



Sandhurst Parish Council
Minutes of the Parish Council meeting held on
14th May 2018 at 20.30

Present:

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

Councillors not in attendance: Cllr H Phillips (HP). Mr M Cope (MC)

Tunbridge Wells Borough Councillor: Not in attendance

Kent County Councillor: Not in attendance

Members of the Public: None.

Clerk: Lisa Hale (LH).

RFO: Not in attendance

	Item	Action
05/18/1	<p>To accept apologies and reason for absence.</p> <p>Mr A Crocker (RFO) sent his apologies for absence. The reason for their absence was noted in the register by the Clerk.</p>	
05/18/2	<p>Declarations of Interest on items on the agenda.</p> <p>The Chairman asked if there were any interests to declare.</p> <p>EM declared an interest in her employment as cleaner of the OSH, Pavilion and Sports Ground toilet and AK declared an interest in Sandhurst Football Club.</p> <p>.</p>	
05/18/3	<p>To approve the minutes of the Parish Council Meeting of the 17th April 2018.</p> <p>The Full Council Meeting minutes of the 17th April 2018 were proposed for approval by CR and EM. Decision: The minutes from the meeting were unanimously approved and signed by the Chairman as a correct record.</p>	
05/18/4	<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>	
05/18/5	<p>Public Adjournment:</p> <p>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>No members of the public were in attendance.</p>	

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Date:

05/18/6	<p>Matters arising from the minutes, which are not covered elsewhere and correspondence received by the Parish Clerk.</p> <p>Clerk Correspondence List:</p> <table border="1" data-bbox="180 371 1353 1095"> <thead> <tr> <th>Correspondence From</th> <th>Details</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1. Resident - Email dated 17th April 2018</td> <td>Informing the council of the license applied for at Risden Lane and the concerns.</td> <td>Council had requested Cllr G Bland to act on the parishioner's behalf as the Parish Council do not act as a consultee.</td> </tr> <tr> <td>2. Resident – e-mail dated 28th April 2018</td> <td>While works are carried out to their house and scaffolding used the Parish Council could repair the back window of the OSH and paint the wall. The resident is happy to cover the costs of small rendering repairs and the scaffolding</td> <td>The Parish Council agreed that they would arrange repairs to the back window of the OSH and paint the back wall.</td> </tr> <tr> <td>3. Resident – Verbal 26th April 2018</td> <td>Raised concerns regarding the new TWBC policy to fine the homeless.</td> <td>LH to clarify the details with Cllr G Bland and raise the Parish Council's concerns.</td> </tr> <tr> <td>4. Resident</td> <td>Concerns regarding the size of the fridge in the OSH.</td> <td></td> </tr> <tr> <td>5. KALC</td> <td>Consent Form to hold the council's information in light of the new GDPR legislation.</td> <td>LH has signed Consent Form</td> </tr> </tbody> </table> <p>AK stated that he had received a verbal complaint from a resident who lived along the Bodiam Road regarding the litter and the parking problems ("The Moorings" and Betherinden Cottages"). AK stated that there were many areas and houses in the village which were looking unkept. LH agreed to speak to Anna Alexander-Williams at Town and Country Housing in order to set up a meeting to discuss this problem.</p>	Correspondence From	Details	Action	1. Resident - Email dated 17 th April 2018	Informing the council of the license applied for at Risden Lane and the concerns.	Council had requested Cllr G Bland to act on the parishioner's behalf as the Parish Council do not act as a consultee.	2. Resident – e-mail dated 28 th April 2018	While works are carried out to their house and scaffolding used the Parish Council could repair the back window of the OSH and paint the wall. The resident is happy to cover the costs of small rendering repairs and the scaffolding	The Parish Council agreed that they would arrange repairs to the back window of the OSH and paint the back wall.	3. Resident – Verbal 26 th April 2018	Raised concerns regarding the new TWBC policy to fine the homeless.	LH to clarify the details with Cllr G Bland and raise the Parish Council's concerns.	4. Resident	Concerns regarding the size of the fridge in the OSH.		5. KALC	Consent Form to hold the council's information in light of the new GDPR legislation.	LH has signed Consent Form	LH
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05/18/7	<p>Finance</p> <p>7.1 To note accounts paid (for which spending approval has already been agreed)</p> <p>The accounts for payments made from the 1st April 2018 - 30th April 2018 were proposed for approval by EM and seconded by JOR. Decision: Unanimously approved.</p>																			

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Date:

List of Payments made between 01/04/2018 and 30/04/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/04/2018	South East Water	DD	19.00	DD	Water [In]
09/04/2018	Corporate Card	Credit C	120.06		Pay Corporate Card
16/04/2018	South East Water	DD	7.00	DD	OSH Water [In]
20/04/2018	J Bryant - Refund OSH Not used	REFUND	35.00	REFUND[Hall Booking]	Refund OSH Booking
23/04/2018	RCJ Property Services	ET461	5,000.00	ET461	Damp Repairs [OSH]
26/04/2018	Viking	ET458	35.10	ET458	Office Consumables
26/04/2018	Stationery Express	ET457	50.00	ET457	Posters/Flyers [APM]
26/04/2018	EDF Energy	ET460	158.20	ET460	St Lighting 01.01>31.03.2018
26/04/2018	Staff Payroll	ET 456	326.73	ET456	April Salary
26/04/2018	Groundscare and Gen Services	ET459	690.00	ET459	Grass Cutting
26/04/2018	RCJ Property	ET462	2,688.00	ET462	Damp Repairs [OSH]
27/04/2018	HMRC	ET455	111.15	ET455	Tax and NI ee's and er's
27/04/2018	Staff Payroll	ET454	802.80	ET454	April Salary
27/04/2018	Sovereign Design	ET476	4,098.71	ET476	30% Interim Balance
30/04/2018	South East Water	DD	19.00	DD	Playing Field Water In
Total Payments			<u>14,160.75</u>		

7.2 Emergency spending to be retrospectively approved.

TH confirmed that he had authorised the emergency spend to instruct a Data protection Officer to work on behalf of the Parish council at the cost of £150 per year.

On 9 May 2018, MPs accepted the government's amendment to exempt all parish councils in England from the requirement to appoint a Data Protection Officer (DPO) under the GDPR. However, parish councils have been advised through KALC that appointing a DPO would be seen as good practice. Therefore, it was agreed that Sandhurst would instruct a DPO for a year and then re-evaluate in 2019.

7.3 To identify additional expenditure for forthcoming month.

There will be an additional spend for OSH flooring. This was discussed under agenda item: 05/18/11

7.4 To receive a budget update and anticipated end of year position.

Not discussed.

7.5 Consider/Approve the level of Account reserves (General and Earmarked Funds)

The parish council evaluated and discussed the following earmarked funds:

Balance at 31/03/18 £22,705.97 (This figure does not include petty cash)

Earmarked 2017/2018:

OSH Damp Wall Repairs £3,580.00
 OSH Damp Wall Repairs – Additional £4,098.00
 Red telephone box refurbishment £3,600.00

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Date:

Container Re-Spray	£1,000.00
Sandhurst Village Maps	£240.00
Playground Equipment	£8,652.84 (£2,732.47 paid Total amount: £11,385.31)
Streetlight - £1,235.00	(£2,496 paid to UKPN)
Total Earmarked	£22,405.84
Balance Remaining	- £300.13

Grant Income (for playground repairs)

Section 106	£4,278.14
KCC	£3,000.00
Total Grant income	£7,278.14

Summary:

Balance 31/3/2018 after Earmarked and expected grant income accounted for: £7,578.27

£4,421.73 of the £12,000.00 reserves used. (OSH Damp wall additional £4,098.00 and additional costs from UKPN £1,306.00 were unforeseen)

Additional Spend 2018/2019:

OSH Flooring -£2,924.00
Bark -£800.00

It was agreed that the councillors would work with the RFO to adjust the budget for 2018/2019 to recover the £4,421.73 deficit taken from the £12,000.00 reserve.

EM proposed that the listed earmarked figures and agreed general reserve of £12,000 for 2018/2019 for approval. This was seconded by CR. **Decision:** Unanimously agreed

7.6 Approve and Sign the Annual return for 2017/2018. The council will discuss and approve the annual return in the following order:

- Annual Governance Statement (This will be read in full at the meeting)
- Accounting Statement 2017/2018

TH read the annual Governance statement in full and the councillor had access to the paperwork and figures prepared and signed by the RFO.

KB raised her concerns at signing the document.

After a discussion the Accounting Governance statement for 2017/2018 and the Accounting statement 2017/2018 was proposed for approval by EM and seconded by JOR. **Decision:** Unanimously agreed

The accounting Governance statement 2017/2018 and the Accounting Statement 2017/2018 was then signed by TH – Chairman and LH – Clerk and the minuting reference and date noted.

7.7 Inform the Council of the National Salary Award 2018/2019 effective from 1st April 2018 (Bulletin from NALC circulated)

All council members present at the meeting acknowledged receipt of the bulletin from NALC outlining the National Salary Award 2018/2019 and it was noted and approved that the Clerk/RFO salary would increase and

Signed:

Date:

	be backdated to the 1 st April 2018.	
05/18/8	<p>Inform and Consider the actions the council need to implement before the new General Data Protection Regulations (GDPR) are implemented on the 25th May 2018.</p> <p>LH stated that Dropbox would be GDPR ready by the 25th May 2018 and confirmed that the council would continue using dropbox to store their data.</p> <p>KB requested that the council look into storing the documents that all councillors need to review in one location in order to reduce the amount of e-mail's that they receive from the Clerk. It was agreed that the council could investigate the ways in which information is received.</p> <p>LH stated that she was in the process of creating e-mail addresses for all councillors in light of the new GDPR regulations.</p> <p>TH confirmed that after a discussion with the RFO it was clear that the security at his home was excellent and compliant under the new GDPR legislation. It was therefore agreed that at present the RFO would continue working from home rather than in the Parish Council Office.</p> <p>TH stated that he was still in discussions with RBS to confirm the best way to share the financial data from the Alpha system to ensure that the Clerk and Councillors had read only access.</p>	
05/18/9	<p>Update on the red telephone box refurbishment/location.</p> <p>LH confirmed that the refurbished red telephone box would be delivered and installed on Tuesday 15th May 2018.</p>	
05/18/10	<p>Update on the new installation of the playground equipment and bark laying</p> <p>LH confirmed that the playground equipment provider, Sovereign had confirmed that the playground slide would be delivered before Friday 18th May 2018.</p> <p>AK stated himself, MC and CR would lay the playground bark after it was delivered from Bourne Amenity in Northiam on Friday 18th May 2018. The Playground would then be re-opened following the laying of the bark.</p>	
05/18/11	<p>Discuss and approve the cost of repairing the OSH Flooring</p> <p>LH confirmed that she had received a quotation from Academy Hardwood Flooring in Bexhill in order to restore and replace the oak flooring in the OSH following repairs to the damp wall in the hall.</p> <p>TH confirmed that Academy Flooring were the only company approached as they had laid the current flooring at a cost of approximately £14,000 and the council needed an exact match to the current flooring. It was considered that approaching another company would cost significantly more.</p> <p>LH stated that the flooring company had advised that we set the new oak flooring into the existing oak and then have the whole floor sanded and lacquered.</p> <p>The quotation costs:</p> <p>To supply and fit approximately 17 m² of unfinished solid oak flooring (150 width). Installation to integrate into existing flooring. Sand flooring to smooth and apply one coat of Bona Primer followed by 2 coats of Bona Commercial lacquer in satin finish to seal.</p>	

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Date:

	<p>Labour and materials @ £100 per m².....£1700.00 plus VAT</p> <p>And</p> <p>Sand remaining 68 m² of flooring and lacquer as above to provide a matching finish to complete floor area.</p> <p>Labour and materials @ £18 m².....£1224.00 plus VAT</p> <p>CR queried whether oiling the floor would have been regarded as a more preferable option to lacquering but following a discussion he was satisfied with lacquering the OSH floor.</p> <p>DL proposed approval of the above costs for £1,700 and £1,224 stating that the OSH was one of the most important facilities in the village. This was seconded by JOR. Decision: Unanimously approved.</p>	
05/18/14	<p>Update the council on the printing of Sandhurst Footpath Maps.</p> <p>TH stated that the new Sandhurst Footpath maps were nearly ready to be printed, KCC were just waiting for additional Sandhurst pictures to add to the maps. TH confirmed that these pictures would be send to Ms Burton at KCC by the end of the week.</p>	
04/18/18	<p>To receive Committee Reports comprising brief updates and requests for items requiring full council approval.</p> <p>18.2 Sports Ground Committee</p> <p>TH stated that plans were underway to install the Cricket club memorial clock at the Pavilion. TH confirmed that he would keep the council updated.</p> <p>18.3 Planning Committee – Nothing to Report</p> <p>18.4 Infrastructure</p> <p>CR confirmed that he had now recruited an additional volunteer to the Sandhurst Speedwatch team.</p> <p>18.5 Allotment Society Update.</p> <p>LH confirmed that the minutes of the last Allotment society meeting had been circulated to all councillors.</p> <p>LH stated that she had contact Town and Country Housing in order to undertake repairs to the fence/post along the perimeter of the Old Orchard Allotment.</p> <p>LH confirmed that the other issues raised at the Allotment meeting were being looked into and she would liaise with JOR and the Allotment representative Gill Hale</p> <p>TH gave LH a laminated copy of the Allotment minutes so she could give them to Gill Hale.</p> <p>18.6 Website Update – Nothing to Report.</p>	

Signed:

Date:

Date of next meeting.

The next Full Parish Council meeting will be at 19.30 on Tuesday 12th June 2018 in the OSH, Sandhurst.

The meeting closed at 21.26

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

Summary of actions:

1. LH to speak to Anna Alexander- Williams at Town and Country Housing in order to set up a meeting to discuss the litter and parking problems at "The Moorings" and Betherinden Cottages.

Signed:

Date: