>CC</p> <p>CC</p>

	<ul style="list-style-type: none"> <li>▪ Cllr Kerry said it had been agreed a new and improved website was an important communication tool for the Council and agreed with the Clerk's request. Cllr Merrit made a counter proposal for £1,300 which Cllr Oliphant-Robertson seconded. The Councillors agreed to the new proposal with the exception of Cllr O'Brien who expressed concern about costs running away.</li> <li>▪ It was agreed the Clerk would present any future spends to delegated councillors for prior approval.</li> </ul>	
09/19/08	<b>Allotments</b>	
	<u>Tenancy Agreements &amp; Invoices</u> <ul style="list-style-type: none"> <li>▪ The Councillors confirmed the Clerk and RFO should issue annual tenancy agreements and invoices at the end of September 2019.</li> </ul> <u>Compliance with Tenancy Agreements</u> <ul style="list-style-type: none"> <li>▪ It was agreed to review this, together with the contents of the tenant's letter, at the next Parish Council meeting on 8.10.2019 to allow feedback from the Allotment Committee meeting being held on 11.9.2019.</li> </ul>	
09/19/09	<b>Village Clock Tower</b>	
	<ul style="list-style-type: none"> <li>▪ The Councillors confirmed Mr Terry Hannocks would have responsibility for overseeing the maintenance and repair of the clocks in the village clock tower but would not have any responsibility to spend or commit expenditure. Any requests for expenditure would be sent to the Clerk for approval by the Parish Council.</li> </ul>	
09/19/10	<b>Correspondence to the Clerk</b>	
	<p>Emails were received from:</p> <ul style="list-style-type: none"> <li>▪ Mrs Effenberg's re Traffic Issues in the Village of Sandhurst</li> <li>▪ Mr Lilly's re Traffic Issues on Back Road Sandhurst</li> </ul> <p>Cllr Robinson referred to previous correspondence with KCC Cllr Holden who had expressed sympathy at the time but had not been able to do anything. Cllr Robinson told the meeting it was time to revisit traffic issues in the village taking into account the two emails and results from the 2014 village survey. He asked the Councillors for approval to draft a letter to Cllr Holden which he will circulate for consideration at the next meeting.</p> <p>Councillors approved this action. Cllr Kerry agreed with the issues raised especially in Back Road where he believes someone will be killed if traffic is not slowed down. Cllr O'Brien also expressed concern about the lack of footpaths on some roads.</p>	CR

	Cllr Robinson said the letter should be the first step to renew action and move things forward.	
09/19/11	<b>Confirm date of Planning Committee Meeting</b>	
	<p>A further meeting was requested by Sandhurst residents to discuss and comment on Planning Application 19/02095/FULL.</p> <p>It was agreed to hold a Planning Committee meeting on Tuesday, 24 September 2019 at 19.30 hours.</p> <p>Cllr Leggett said the developers would be notified but made the point this would be a public meeting and not a platform for Clarendon Homes. The Councillors did, however, agree the developers should be able to take questions from people attending so regarding the 3-minute rule the Chairman would be flexible if required.</p>	
	<b>Dates of Next Meetings</b>	
	<p>24 September 2019 : 19.30 hours – PLANNING COMMITTEE</p> <p>8 October 2019 : 19.30 hours</p> <p>12 November 2019 : 19.30 hours</p> <p>10 December 2019 : 19.30 hours</p>	

**CATHERINE CATT**  
Clerk to Sandhurst Parish Council

**CC: For Information**  
County Cllr Seán Holden  
Borough Cllr Godfrey Bland