



**Sandhurst Parish Council**  
**Minutes of the Parish Council meeting held on**  
**11<sup>th</sup> September 2018 at 19.30**

**Present:**

**Councillors in attendance:** Mr T Hannocks (TH) - Chairman, Mr C Robinson (CR), Mr A Kerry (AK), Ms J Oliphant-Robertson (JOR), Mrs K O'Brien (KB) arrived at 20.00, Mrs E Merritt (EM), Mr M Cope (MC)

**Councillors not in attendance:** Mr D Leggett (DL), Cllr H Phillips (HP).

**Tunbridge Wells Borough Councillor:** Cllr G Bland (GB).

**Kent County Councillor:** Not in attendance.

**Members of the Public:** None.

**Clerk:** Lisa Hale (LH).

**RFO:** Alan Crocker (AC).

	Item	Action
09/18/1	<p><b>To accept apologies and reason for absence.</b></p> <p>Cllr D Leggett sent his apologies for absence. The reason for absence was noted by the Clerk.</p>	
09/18/2	<p><b>Declarations of Interest on items on the agenda.</b></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>TH - Chairman made the following statement to the council:</p> <p>TH explained that a resident in the village had made a complaint to the council in July 2018, which had kept him away from his duties. The council had now completed its investigation, but a complaint has also been logged with the TWBC Monitoring Officer. Following advice from the Monitoring Officer, TH confirmed that he was allowed to continue with his duties on the council.</p>	
09/18/3	<p><b>To approve the minutes of the Parish Council Meeting of the 10<sup>th</sup> July 2018 and the Extraordinary Meeting of the 14<sup>th</sup> August 2018.</b></p> <p>The Full Council Meeting minutes of the 10<sup>th</sup> July 2018 and the Extraordinary Meeting of the 14<sup>th</sup> August 2018 were proposed for approval by CR and JOR. <b>Decision:</b> The minutes were unanimously approved and signed by the Chairman as a correct record.</p>	
09/18/4	<p><b>4.1. To receive a report from the nominated TWBC Borough Councillor.</b></p> <p>GB informed the council that the TWBC planning policy Committee are meeting every two weeks to review twenty five policies.</p> <p>LH confirmed that Sandhurst Parish Council Local Plan workshop was scheduled to be held on 31<sup>st</sup> October 2018. LH agreed to officially invite the Hawkhurst and Sandhurst Brough Councillors.</p> <p>GB confirmed that the Hawkhurst Neighbourhood plan would take precedence over the TWBC Local Plan.</p>	<b>LH</b>

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GB confirmed that the planning application: 18/02225/OUT, Land west of Pinyons in Sandhurst would be automatically called in by the TWBC Planning Committee for decision.

GB stated that he would request for the final planning decision on application 18/02225/OUT to be made after the Sandhurst Local plan Workshop on the 31<sup>st</sup> October 2018.

TH asked GB to provide information on the costs incurred by TWBC if they appeal planning applications.

GB stated that he was aware that there had been no interest from residents to produce a neighbourhood plan a few years ago, but he would like to see Sandhurst developing a village plan in the future.

LH asked GB to chase the section 106 monies for approximately £4,000. The original report was sent into TWBC in February 2018.

**4.2. To receive a report from Kent County Councillor Sean Holden.**

Not in attendance.

GB

GB

**09/18/5** **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.**

There were no members of the public in attendance.

**09/18/6** **Matters arising from the minutes, which are not covered elsewhere and correspondence received by the Parish Clerk.**

**Clerk Correspondence List:**

<b>Correspondence From</b>	<b>Details</b>	<b>Action</b>
1. 24/08/2018 Kate Jelly (TWBC)	Invitation to Sandhurst Parish Council to the TWBC Local plan workshop scheduled to be held on the 31 <sup>st</sup> October 2018 between 10-1pm	
2.4/09/18	LH confirmed that the second "Tommy" silhouette had been ordered from the British Legion.  It should be delivered in the next couple of weeks and will be positioned next to the beacon at St Nicholas Church	LH to complete the Members Grant form, to claim back £250

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Date:

