



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 Tuesday, 14 January 2020

In Attendance:

Cllr D Leggett : Chairman	Mrs C Catt : Clerk & Proper Officer
Cllr C Robinson : Vice-Chairman	Mr A Crocker : Responsible Finance Officer
Cllr M Griggs	
Cllr M Hiscock	KCC Councillor S Holden
Cllr J Oliphant-Robertson	TWBC Councillor G Bland
Cllr K O'Brien	1 Member of Public

Item No	
01/20/01	Apologies for Absence
	<ul style="list-style-type: none"> ▪ Apologies were received from Cllrs Cope, Kerry and Merritt. ▪ Cllr Robinson apologised for his late arrival which was due to a car break-down. ▪ PCSO Humphreys sent his apologies but due to bad weather conditions he was working and unable to attend.
01/20/02	Declarations of Interest
	There were no declarations of interest.
01/20/03	Approval of Minutes
	<p>Those present agreed the minutes of the council meeting held on 10 December 2019 were a true record but it was noted the following amendments should be made:</p> <ul style="list-style-type: none"> ▪ Add Cllr Oliphant-Robertson's name to the list of attendees ▪ The RFO asked for the following amendment under 12/19/04: 'The receipt held against the petty cash will be shown as a payment on the next reconciliation. This will reduce the separate petty cash book to a nil balance'. <p><u>Note</u> : Cllr Robinson was not present when the RFO requested this amendment and, therefore, was unable to comment at the time; however, he does not feel the amendment is necessary as the original minute was accurate. Cllr Robinson has asked for this to be raised at the council meeting on 11 February 2020.</p>

01/20/04	<p>Accounts and Finance & Risk Management</p>
	<p><u>To Approval Accounts</u></p> <ul style="list-style-type: none"> ▪ It was agreed unanimously to approve the list of payments for December 2019 totalling £1939.61. ▪ It was agreed unanimously to approve details of receipts in December 2019 totalling £791.02. ▪ The RFO reported Cllr Robinson had signed the bank reconciliation for the end of December 2019 having made an independent check of the balance online. <p><u>To Approve Precept and Budget for 2020/21</u></p> <ul style="list-style-type: none"> ▪ Cllr Leggett thanked Cllr Robinson, RFO and Clerk for producing various drafts reaching this final position. ▪ Cllr Robinson explained the process of how the £73,900 Precept had been reached and which would give the agreed reserve of £15k (agreed at Council Meeting 10.12.19). He said no major changes had been made to the previous draft which had been presented to the Council Meeting on 10.12.19. ▪ Cllr Oliphant-Robertson proposed the Precept and budget should be approved; Cllr M Hiscock seconded the proposal and it was agreed unanimously by those present. ▪ Cllr Oliphant-Robertson took this opportunity to thank Cllr Leggett, Cllr Robinson, RFO and Clerk for their hard work. ▪ The RFO was asked to formally contact TWBC with the agreed Precept for 2020/21. <p><u>Budget 2019/20</u></p> <ul style="list-style-type: none"> ▪ The RFO asked the Councillors to confirm that any outstanding donations agreed for 19/20 should be paid as soon as possible. Cllr Robinson made the proposal which was agreed by those present. ▪ Cllr O'Brien felt some money should be made available for any repairs necessary to the toilet block prior to a decision being made by the new council. Cllr Robinson said this could come out of contingency funds and the meeting agreed. <p><u>Remuneration Committee</u></p> <ul style="list-style-type: none"> ▪ To approve the recommendations of the Remuneration Committee which met on 12.12.2019: Cllr Leggett reported that following a satisfactory probation period, the Clerk should be paid on a scale point commensurate with clerks of neighbouring councils in receipt of similar precepts – further information is held on file. ▪ The proposal was agreed by all present and will be backdated to 1.9.2019. <p><u>Appointment of Internal Auditors for 2019/20</u> : please note this is an amendment to agenda.</p> <p>Cllr Leggett explained it was best practice to change Internal Auditors every 3 years. The current auditors have been in place for 4 years and so it was time to appoint new Internal Auditors. Councillors were asked to consider the following:</p>

	<ul style="list-style-type: none"> ▪ Auditing Solutions – current internal auditors ▪ David J Buckett ▪ Lionel Robbins <p>Due to a lack of time it was agreed Cllr Leggett, Cllr Robinson, Clerk and RFO will consider the above bring their recommendation to the next meeting.</p>
	<p>PUBLIC FORUM</p>
	<p><u>KCC Cllr Holden</u></p> <ul style="list-style-type: none"> ▪ Parking and speed traffic issues on Back Road have been raised by residents and Cllr Holden having spoken to KCC Highways said no action will be taken as no serious accidents have been reported so Back Road is not a priority from a safety issue. ▪ Other issues mentioned included the erosion of Upper Green caused by buses turning and potholes at Megrims Hill and the entrance to Tanyard. ▪ Cllr Holden spoke about the change in KCC Leader from Paul Carter to Roger Gough who was previously Cabinet Member for Education. Cllr Holden explained he is now Chair of KCC’s Environment & Transport Cabinet Committee. He reported the Committee had agreed to support ‘trees’ as an environmental theme and as a result Cllr Holden was pleased to offer Sandhurst £1,000 for the planting of new trees. Cllr Leggett thanked Cllr Holden and asked the Clerk to liaise with Cllr Holden’s office. <p><u>TWBC Cllr Bland</u></p> <ul style="list-style-type: none"> ▪ Cllr Bland reported rubbish collections have improved but still have not reached a satisfactory level. He explained the new contractors had had issues with some of their trucks which are too wide to access narrow roads. The situation had been exacerbated because when people had complained reserve crews had been used so regular crews were still not aware of the issues. There have been many complaints but the service is improving. <p>Cllr Leggett thanked Cllrs Holden and Bland for attending the meeting and closed the public forum.</p>
01/20/05	<p>Proposal to create an Amenities Committee and its associated working parties</p>
	<p>It was agreed on 10.12.19 to create an Amenities Committee but the Councillors had asked for more time to consider the responsibilities for the individual working groups to make sure the workload was spread evenly but again due to a lack of time, Cllr Leggett asked Councillors to contact the Clerk with suggestions which will be discussed at the next meeting.</p> <p>During a brief discussion the following points were made:</p> <ul style="list-style-type: none"> ▪ Cllr Leggett wondered if the working groups should include one for ‘planning’ as local residents only got involved when they were directly affected. He would like to build expertise in the council and with residents.

	<ul style="list-style-type: none"> ▪ Cllr Griggs suggested there should be 2 councillors appointed to each working group to offer support and cover if necessary. ▪ Cllr Oliphant-Robertson supported reviving a system which unfortunately had broken down to involve local residents and protect assets. She noted previous 'committees' had met 3 times/year reporting back to the main council requesting funding, etc when required. ▪ The Clerk feels the working groups will be vital in producing and costing maintenance plans which will feed into the budgeting process. ▪ Cllr Robinson proposed setting up a Sports & Playground group which he would be happy to lead with Cllr Kerry to start work and get local people involved. New play equipment is needed and it would be good to have input from people using sports field and playgrounds. Cllr Griggs seconded the proposal which was agreed by those present, with exception of Cllr O'Brien who abstained.
01/20/06	<p>Planning Applications : Cllr Oliphant-Robertson</p> <p>Cllr Oliphant-Robertson asked councillors to comment on the following planning application :</p> <ul style="list-style-type: none"> ▪ 19/03001/FULL St Nicholas Church, Church Road, Sandhurst TN18 5NS Change of use from agricultural land to land for use as a graveyard ▪ Cllr Robinson proposed; Cllr Griggs seconded and the rest of the meeting voted in favour of supporting the application.
01/20/07	<p>Correspondence to the Clerk</p> <p><u>Letter from Sandhurst Mental Wellbeing Group</u> This was carried forward from the meeting held on 10.12.2019 due to lack of information.</p> <p>Cllr O'Brien had been asked to contact the Group and gave the following report to the meeting:</p> <ul style="list-style-type: none"> ▪ Whilst, the Group is not a charity, those involved are very interested in mental health and this group was created with a focus on the mental wellbeing of the residents of Sandhurst – currently there are about 30 people on the contact list. The Group is organising various activities and will not charge for the services it provides. A qualified therapist is a member of the Group and brings a professional structure to activities. All members of the Group are volunteers. ▪ Request : to use the Old School Hall once per month for 1.5 hours. It was not clear what the Hall would be used for and Cllr O'Brien will seek further clarification before a decision is made. ▪ As there is a growing focus on mental health and wellbeing the Clerk asked councillors if they were interested in attending KALC's Wellbeing conference on 6 February 2020 - Cllr Oliphant-Robertson agreed and Cllr O'Brien will confirm as soon as possible. <p><u>Planning Webinar</u></p> <ul style="list-style-type: none"> ▪ Cllr Leggett was keen for someone else to 'attend' and Cllr O'Brien agreed to do so and report back to the next meeting.

	<p><u>Memorial Bench</u></p> <ul style="list-style-type: none"> ▪ It was suggested this bench which is on the hardstanding outside The Swan could be moved to the Upper Green to replace the broken bench. ▪ The Councillors agreed with this suggestion and asked the Clerk to make the necessary arrangements.
	Dates of Next Meetings
	<p>11 February 2020 at 19.30 hours 10 March 2020 at 19.30 hours</p>

CATHERINE CATT
Clerk to Sandhurst Parish Council

CC: For Information
County Cllr Seán Holden
Borough Cllr Godfrey Bland
PCSO Simon Humphreys