



# 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, 10 December 2019

### 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 Cope	
Cllr M Griggs	TWBC Cllr G Bland
Cllr A Kerry	PCSO S Humphries
Cllr E Merritt	
Cllr K O'Brien	
Cllr J Oliphant-Robertson	

<b>Item No</b>	
12/19/01	<b>Apologies for Absence</b>
	Apologies were received from Cllr M Hiscock.
12/19/02	<b>Declarations of Interest</b>
	There were no declarations of interest specific to this meeting.
12/19/03	<b>Approval of Minutes</b>
	Cllr Robinson proposed; Cllr Griggs seconded and those present agreed the minutes were a true record of the Parish Council meeting held on 12 November 2019.
12/19/04	<b>Accounts and Finance &amp; Risk Management</b>
	<u>Accounts</u> <ul style="list-style-type: none"> <li>▪ Cllr Merritt proposed; Cllr Robinson seconded and those present approved the accounts for payment subject to the RFO correcting the reports concerning the surplus petty cash paid into the current account.</li> <li>▪ The receipts for November 2019 were agreed subject to the reports concerning the surplus petty cash being corrected by the RFO.</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ The reconciliation of the Council's accounts to the end of November 2019 have been checked online by Cllr Robinson who also signed the hard copies.</li> </ul> <p><u>Final comments on the draft budget 2020/21</u></p> <ul style="list-style-type: none"> <li>▪ Cllr Leggett thanked Cllr Robinson, the RFO and Clerk for their hard work in preparing the draft budget for 2020/21.</li> <li>▪ Cllr Robinson explained how the Precept figure had been arrived at and why there were some changes to the figures presented on 12.11.2019.</li> </ul> <p>The Councillors discussed the following key areas:</p> <ul style="list-style-type: none"> <li>▪ Pavilion Carpark £12k – this is discretionary expenditure and Councillors discussed the possibility of using this money to carry out only work that was necessary, such as filling in the pothole at the entrance to the carpark. Councillors noted that to completely tarmac the carpark it would be necessary to take out a loan. It was agreed to leave £12k in the budget.</li> <li>▪ Neighbourhood Plan – it was agreed to put £500 in the budget.</li> <li>▪ Toilet block – there is no money in the budget as a decision needs to be made about the future of the toilet block such as whether new toilets could be incorporated into the Sports Pavilion.</li> <li>▪ Donations – Cllr Robinson explained the figure for donations had been amalgamated so Councillors would be able to decide which organisations to support.</li> <li>▪ Reserves – Cllr Robinson proposed a £15k reserve which means the increase in the Precept will be less than 10%. Councillors agreed this was a reasonable amount to hold in reserve.</li> <li>▪ Cllr Leggett reminded those present that the Remuneration Committee had not yet met to discuss salaries for 2020/21 and this was likely to impact on the budget. It was agreed Cllr Leggett, Cllr Robinson and Cllr Merritt would meet as soon as possible.</li> <li>▪ Cllr Leggett expressed grave concerns about the Old School Hall's maintenance especially the guttering and drains which have lead to damp problems. He proposed advice should be taken and Cllr Robinson proposed using money in 2019/20 budget to seek advice. The Clerk was asked to contact suitable companies.</li> </ul> <p><u>Finance &amp; Risk Management</u></p> <ul style="list-style-type: none"> <li>▪ Councillors acknowledged the requested changes had been made and approved the updated Financial Risk Assessment.</li> </ul>
12/19/05	<p><b>Proposal to create an Amenities Committee and its associated working parties</b></p>
	<ul style="list-style-type: none"> <li>▪ The Clerk had circulated a proposal to create an Amenities Committee and its associated working parties to oversee the condition and activity (where appropriate) of the Parish Council's assets.</li> </ul> <p>The proposal was discussed by the Councillors:</p> <ul style="list-style-type: none"> <li>▪ Cllr Leggett supported the creation of an Amenities Committee</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Cllr Robinson asked for clarification about expenditure and the Clerk explained the Working Parties would make recommendations to the Amenities Committee which would then seek authority to spend from a full Parish Council meeting.</li> <li>▪ The Clerk explained a 3-year rolling business plan was required and seeking volunteers from the local community to join the Working Parties would increase capacity. Three local people have already expressed an interest.</li> <li>▪ Cllr O'Brien had concerns about increasing peoples' work loads.</li> <li>▪ Cllrs Griggs and Kerry were in favour of the proposal.</li> </ul> <p>As the majority of Councillors agreed with the proposal it was agreed to look at the areas of responsibility for the Working Groups and nominate lead councillors at the next meeting.</p>
12/19/06	<b>Planning Applications : Cllr Jill Oliphant-Robertson</b>
	<p>To comment on the following applications:</p> <ul style="list-style-type: none"> <li>▪ <b>19/02881/FULL</b> Two storey side extension Ringle Cottage, Rye Road, Sandhurst TN18 5JQ</li> </ul> <p>Cllr Oliphant-Robertson asked for comments: It was agreed this was a sensible application – Cllr Kerry proposed; Cllr Merritt seconded and all agreed to support the application.</p> <ul style="list-style-type: none"> <li>▪ <b>19/03280/FULL</b> Demolition of existing conservatory and erection of single storey extension Sponden House, Sponden Lane, Sandhurst TN18 5NR</li> </ul> <p>Cllr Oliphant-Robertson asked for comments: It was noted the extension was identical to the existing footprint and would not be seen. Cllr Merritt proposed; Cllr Robinson seconded and all agreed to support the application.</p> <ul style="list-style-type: none"> <li>▪ <b>19/03429/FULL</b> Proposed garden room extension and front porch The Swan, Queen Street, Sandhurst TN18 5HY</li> </ul> <p>This application was received on 9.12.2019 and as comments are required by 27.12.2019 Cllr Oliphant-Robertson asked Councillors for their comments: Cllr Kerry proposed to support the application as he felt the villagers did not want to lose the pub and this meant money needed to be spent on improvements. Cllr Merrett seconded the proposal to support the application and the Councillors present agreed.</p>
	<b>Public Forum</b>
	<p>Cllr Leggett invited Cllr Bland and PCSO Humphries to address the meeting:</p> <p>Cllr Bland explained due to purdah there was little to report except the consultation of the draft Local Plan had closed. The consultation had</p>

	<p>received a good response. The results of the consultation will be analysed and included in a revised plan which will be available early 2020.</p> <p>PCSO Humphries said a car had been stolen from the forecourt of the farm shop because keys had been left in the vehicle. He asked Councillors to spread the word:</p> <ul style="list-style-type: none"> <li>▪ Do not leave keys in vehicle</li> <li>▪ Do not leave engine running</li> </ul> <p>He asked Councillors to remind people not to leave their properties in the dark if they are at work or away as there has been an increase in burglaries between 16.00 – 18.00 hours. He also advised that people should mark and register valuables.</p>
12/19/07	<b>Correspondence to the Clerk</b>
	<ul style="list-style-type: none"> <li>▪ Letter from Sandhurst Mental Wellbeing Group Following discussion the Councillors felt they needed more information and will revisit the request in January 2020.</li> </ul> <p>Cllr Merritt asked the Councillors to thank the people who had been involved in putting up the Christmas Tree.</p>
	<b>Dates of Next Meetings</b>
	<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