	3. Evolis	Information received on Evolis radar speed signs:  £1399 – the Evolis mains/street light pack  £1799 – The Evolis Solar Pack	Discuss the purchase during precept discussions.		
	4. 5/09/18  Venkata Vemuir – Rag Solutions Ltd	Provision of Clothes banks/recycling points  £400 per tonne of clothes collected or standard rental £70 per month.	Place on the October 2018 Full Council Agenda.		
	5.10/09/2018  Peter Pring - Wasteway	LH stated that human faeces had been smeared over the new playground tower.	LH confirmed that wasteway would professional clean the playground equipment on Wednesday 12 <sup>th</sup> September 2018/		
	Dunks Cottage	Work still ongoing to the property and access via the Upper Green is still being used.	Letter to be sent to resident		
09/18/7	<p><b>Finance</b></p> <p><b>7.1 To note accounts paid (for which spending approval has already been agreed)</b></p> <p>The accounts for payments made from the 1<sup>st</sup> July 2018 – 31<sup>st</sup> July 2018 and the 1<sup>st</sup> August 2018 -31<sup>st</sup> August 2018 were proposed for approval by AK and seconded by JOR. <b>Decision:</b> Unanimously approved.</p>				

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Date:

1<sup>st</sup> July 2018 – 31<sup>st</sup> July 2018:

Date: 02/08/2018

Sandhurst PC

Page 1

Time: 12:12

Cashbook 1

User: AJC

Current Bank A/c

Payments made between 01/07/2018 and 31/07/2018

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
10/07/2018	Benenden Heating	ET511	150.60		25.10	4005	400	125.50	Boiler Service OSH
10/07/2018	Viking	ET512	104.24		17.37	6060	600	86.87	Miscn Stationery
10/07/2018	Cheeseman and Son	ET513	458.00		63.00	4005	400	395.00	OSH Heating Issues
10/07/2018	csm.live	ET514	101.70		16.95	3020	300	84.75	New Signage [PF]
10/07/2018	Satswana	ET515	180.00		30.00	6155	600	150.00	DPO Services
16/07/2018	Frittenden Parish Council	ET516	82.50			6150	600	82.50	Contribution Speedwatch Calibr
16/07/2018	Clip Systems Ltd	ET517	312.00		52.00	3005	300	260.00	Pav Cleaning 20 x 13
16/07/2018	Klip Systems Limited	ET518	78.00		78.00	515	999		VAT only erroneous inv
16/07/2018	K P Stephenson	ET519	118.54			4005	400	118.54	OSH Maintenance Work
16/07/2018	Groundscare and Gen Services	ET520	2,430.00		405.00	3015	300	2,025.00	01.06;15.06;29.06;1
16/07/2018	EDF Energy	ET521	159.28		7.59	7000	700	151.69	01.04 > 30.06.18
16/07/2018	K Jones Electrical	ET522	172.44		28.74	4015	400	143.70	Electrical Issue OSH
26/07/2018	Playsafety Limited	ET523	193.20		32.20	3030	300	161.00	Annual Inspection
26/07/2018	Playsafety Limited	ET524	72.00		12.00	3030	300	60.00	Checklist
26/07/2018	Charles Newton	ET525	50.00			1035	100	50.00	Refund Deposit OSH
27/07/2018	Alan Crocker	ET526	17.35			6070	600	17.35	Postage
27/07/2018	Staff Payroll	ET526A	444.32			6020	600	555.32	July Salaries
						6025	600	-111.00	July Salaries
27/07/2018	HMRC	ET527	263.70			6025	600	263.70	NI and Tax July 2018
27/07/2018	Staff Salaries	ET528	964.16			6020	600	1,093.09	July 2018
						6025	600	-128.93	July 2018
27/07/2018	Corporate Card	Pay Card	20.96			256		20.96	To Pay Corporate Card
30/07/2018	Information Commissioners Offi	DD	35.00			6155	600	35.00	Registration Payment
31/07/2018	Hurstway	ET529	3,232.80		538.80	3051	300	2,694.00	Clock Sandhurst Pavilion
<b>Total Payments:</b>			9,640.79	0.00	1,306.75			8,334.04	

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**1<sup>st</sup> August 2018 – 31<sup>st</sup> August 2018:**

Date	Payee Name	Column1	Reference	£
09/08/2018	Corporate Card		Crd	97.28
10/08/2018	SWCAA Allotment Insurance		ET533	80.00
10/08/2018	Viking		ET534	15.32
10/08/2018	Groundscare and Gen Services		ET535	1,770.00
20/08/2018	Academy Flooring		ET537	2,368.80
20/08/2018	Glasdon UK		ET538	142.44
20/08/2018	Viking		ET539	44.84
31/08/2018	Staff Payroll		ET530	444.32
31/08/2018	RFO – Postage		ET530B	1.30
31/08/2018	August Payroll		ET531	979.26
31/08/2018	HMRC		ET532	263.70
		Total Payments:		6,207.26

**7.2 Emergency spending to be retrospectively approved**

The additional seven hours worked by the Clerk in July/August on the complaint was proposed for approval by AK and seconded by CR and signed by the Chairman. **Decision:** Unanimously approved.

