



# 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 Tuesday, 12 November 2019

### In Attendance:

Clr C Robinson : Chairman	Mrs C Catt : Clerk & Proper Officer
Clr M Griggs	Mr A Crocker : RFO
Clr M Hiscock	
Clr A Kerry	Members of Public x 1
Clr E Merritt	
Clr K O'Brien	

Item No	
11/19/01	<b>Apologies for Absence</b>
	Apologies were received from Cllrs Leggett and Oliphant-Robertson and TWBC Clr Bland.  Clr Robinson chaired the meeting in the absence of Clr Leggett.
11/19/02	<b>Declarations of Interest</b>
	<ul style="list-style-type: none"> <li>▪ Clr Kerry declared an interest in Planning Application 19/02981/OUT.</li> <li>▪ Clr Merritt declared an interest in Planning Application 19/03033/FULL as the fence under discussion is adjacent to her property.</li> </ul>
11/19/03	<b>Approval of Minutes</b>
	Clr Kerry proposed; Clr Hiscock seconded and the Councillors present agreed that the Minutes of the council meeting held on 8 October 2019 were an accurate record of the meeting.
11/19/04	<b>Accounts and Finance &amp; Risk Management</b>
	<b>Accounts</b> <u>Approval of accounts for payment</u> <ul style="list-style-type: none"> <li>▪ It was noted that Klip Systems Limited had submitted 3 invoices together for payment. The RFO was asked to remind them to submit on a monthly basis, especially for the end of the financial year in March 2020.</li> </ul>

- Cllr Griggs proposed; Cllr Hiscock seconded and the meeting agreed the accounts presented by the RFO should be approved for payment.

Details of receipts in October 2019

- The RFO reported receipts were higher than normal because of a VAT repayment and the annual payments from the allotment holders.
- Cllr Merritt proposed; Cllr Kerry seconded and the meeting agreed the receipts should be approved.

Reconciliation of the Council's bank accounts

- The RFO recommended a nominated Councillor should check the online bank statements to make sure they agree with the paperwork produced by the RFO. The meeting agreed and the Clerk was asked to add this to the Financial Risk Assessment.
- Cllr Robinson confirmed he had seen and signed the bank reconciliations for October 2019.

Year End Forecast & Draft Budget

The Councillors considered the first draft budget for 2020/21 prepared by the RFO.

Comments : Income

- Remove £850 x 3 for playing field
- Remove members grant

Comments : Expenditure

- Clock Tower Maintenance : £1,500 contingency
- Biffa – Clerk to chase contract and costs (BVR)
- Grass Cutting – CC to check contract and costs (BVR)
- Toilet Block Maintenance – Cllr Merritt has locked the toilet as it has been vandalised again. The Councillors raised the question of whether or not the Council should keep spending money on maintaining the toilet or look for another solution being conscious they have a responsibility for spending the resident's money wisely. It was agreed to revisit this as part of the budget discussions. One suggestion was to make changes to the pavilion and open the disabled toilet up for public use.
- The carparks for the Old School Hall and Sports Pavilion need repairs. Cllr Kerry proposed; Cllr Griggs seconded and the meeting agreed to spend £6,500 in the current budget on the OSH carpark. It was agreed to seek quotes for the Pavilion carpark so work can be carried out in 2020/21.

The RFO was asked to make the changes and reissue the draft budget.

Approval to spend £1,000 on allotment maintenance

Cllr Kerry proposed; Cllr Griggs seconded and the meeting agreed to the quote provided by Groundscare & General Services Ltd to:

- (a) Cut the hedges - £750
- (b) Remove and dispose of rubbish - £250

Approval of update Financial Regulations

	<p>The updated Financial Regulations had been circulated ahead of the meeting.</p> <ul style="list-style-type: none"> <li>▪ Cllr Merritt proposed, Cllr Griggs seconded and the meeting agreed to approve the updated Financial Regulations.</li> </ul> <p><u>Financial Risk Assessment</u></p> <ul style="list-style-type: none"> <li>▪ The RFO requested additions against Banking, VAT and AGAR which the Council agreed and asked the Clerk to amend before resending for approval on 10.12.19.</li> </ul>
11/19/05	<p><b>Proposal to create an Amenities Committee and its associated working parties</b></p> <p>The Clerk made a verbal proposal for consideration by the Council to create an Amenities Committee to oversee the condition and activity (where appropriate) of the Old School Hall, the Sports Pavilion, the Allotments, the Defibrillators, the Children’s Playgrounds and any other assets</p> <p>The Council agreed in principle and asked the Clerk to bring a written proposal to the next meeting.</p>
11/19/06	<p><b>Planning Applications</b></p> <ul style="list-style-type: none"> <li>▪ <b>19/02316/FULL</b> To comment on new track, hard surfaces and electricity box in connection with use of land as Camp Site (retrospective) Oaklands Farm, Bodiam Road, Sandhurst, TN18 5LE</li> </ul> <p>It was noted the application concerned permission to lay new track only and on this basis Cllr Griggs proposed; Cllr Hiscock seconded and the majority of Councillors agreed the Council would not object to the application. 1 Councillor abstained.</p> <ul style="list-style-type: none"> <li>▪ <b>19/02981/OUT</b> To comment on Outline Application (Access not reserved) - demolition of existing building and erection of a two storey dwelling. Kerrys Yard, Bodiam Road, Sandhurst, Cranbrook, Kent, TN18 5LF Cllr Kerry left the room and Cllr Oliphant-Robertson asked the meeting for comments. Following a brief discussion, Cllr Griggs proposed; Cllr Merritt seconded and the meeting voted to accept the outline proposal.</li> <li>▪ <b>19/02404/FULL</b> To comment on single storey extension on eastern elevation St Nicholas Missions Church, Back Road, Sandhurst, Cranbrook, Kent, TN18 5JU</li> </ul> <p>Cllr Oliphant-Robertson asked the meeting for comments and all agreed this was a minor but much needed extension. Cllr Merritt proposed; Cllr Griggs seconded and the meeting agreed to support this application.</p> <ul style="list-style-type: none"> <li>▪ <b>19/03033/FULL</b></li> </ul>

	<p>To comment on construction of a Boundary Fence (Retrospective) Bryntirion, Bodiam Road, Sandhurst, Cranbrook, Kent, TN18 5JY</p> <p>Cllr Oliphant-Robertson asked for comments but there were none. Cllr Hiscock proposed; Cllr Kerry seconded and the Councillors voted to support the application. Cllr Merritt did not vote as although she has no pecuniary interest, the fence is adjacent to her property.</p>
11/19/07	<b>Correspondence to the Clerk</b>
	<ul style="list-style-type: none"> <li>▪ Complaint about parking when events are held in the Old School Hall Cllr Leggett has spoken to the complainant.</li> <li>▪ Heart Angels – defibrillator replacement and maintenance It was agreed to take no action until the stolen defibrillator has been replaced.</li> </ul>
	<b>Dates of Next Meetings</b>
	10 December 2019 : 18.30 hours

**CATHERINE CATT**  
Clerk to Sandhurst Parish Council

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