



PARISH COUNCIL OF SANDHURST, KENT

MINUTES

Full Council Meeting held in the Old School Hall, Sandhurst on Tuesday 11th February 2020 commencing at 7.30pm

In attendance: Cllr David Leggett [Chairman] [DL]; Cllr Mark Griggs [MG]; Cllr Mary Hiscock [MH]; Cllr Adam Kerry [AK]; Cllr Liz Merritt [EM]; Cllr Kelly O'Brien [KOB]; Cllr Christopher Robinson [CR]; Cllr Jill Oliphant-Robertson [JOR]; RFO Alan Crocker and 1 member of the public.

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| Item No | |
| 02/20/01 | Apologies for Absence |
| The Clerk had received apologies for absence from Borough Cllr Godfrey Bland and PCSO Humphreys. The Clerk was unable to attend owing to incapacity through illness and in her absence the minutes of this meeting were prepared by the RFO Alan Crocker. | |
| 02/20/02 | Declarations of Interest |
| To receive Declarations of Interest on Agenda items and Members are reminded that they must inform the Monitoring Officer of any changes to their Notification of Disclosable Pecuniary Interests. | |
| No declarations of interest were declared | |
| 02/20/03 | Approval of Minutes |
| To resolve that the Minutes of the meeting of the Council held on 14 January 2020 and distributed to Members with this Agenda are a correct record of the meeting. Members are reminded that the only issues relating to the minutes that can be discussed is their accuracy. | |
| The meeting would not agree the minutes of the previous meeting held on 14 January 2020 in view of the fact that 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 cash book to a nil balance'. Cllr Robinson was not present when the RFO requested this amendment and therefore he does not feel the amendment is necessary as the original minute was accurate. The RFO was not prepared to argue the matter. The Chairman will task The Clerk with reverting the minutes to what was previously recorded and the amended minutes will be carried forward for approval at the next meeting. | |
| 02/20/04 | Accounts and Finance & Risk Management |

Accounts**Approve accounts for payment**

Approval for the payment of the undermentioned accounts was proposed by CR and seconded by EM and agreed by full council unanimously.

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|------------|-------------------------------------|--------|---------|--------|-----------------------------------|
| 03/01/2020 | Business Stream .co.uk | DD | 75.33 | DD | OSH Waste Water 10.06 to 12.12 |
| 10/01/2020 | Lloyds Bank Limited | DD | 3.00 | DD | Corp Card Fee |
| 16/01/2020 | Castle Water Nat Assoc of | DD | 33.18 | DD | PF Water [In] |
| 16/01/2020 | Local Councils | ET737 | 19.99 | ET737 | Local Council Brochures |
| 16/01/2020 | South East Water Kent Assoc of | ET735 | 148.11 | ET735 | Allotments Water In |
| 16/01/2020 | Local Councils Stationery | ET738 | 21.50 | ET738 | Good Cllr Training Guides |
| 16/01/2020 | Express | ET733 | 22.00 | ET733 | Stationery |
| 16/01/2020 | EDF Energy Groundscare and | ET734 | 216.48 | ET734 | Street Lighting |
| 16/01/2020 | Gen Services Groundscare and | ET736 | 1000.00 | ET736 | Allotments - clear debris |
| 16/01/2020 | Gen Services Groundscare and | ET736 | 200.00 | ET736 | Allotment Debris Clearance |
| 16/01/2020 | Gen Services | ET736A | 420.00 | ET736A | Hedge Cutting in Parish |
| 16/01/2020 | TLC [Tun Wells] Martin Gordon IT | ET739 | 11.28 | ET739 | Connector [Christmas Lights] |
| 16/01/2020 | Support | ET740 | 63.00 | ET740 | GDPR discussion |
| 16/01/2020 | Martin Gordon KSS Air | ET740A | 42.00 | ET740A | Remove password old laptop |
| 16/01/2020 | Ambulance | ET743 | 250.00 | ET743 | Donations |
| 23/01/2020 | St Nicholas PCC Sandhurst | ET745 | 500.00 | ET745 | St Nicholas PCC |
| 23/01/2020 | Primary | ET744 | 80.00 | ET744 | Donation |
| 23/01/2020 | Victim Support Royal British | ET742 | 50.00 | ET742 | Donation |
| 24/01/2020 | Legion Staff Payroll | ET741 | 83.00 | ET741 | Donation |
| 24/01/2020 | January Staff Payroll | ET747 | 456.03 | ET747 | Staff Payroll January |
| 24/01/2020 | January | ET748 | 1724.9 | ET748 | ET748/FC |
| 24/01/2020 | HMRC | ET746 | 813.20 | ET746 | Tax and NI |
| 31/01/2020 | British Gas | DD | 457.27 | DD | OSH19.10.19-17.01.20 |
| | | | 6690.24 | | |

Receive details of receipts in January 2020

Full council approved the receipts report.

Receive the reconciliation of the Council's accounts to the end of January 2020 and discuss forecast to year end

The RFO presented his report on the forecast to the year-end which reveals an estimated year-end balance of £24,552. With only a couple of months to the year-end the meeting discussed some of the more significant spends which could improve the figure but CR felt that the reported figures should stay as reported.

The RFO reported that the long outstanding Jane Coleman School of Dance account in the sum of £300.00 had now been paid via the solicitor dealing with her estate.