**7.3 To identify additional expenditure for forthcoming month**

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	<p>None</p> <p><b>7.4 To receive a budget update and anticipated end of year position.</b></p> <p>AC confirmed that CR had authorised the reconciliation for July/August 2018.</p> <p>AC stated that the estimated end of year figure is approximately £10,464. AC confirmed that £4,500 had been recovered from VAT and a VAT amount of £2,030 was still waiting to be reimbursed.</p> <p>AC stated that the following invoices had been received for work completed: re-spraying the containers, village maps and the OSH flooring. The council were still waiting for invoices from Streetlight; Xconnect (Telephone box).</p> <p>LH stated that the streetlights invoice had been received and would be paid once the streetlight on Bodiam Road/Queen Street was working.</p> <p>CR/TH stated that they would carry out a full review of the finances before the next meeting.</p> <p><b>7.5 Approve the asset Register</b></p> <p>Following a review of the asset register, additional items were identified: The new Telephone box, playground equipment; the cricket clock. LH confirmed that she would update the asset register and the changes would be presented to the council at the next meeting.</p>	<p>CR/TH</p> <p>LH</p>
<p><b>09/18/8</b></p>	<p><b>Discuss options for the Christmas tree provider 2018.</b></p> <p>It was agreed that LH would request prices from three suppliers for a 20ft Christmas tree. The prices will be presented at the October Full Council Meeting.</p> <p>The council agreed that the Christmas meal would be held on Tuesday 4<sup>th</sup> December 2018 at “The Swan” following the precept Meeting.</p>	<p>LH</p>
<p><b>09/18/9</b></p>	<p><b>Adopt and approve the GDPR documents which the council have been advised to use by Satswana (DPO):</b></p> <p><b>Employee Privacy Notice; Councillor Privacy Notice; Data Breach Procedures; Document Retention Policy; Habitual Vexatious Complaints-Telephone; Habitual and Vexatious Complaints; Privacy Notice for Suppliers; Recruitment Policy Notice; Subject Access: How to access records; Subject Access: Request Form.</b></p> <p>CR highlighted amendments that need to be made to the above policy documents. It was agreed that LH would allocate two GDPR documents to each councillor which would then be reviewed by the October Full Council Meeting.</p> <p><b>9.1 Distribute the new councillor e-mail addresses.</b></p> <p>LH confirmed that the new councillor e-mail addresses had been circulated.</p> <p><b>9.2 Discuss and agree how the council will manage the historic paper documents in line with GDPR requirements.</b></p> <p>LH explained that there was a large amount of historic paper work that required sorting, filing and archiving/shredding. After a discussion it was agreed that LH would sort through one box and report back to the council at the next Full Council Meeting, detailing the type of documentation that was found.</p>	<p>LH</p> <p>LH</p>

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	<p><b>9.3 Discuss actions the council need to undertake to make the council office GDPR compliant.</b></p> <p>It was agreed that the council would discuss the actions that the council would need to undertake to make the Office GDPR compliant at the next Full Council Meeting.</p>	
09/18/10	<p><b>Discuss the findings of the RoSPA playground report 2018 (Circulated)</b></p> <p>It was agreed that LH would produce a list of recommendations following the findings of the RoSPA 2018 report which would be discussed at the next Full Council Meeting.</p>	LH
09/18/11	<p><b>Update on ongoing problems with Biffa and the collection of dog waste/Litter.</b></p> <p>LH described the ongoing problems that she had encountered with Biffa and circulated a report outlining alternative dog waste/litter suppliers.</p> <p>After a discussion it was agreed that LH would write to the Chief Executive of Biffa on behalf of the council in order to resolve the problems the council have encountered this year.</p>	LH
09/18/12	<p><b>Discuss and agree on the dates to hold the APM in 2019.</b></p> <p>LH confirmed that the Annual Parish Meeting could be held between 1st March – 1<sup>st</sup> June. However, the County and Borough Councillors would be unable to present at the meeting as they would be in purdah in the election year.</p> <p>Following a discussion, it was agreed that the APM in 2019 would be held on the 2<sup>nd</sup> April, but residents would only receive a report from the Chairman. No guest speakers would be invited.</p>	
09/18/13	<p><b>Discuss and confirm the date for the next village litter pick.</b></p> <p>It was agreed that the next village litter pick would be held on Saturday 27<sup>th</sup> October 2018. Meeting at “The Swan” at 8.00am for an 8.30am start.</p> <p><i>(It was confirmed after the meeting that a complimentary bacon sandwich and tea/coffee would be provided by “The Swan”)</i></p> <p>LH agreed to inform TWBC of the litter pick date and arrange printing of the posters/leaflets.</p>	LH
09/18/14	<p><b>Discuss the purchase of a replacement defibrillator at the Sports Ground.</b></p> <p>LH confirmed that a letter requesting a donation from the organisations who used the Sports Ground has been sent, but no return correspondence had been received.</p> <p>CR stated that there were no available funds in this financial year to purchase a replacement defibrillator.</p> <p>AK stated that the Sports Ground was the most important location in the village to house a defibrillator.</p> <p>It was agreed that LH would produce a donations poster, to help fund the replacement defibrillator.</p>	LH

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09/18/15	<p><b>To receive Committee Reports comprising brief updates and requests for items requiring full council approval.</b></p> <p><b>15.1 Sports Ground Committee Discuss the request for a cigarette bin at the Sports Ground and discuss the clearing of storage benches.</b></p> <p>Following a discussion, it was agreed that no cigarette bins would be provided at the Pavilion.</p> <p>It was agreed that LH would place the clearing of storage benches at the pavilion on the next Sports Ground Committee Agenda.</p> <p>LM/LH discussed the ongoing problems with bin waste at the Old School hall and the Pavilion. It was agreed that LH would contact TWBC to find out the cost of providing a bin service at the OSH.</p> <p><b>15.2 Infrastructure</b></p> <p>CR confirmed that the speedwatch team had carried out two sessions during the last month.</p> <p>CR stated that two additional speedwatch sites in Sandhurst had now been approved.</p> <p><b>15.3 Transport Accessibility Group Update</b></p> <p>MC updated the council on the issues that were discussed at the Transport Accessibility Group</p> <p><b>15.4 Allotment Society Update.</b></p> <p>JOR confirmed that there was an Allotment Society meeting held on the 29<sup>th</sup> August 2018, but unfortunately, she was unable to attend.</p> <p>LH confirmed that the minutes of the meeting held on the 29<sup>th</sup> August had been distributed to the councillors.</p> <p>LH confirmed that the invoices and updated contract would be sent to the allotment holders by the end of September 2018.</p> <p><b>15.5 Website Update</b></p> <p>It was agreed that the Defibrillator donation poster should be placed on the Sandhurst Parish Council website.</p>	<p>LH</p> <p>LH</p>
	<p><b>Date of next meeting.</b></p> <p>The next Full Parish Council meeting will be at 19.30 on Tuesday 9<sup>th</sup> October in the OSH, Sandhurst.</p> <p>The Next Planning Committee Meeting and Sports Ground Committee Meeting will be held on Tuesday 25<sup>th</sup> September 2018</p> <p>The meeting closed at 21.45.</p>	

Website: [www.sandhurst-kent-pc.gov.uk](http://www.sandhurst-kent-pc.gov.uk)

**Summary of actions:**

1. LH to officially invite the Hawkhurst and Sandhurst Brough Councillors to the Sandhurst TWBC Local plan workshop.

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2. GB to request for the final planning decision planning application 18/02225/OUT to be made after the Sandhurst Local plan Workshop on the 31<sup>st</sup> October 2018.
3. GB to chase the section 106 monies for approximately £4,000.
4. CR/TH to carry out a full review of the finances before the next meeting.
5. LH to update the asset register and the changes would be presented to the council at the next meeting
6. LH to request prices from three suppliers for a 20ft Christmas tree. The prices will be presented at the October Full Council Meeting
7. LH to allocate two GDPR documents to each councillor to be reviewed by the October Full Council Meeting.
8. LH to sort through one box of historic paperwork and report back to the council at the next Full Council Meeting, detailing the type of documentation that was found.
9. LH to produce a list of recommendations following the findings of the RoSPA 2018 report which would be discussed at the next Full Council Meeting
10. LH to write to the Chief Executive of Biffa on behalf of the council in order to resolve the problems the council have encountered this year.
11. LH to inform TWBC of the litter pick date and arrange printing of the posters/leaflets.
12. LH to place the clearing of storage benches at the pavilion on the next Sports Ground Committee Agenda.
13. LH to contact TWBC to find out the cost of providing a bin service at the OSH.

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Date: