



Sandhurst Parish Council
Minutes of the Parish Council meeting held on
13th November 2018 at 19.30

Present:

Councillors in attendance: Mr T Hannocks (TH) - Chairman, Mr C Robinson (CR), Ms J Oliphant-Robertson (JOR), Mrs K O'Brien (KB) arrived at 19.40, Mr D Leggett (DL), Mr A Kerry (AK),

Councillors not in attendance: Mr M Cope (MC), Mrs E Merritt (EM), Cllr H Phillips (HP)

Tunbridge Wells Borough Councillor: Not in attendance

Kent County Councillor: Not In attendance

Members of the Public: One

Clerk: Lisa Hale (LH).

RFO: Alan Crocker (AC).

	Item	Action
11/18/1	<p>To accept apologies and reason for absence.</p> <p>TH thanked LH for arranging the Remembrance Commemoration event on the evening of Sunday 11th November 2018, AK for organising the beacon lighting and informed the council that thank you letters had been sent to Cllr G Bland for reading the "tribute to the millions", Mr Barlow for playing the bugle and Mr S Bryant for maintaining the war memorial.</p> <p>Cllr E Merritt, Cllr G Bland and Cllr S Holden sent their apologies for absence. The reasons for absence were noted by the Clerk.</p>	
11/18/2	<p>Declarations of Interest on items on the agenda.</p> <p>The Chairman asked if there were any interests to declare.</p> <p>AK declared an interest in Sandhurst Football Club.</p>	
11/18/3	<p>To approve the minutes of the Parish Council Meeting of the 9th October 2018 and discuss matters arising from the minutes that are not covered elsewhere.</p> <p>The Full Council Meeting minutes of the 9th October 2018 were proposed for approval by JOR and CR. Decision: The minutes were unanimously approved and signed by the Chairman as a correct record.</p> <p>There were no matters arising from the minutes.</p>	
11/18/4	<p>4.1. To receive a report from the nominated TWBC Borough Councillor.</p> <p>Not in attendance.</p> <p>4.2. To receive a report from Kent County Councillor Sean Holden.</p> <p>Not in attendance.</p>	

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11/18/5	<p>Public Adjournment: To suspend meeting for any public statement for up to 15 minutes in total. Individual items should not be longer than 5 minutes. Members of the public are encouraged to attend Council meetings and raise any pertinent issues at this point.</p> <p>The member of the public in attendance wanted to discuss the public toilets located at the Sports Ground. He explained that the situation had not changed since last year and he felt there was still a need for the council to provide toilet provision.</p> <p>He stated that that upgrading/repairs would be minimal and that he did not agree that any vandalism had occurred during the last year.</p>	
11/18/6	<p>To update Council on the Code of Conduct complaint against the Chairman.</p> <p>TH informed the council that following a complaint from a resident to the Tunbridge Wells Monitoring Officer a thorough investigation had taken place and they had found that the Chairman had not breached the code of conduct.</p>	
11/18/7	<p>To review the provision of toilets at the Sports Ground as agreed at the November 2017 Full Council Meeting.</p> <p>TH gave a brief overview and explained that currently there was one unisex toilet available to the public in the Sports Ground toilet block.</p> <p>LH read a statement from Councillor E Merritt on the condition and cleanliness of the toilet and presented information on prefabricated toilet blocks.</p> <p>TH asked all members of the council present to give their view on the provision of the Sports Ground Toilet.</p> <p>The overall consensus was that the toilets should remain in their current open state.</p> <p>CR noted that it was not the role of the council to provide toilets for those living outside the village and had noted that some surrounding villages of similar size do not provide toilet facilities. CR stated that the toilets should only remain open at minimal cost.</p> <p>KOB stated that toilets facilities should be considered in the development of a Neighbourhood plan, if it was to be reinstated.</p> <p>DL noted that the prefabricated toilets did not appear to be adequately robust.</p> <p>AK proposed that the provision of the toilet at the Sports Ground should remain the same, but at the December Full Council Meeting the council would review how they could be improved, this proposal was seconded by JOR. Decision: Unanimously agreed.</p>	
11/18/8	<p>Discuss the proposal to reinstate the development of the Neighbourhood Plan.</p> <p>TH stated that due to lack of interest the development of the neighbourhood plan had ceased in 2015.</p> <p>CR/DL explained that they had begun initial discussions with Mr S Farmer, who had a few contacts of residents in the village who would be interested in reinstating the Neighbourhood Plan.</p> <p>TH stated that there needed to be a group of approximately eight residents who had the skills and the time to commit to develop the neighbourhood plan.</p>	

Signed:

Date:

It was agreed that LH would contact KALC and request some additional information on Neighbourhood planning and contact Mr Farmer to start initial discussions. The Council would then make a decision on the reinstatement of the Neighbourhood plan at the December Full Council Meeting.

LH

11/18/9 6.1 To Consider and approve the minutes of 23rd October 2018

The minutes of the Planning Committee Meeting held on the 23rd October 2018 were unanimously approved.

6.2 Planning Applications to be reviewed:

Application Number/Name	Location	Proposal	Decision	For	Against	Abstain
18/03339/Full	Oaklands Farm Bodiam Road Sandhurst Kent TN18 5LE	Temporary stationing of mobile home for a period of three years.	Recommendation: Approval Note: KOB was not in attendance for discussions/voting	4		

11/18/10 To discuss and review correspondence received by the Parish Clerk.

Clerk Correspondence List:

Correspondence From	Details	Action
P Every - TWBC	Receipt of Section 106 Monies	Confirmed that the section 106 monies of £4,278.14 should be the council's bank account by the end of November 2018
S Heron – Rydon Homes	Would like to arrange a meeting to discuss a potential development at Old Orchard	LH to Contact and arrange a date. With TH/DL
Resident E-mail 02/11/18	Request to plant daffodils at the same time as the new yew and Holly Tree	Council in agreement.

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resident – email 30/10/2018	Request from Sandhurst Primary school to use the Pavilion car park on the 4 th December 2018 for a tinsel walk	Council in agreement.
Resident Email: 13/11/18	Regarding back road: near collision	LH to contact SH and GB aware of the problem and report back to Council.
Xconnect E-mail 13/11/18	Confirmation that the Telephone box at Sandhurst cross will be moved on the 9/12/18	
Rag Solutions	Confirmed that they would only provide a clothes bank in the centre of the village.	

11/18/11

Finance**11.1 To note accounts paid (for which spending approval has already been agreed)**

The accounts for payments made from the 1st October 2018 – 31st October 2018 were proposed for approval by CR and seconded by JOR. **Decision:** Unanimously approved.

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Date:

Date: 02/11/2018

Sandhurst PC

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Time: 11:55

Cashbook 1

User: AJC

Current Bank A/c

Payments made between 01/10/2018 and 31/10/2018

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
08/10/2018	PitchCare.com [S Kent}	ET561	71.10		11.85	3020	300	59.25	Heavy Duty Line Marking Ink
08/10/2018	WasteWay	ET562	219.00		36.50	3005	300	182.50	Clearance of Offensive Waste
08/10/2018	Box-It	ET563	7.80		1.30	6155	600	6.50	Confidential Waste
08/10/2018	Glasdon Limited	ET564	54.86		9.14	3005	300	45.72	Black Poly Sacks
10/10/2018	Corporate Card	RFO AJC	295.20				256	295.20	To pay Corporate Card
12/10/2018	British Gas	DD	65.04		3.10	4020	400	61.94	13.06.18 - 27.09.2018
19/10/2018	Staff Payroll	ET572	444.32			6020	600	555.32	Payroll [October 2018]
						6025	600	-111.00	Payroll [October 2018]
23/10/2018	Streetlights	ET565	2,709.00		451.50	7010	700	2,257.50	Corroded Column
23/10/2018	Glasdon Limited	ET566	54.86		9.14	3005	300	45.72	Services
23/10/2018	Groundscare and Gen Services	ET567	1,380.00		230.00	3015	300	1,150.00	07.09. & 21.09 @575 + VMem
23/10/2018	Stationery Express	ET568	11.85		1.97	6060	600	9.88	B & W flyers and Posters
23/10/2018	K Jones Electrical	ET569	48.00		8.00	3020	300	40.00	Attention to shower [PF]
23/10/2018	KBS Sound	ET570	70.00			4015	400	70.00	Attention to Loop System
23/10/2018	Staff Payroll	ET571	980.20			6020	600	1,093.09	Payroll [Oct]
						6025	600	-112.89	Payroll [Oct]
25/10/2018	NEST Pensions	DDA	14.16			6025	600	14.16	Contributions [October 18]
25/10/2018	NEST Pensions	DDB	11.80			6026	600	11.80	Contributions [October 18]
26/10/2018	HMRC	ET573	302.19			6025	600	302.19	Tax and NI ee's and er's
29/10/2018	Castle Water	DD	37.80		1.80	3040	300	36.00	Waste Water
29/10/2018	Castle Water	DD	14.59		0.69	4035	400	13.90	Waste Water
Total Payments:			6,791.77	0.00	764.99			6,026.78	

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Date:

	<p>11.2 Emergency spending to be retrospectively approved</p> <p>Nothing to report.</p> <p>11.3 To identify additional expenditure for forthcoming month</p> <p>Nothing to report.</p> <p>11.4 To receive a budget update and anticipated end of year position.</p> <p>AC explained that CR/TH had carried out a review of the 2018/2019 budgets and had identified budgets which would not be spent by the end of March 2019. £1,000 had also been allocated to the Neighbourhood plan budget. Approximately £5,200 was identified as money that would not be spent by the end of the financial year.</p> <p>Taking this information into consideration it would be estimated that the end of year figure would be approximately £18,000.</p> <p>11.5 Inform the Council of the price increase from Biffa for the litter and dog waste collection.</p> <p>LH presented the council with the increased figures from Biffa. The increased amount included the additional dog waste and litter collections.</p> <p>The current charge is £138.72 a month for litter bins and £34.72 for dog waste bins. The new monthly charges include two additional dog waste bins and an OSH bin collection which are £242.92 for litter bins and £81.09 for dog waste bins.</p> <p>The new Biffa charges were proposed for approval by AK and seconded by JOR. Decision: Unanimously approved.</p>	
11/18/12	<p>Initial precept discussion on 2018/2019 budget and agreement to plan for setting the precept.</p> <p>LH circulated a copy of the draft 2018/2019 precept before the meeting.</p> <p>TH asked all councillors to review the budgets in preparation for the precept meeting on Tuesday 4th December 2018.</p>	
11/18/13	<p>Confirm arrangements for the village Christmas tree.</p> <p>LH stated that the Christmas tree would be delivered on the morning of Friday 30th November 2018.</p> <p>AK confirmed that he would arrange for the tree to be positioned on the Upper Green on Saturday 1st December 2018.</p>	
11/18/14	<p>Discuss future plans for playground improvements and update the council on playground repairs identified by RoSPA.</p>	

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Date:

	<p>LH/CR stated that they had visited Northiam Playground and had been collecting in order to make improvements to the play area at the Sandhurst Sports Ground.</p> <p>Possible improvements included: A Zip wire, jungle equipment and a large hill with a slide. Estimates had been obtained for these pieces of equipment, but would be discussed in more depth at the precept meeting in December.</p> <p>LH stated that replacement parts had been sought from lappset for the climbing frame at Old Orchard and SMP had been contacted to repair the lion see-saw at the Sports ground.</p> <p>CR/LH stated that the baby swings at the Old Orchard playground would need to be replaced as the replacement Lappset parts were now unobtainable. LH stated that she had received a quotation for £4,000 for the swings to be replaced. CR proposed that LH obtain quotations from three playground companies in order to replace the baby swings at Old Orchard playground. This proposal was seconded by JOR. Decision: Unanimously approved.</p>	
11/18/15	<p>Discuss and agree on the position of the Commonwealth canopy tree donated by Greg Clark MP.</p> <p>LH confirmed that the commonwealth tree donated by Greg Clark MP would be a silver birch.</p> <p>Greg Clark's Office had confirmed that the tree would have to remain in a pot for one year before being planted in the ground because they were currently only 20cm high.</p> <p>JOR kindly agreed to take care of the tree until it is planted.</p>	
11/18/16	<p>Discuss the GDPR requirements of the Parish Office and computer encryption as advised by the Data Protection Officer.</p> <p>This agenda item was not discussed.</p>	
11/18/17	<p>Discuss an alternative date for encryption training in 2019.</p> <p>This agenda item was not discussed.</p>	
11/18/18	<p>To receive Committee Reports comprising brief updates and requests for items requiring full council approval.</p> <p>18.1 Sports Ground Committee</p> <p>Nothing to report.</p> <p>18.2 Old School Hall – OSH Flooring</p> <p>LH confirmed that Academy Flooring had repaired the flooring in the corner of the Old School.</p> <p>LH stated that she had received correspondence that the OSH chairs had not been stacked correctly after weekend hiring of the hall.</p> <p>18.3 Infrastructure</p> <p>CR reported that the speedwatch team had recorded seventy one speeding offenders since the last meeting.</p> <p>18.4 Transport Accessibility Group Update</p>	

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Date:

	<p>Nothing to report.</p> <p>18.5 Allotment Society Update.</p> <p>LH stated that a number of contracts had not been received from the Allotment Holders and that she would send out letters in the next couple of weeks.</p> <p>18.6 Website Update</p> <p>Nothing to report.</p>	
11/18/19	<p>Closed Item: Update the Council on the initial discussions held with TWBC Planning Department on the Local Plan and discuss input required for the next discussion with Tunbridge Wells.</p> <p>Following a heated discussion, it was agreed that the meeting should be closed and this item should be discussed on an alternative date.</p>	
	<p>Date of next meeting.</p> <p>The precept meeting will be held on Tuesday 4th December 2018 at 19.30 and the next Full Parish Council meeting will be held at 19.30 on Wednesday 12th December 2018 in the OSH, Sandhurst.</p> <p>The meeting closed at 21.40</p>	

Website: www.sandhurst-kent-pc.gov.uk

Summary of actions:

1. LH to contact KALC and request some additional information on Neighbourhood planning and also contact Mr Farmer to start initial discussions.
2. LH to contact SH and GB to make them aware of the traffic problems in Back Road, Sandhurst.

Signed:

Date: