



PARISH COUNCIL OF SANDHURST, KENT

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

Draft Minutes Parish Council Meeting 8 October 2019

In Attendance:

Cllr D Leggett : Chairman	Mrs C Catt : Clerk & Proper Officer
Cllr E Merritt	Mr A Crocker : Responsible Finance Officer
Cllr K O'Brien	
Cllr J Oliphant-Robertson	PCSO Humphreys
Cllr C Robinson	Members of Public
Cllr M Hiscock following co-option	

Item No		Actions
10/19/01	Apologies for Absence	
	Apologies were received from Parish Cllrs Cope, Griggs and O'Brien and KCC Cllr Holden.	
10/19/02	Declarations of Interest	
	There were no specific declarations of interest.	
10/19/03	Co-option of Parish Councillor	
	Cllr Leggett proposed that Mrs Mary Hiscock should be co-opted as a Councillor of Sandhurst Parish Council. Cllr Kerry seconded this proposal and the Councillors present voted unanimously that Mrs Mary Hiscock should be co-opted as a Parish Councillor. Cllr Hiscock joined the meeting.	
10/19/04	Approval of Minutes	
	Cllr Oliphant-Robertson proposed; Cllr Robinson seconded and it was agreed that the Minutes of the meeting of the Council held on 10 September 2019 are an accurate record of the meeting.	
10/19/05	Accounts and Finance & Risk Management	
	<u>Accounts</u> <ul style="list-style-type: none"> • <u>External Audit Report</u> 	

	<p>The RFO presented the report from PKF Littlejohn explaining there were no accountancy issues but the lack of a current Financial Risk Assessment and the omission of the £90k grant from Sport England were highlighted. Cllr Robinson proposed; Cllr Oliphant-Robertson seconded and the meeting voted unanimously to approve the External Auditor’s report.</p> <ul style="list-style-type: none"> ▪ <u>Accounts for Payment</u> Cllr Robinson proposed; Cllr Kerry seconded and the meeting agreed unanimously that the accounts presented by the RFO should be approved for payment. ▪ <u>Details of Receipts</u> The RFO explained the September receipts included the second instalment of the precept, £33k from TWBC. Cllr Leggett posed the question – will the precept change in future years because of the new houses being built in the village ? Cllr Leggett tasked the Clerk with discussing the impact of new houses on the precept with TWBC Cllr Bland. <p>The RFO reported all allotment holders had been invoiced and payments had been made promptly. Cllr Hiscock queried the amount paid by J Gillingham (RFO explained there had been an overpayment last year) and G Fisher who has relinquished his tenancy (RFO will refund).</p> <p>Cllr Robinson proposed; Cllr Merritt seconded and the meeting agreed unanimously the receipts should be approved subject to the alterations mentioned above.</p> <ul style="list-style-type: none"> ▪ <u>Reconciliation of the Council’s bank accounts</u> Cllr Robinson confirmed he had seen and signed the bank reconciliations for September 2019. ▪ <u>Review spend to date and identify potential overspends and underspends</u> The RFO raised the following points: <ul style="list-style-type: none"> • £3k members grant has not been received. This is a contra with the spend under 5001. Cllr Robinson asked for this to stay in place as a reminder for councillors to consider and decide upon projects for the coming year. This will be an agenda item for the November meeting. • £6k for Pavilion – the RFO asked if this was for resurfacing the carpark ? Cllr Kerry said this had been put aside for putting down roadstone rather than tarmac. • Section 106 	<p>CC</p> <p>AC</p> <p>CC</p>
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	<p>Cllr Leggett wondered if this could be a Section 106 item ? He asked Councillors to consider other items to be discussed at the November meeting.</p> <ul style="list-style-type: none"> • £500 for the Neighbourhood Plan which Cllr Leggett asked to be carried forward. • Cllr Robinson queried £700 for the PCC and the RFO explained this was the £600 budget plus £100 which had been donated to BLEND. • Cllr Robinson asked the Clerk about spend on the website and was assured no additional money had been spent since the last meeting. <p>Cllr Leggett asked the meeting if they were satisfied with the budget and spend so far ? Those present agreed they were.</p> <p><u>Finance & Risk Management</u></p> <ul style="list-style-type: none"> ▪ Adoption of Financial Risk Assessment The Clerk reported that although progress had been made with Cllr Robinson, this was still work in progress. The Clerk anticipates meeting Cllr Robinson and the RFO on 15.10.19 to complete the work so the Financial Risk Assessment can be signed off at the November parish council meeting. ▪ To review Financial Regulations July 2019 Again this continues to be work in progress but work will be complete for sign off at the November parish council meeting. ▪ Approval of Banking Arrangements : Signatories The Clerk asked for confirmation and approval of current signatories: <ul style="list-style-type: none"> • Cllr Robinson : authority to sign off bank payments • Cllr Oliphant-Robertson : authority to sign off bank payments • Cllr Merrit : authority to sign off bank payments with the exception of any payments for cleaning and cleaning materials • RFO : authority to access bank account to view and submit payments • Clerk : authority to access bank account to view and submit payments in the RFO's absence • It was noted a new credit card has been issued to Sandhurst Parish Council in the Clerk's name. 	<p style="text-align: center;">CC</p> <p style="text-align: center;">CC</p> <p style="text-align: center;">CC</p>
	PUBLIC FORUM	
	<p>The Chairman welcomed Simon Humphreys PCSO and invited him to address the meeting : PCSO Humphreys thanked the Chairman and explained that previously there had been an expectation for PCSO's to attend only the Annual Parish meeting but now the PCSO's were being encouraged to attend parish council</p>	

	<p>meetings as well.</p> <p>The PCSO produces a monthly newsletter which he will send to the Clerk to be posted on the new website. The Clerk will include his email address as a point of contact.</p> <p>Cllr Leggett asked about crime in the area which is said to be low but observed this is no consolation to victims. He mentioned Johnsons which has had 2 burglaries in recent weeks. The PCSO acknowledged the burglaries but said crime is still very low in Sandhurst.</p> <p>Cllr Merritt asked if parking cars on pathways was an offence ? The PCSO said technically it was an offence but is a grey area which cannot be prioritised by the police – an offence occurs when the pathway is fully blocked and has to be addressed by a police officer.</p> <p>Cllr Robinson said he had been asked to publish Speedwatch plans in advance and wondered if Kent Police look at them with a view to attending ? The PCSO said he would be happy to come out and support Speedwatch but he can only carry out the same speed checks as the volunteers as currently the Cranbrook office does not have a camera.</p> <p>Cllr Hiscock asked the PCSO if he could confirm if the limit for cars to park from a junction was still 50m ? The PCSO confirmed it was and agreed to look into the issues flagged by Cllr Hiscock.</p> <p>A member of the public raised an objection to the way a letter from another resident had been read out loud at the meeting without giving Councillors the opportunity to digest the information. The Chairman noted the objection and said this is one of the areas of process the Parish Councillors are addressing.</p>	
10/19/06	Allotments	
	<p><u>Matters arising from meeting held on 11.9.19</u></p> <p>As the Parish Council’s representative, Cllr Oliphant-Robertson reported:</p> <ul style="list-style-type: none"> • It had been agreed the side hedge should be cut and if the parish council’s contractor could include this in his schedule ? Cllr Kerry will ask the contractor for a cost and report back to the Clerk. • Security issues had been raised during and after the building of the new houses. Cllr Leggett asked Cllrs Oliphant-Robertson and Hiscock to specify what was needed and let the Clerk know so she could make official contact with Rydons. 	<p>AC/CC</p> <p>JOR/MH</p>

	<ul style="list-style-type: none"> • Hosepipe – concern had been expressed that people were using water from the allotments to fill their pools. The parish council pays the water bill and Cllrs Oliphant-Robertson and Hiscock were asked to look at fitting a lock to avoid this in future. • Skip to get rid of rubbish from vacant plots – Cllr Kerry will ask the contractors to remove all rubbish which has been piled up by the gate. • It was noted G Fisher is no longer a tenant and his money will be refunded • It was agreed Cllrs Oliphant-Robertson and Hiscock would speak to the Alsalih family with Mrs Hale to find out if they were able to look after their allotment. • The Clerk reported 2 people have expressed interest in allotments. She will send their details to Cllrs Oliphant-Robertson and Hiscock for action. • It was confirmed Mr & Mrs G Hiscock will take over Allotment 7c. 	<p>JOR/MH</p> <p>AK/MH</p> <p>AC</p> <p>JOR/MH</p> <p>CC JOR/MH</p>
10/19/07	Defibrillators	
	<p>Following the decision to replace the stolen defibrillator at the June Parish Council meeting, it was felt a suitable and safer place was needed.</p> <p>Various sites had been discussed but the preferred option was a site where members of the public would have access to the defibrillator.</p> <p>Cllr Kerry proposed the defibrillator should be hung on the wall by the post box at the corner of the playground. He believes this will be a more secure site and will give the public easy access if required. Cllr Robinson suggested siting it on the opposite side of the road where it would be more visible.</p> <p>The meeting voted on Cllr Robinson’s proposal and reiterated their decision not to replace the defibrillator if it was stolen or damaged in the future. Cllr Robinson proposed; Cllr Kerry seconded and the meeting voted unanimously for the alternative site.</p>	<p>CC to order defib</p>
10/19/08	PLANNING	
	<p><u>Planning Meeting, 24.9.19</u></p> <ul style="list-style-type: none"> • The Clerk reported she had posted the comments from the meeting straight onto the TWBC website due to issues with emails whilst on holiday in France. • Cllr Leggett said some people had asked if the impact on Hawkhurst could be mentioned but after discussion the meeting felt this was not appropriate as they would have to do the same for all planning applications. • Cllr Merritt proposed; Cllr Leggett seconded and the meeting agreed unanimously the Minutes of the Planning Committee meeting held on 24.9.19 were a true record of the meeting. 	

	<u>Planning Application 19/02316/Full (Retrospective)</u> The meeting agreed to ask for an extension as due to holidays they had not had the opportunity to study this application.	
10/19/09	Items for Information	
	<u>Website</u> <ul style="list-style-type: none"> • 19.10.19 - Litter Pick Cllr Kerry will not be available and asked if the litter pick could be postponed. A new date will be agreed and posted on the website. • Councillors Profiles Councillors agreed to complete their profiles as soon as possible so they can be posted on the website. <u>TWBC Leader to attend Parish Council meeting</u> It was agreed to invite the Leader to the January 2020 meeting.	CC
	<u>KCC Salt Bags</u> Following discussion it was agreed to ask KCC to top up the yellow grit bins rather than deliver one salt bag.	CC
	<u>Wreaths for war memorial</u> The Clerk was asked to order a wreath from the British Legion.	CC
	<u>Old School Hall</u> It was agreed to discuss matters about the Old School Hall at the November Parish Council meeting.	CC
	<u>Christmas Tree</u> Following discussion, Cllr Leggett proposed; Cllr Oliphant-Robertson seconded and the meeting agreed that Cllr Kerry would make all the necessary arrangements for the village Christmas tree. It was noted £350 had been put in the budget for this purpose.	AK
	There being no further business, the Chairman closed the meeting.	
	Dates of Next Meetings	
	12 November 2019 : 19.30 hours 10 December 2019 : 19.30 hours	

CATHERINE CATT
Clerk to Sandhurst Parish Council

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