There are now two term accounts outstanding from Claremont School in the total sum of £1700. CR tasked the RFO with pursuing the accounts as no formal notice had been given to the PC that the facilities were no longer being used. CR also tasked the RFO to ensure that notice was given to the PC when accounts were overdue. The PC were aware that both these accounts had been outstanding as they had been discussed on a number of occasions.

Appointment of Internal Auditors for 2020/21

Appointment of Internal Auditor following recommendations from Cllr Leggett, Cllr Robinson, RFO and Clerk.

Cllrs Leggett and Robinson together with the RFO had met with Mr Robbins earlier in the day.

They relayed their observations to the meeting and after discussion the meeting agreed that Mr Robbins be appointed as the internal auditor for the financial year ending 31st March 2020.

The RFO was concerned with the late timing of the change of auditor not being discussed until February 2020. The existing auditor had contacted the RFO who had relayed the information to The Clerk with suggested dates for the interim audit in mid-March. No reply was received and no notice given in September 19 that we would not be using the existing auditors. The Chairman agreed that he would task The Clerk with sending an apology.

02/20/05

Proposal to create an Amenities Committee and its associated working parties

The Chairman led the discussions on the agreement to create an Amenities Committee. He produced a draft of the suggested relevant working groups and the names of the lead Councillor and deputy Councillor for each group.

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|---|-------------------------|--------------|----------|
| | | | Agreed |
| Sports & Playgrounds | Cllr Robinson | Cllr Kerry | 14.01.20 |
| Old School Hall & Car Park | Cllr Oliphant-Robertson | | |
| Village Green, Clock Tower & War Memorial | Terry Hannocks | AN Other | |
| Allotments, Defibrillators & Street Lighting | Cllr Hiscock | Cllr Cope | |
| Planning Issues & Applications | Cllr Griggs | Cllr O'Brien | |

The Chairman requested that Cllrs reflect on the suggestions. Final relevant working groups would be decided at the March meeting.

In response to a question from Cllr O'Brien it was explained that the individual groups would not have a budget but rather a responsibility to review the areas covered by their group and bring any issues or proposals to the attention of full Council. Part of the idea is for each group to establish individual contacts within the village to enable more involvement between the village and the Parish Council.

02/20/06

Planning Applications

No planning applications had been received for comment

02/20/07

Correspondence to the Clerk & Points of Information

Sandhurst Mental Wellbeing Group

Cllr OBrien led the discussions and outlined the high profile focus on mental wellbeing in the community and the initial idea would be for a wellbeing group to be formed and ultimately linked with an Alzheimer's drop in centre. A lengthy debate ensued. It is apparent that some 6 plus persons may use the facilities initially, included in the group would be two organisers and a trained therapist. Ultimately it was agreed by full council that for an initial period of 3 months that, subject to hall availability, the OSH could be used by them, free of charge, with a review at the end of this period. Without being judgemental JOR did raise the issue that in her view and with her personal experiences with an Alzheimer's sufferer was the OSH a suitable venue. DL would also like The Clerk to ensure that there would be no issues in holding an event of this nature on our premises from a liability prospective. The PC also has a concern of creating a precedent whereby they have always charged charities for use of the facilities.

A recent wellbeing conference attended by JOR and KOB endorsed the actions of this group in taking wellbeing to the grass root level. The groups will provide case studies. Other parishes have been involved with various initiatives e.g. 'Capel Cares'.

KOB was tasked with producing a paper summarising the overall proposals in readiness for the March meeting.

KOB was tasked with liaising with The Clerk to suggest that they 'guest speak' at the APM.

AOB

Area Litter Pick 21st March 2020

The Clerk tasked to provide flyers.

SPEEDING

JOR raised the issue of the speed of cars on the main A268 past Burnt House Close, and stated that there have been a number of near misses.

The Chairman stated that the PC has no jurisdiction over speed on the roads. The matter had been raised at County level. CR confirmed that the parish has an active speed watch group and that any residents are most welcome to join.

ALLOCATION OF TREES IN THE PARISH

The Chairman revisited the offer of a grant for £1000.00 from County for the planting of trees in the parish.

He wanted to establish a strategy for the project.

The meeting agreed that the PC would involve the Horticultural Society in the programme and that DL would write to them in outline terms for suggestions as to criteria for example:

Pot or Bare Rooted

Size whips or older or various

Species

Limitation of the cost of each tree

Evergreen/Deciduous

Positions

Exclusion of any area or site

Numbers for public, domestic sites

Who plants and how – materials required

Management of bids for trees

Involvement of primary school children

Responsibility for ongoing care and maintenance.

The Chairman agreed that this would be for discussion at the next meeting, giving due consideration to the above. He requested that Councillors bring a list of ideas to the next meeting.

Diary Dates & Actions to be Taken

- 21 March : Spring Clean
- 7 May : Elections
- 19 May : Annual Parish Council Meeting – Election of Chairman
- 23 June : Annual Parish Meeting

The meeting was closed by the Chairman at 8.35pm

Dates of Next Meetings

10 March 2020 at 19.30 hours

14 April 2020 at 19.30 hours

ALAN CROCKER

RFO to Sandhurst Parish Council

CC: For Information

County Cllr Seán Holden

Borough Cllr Godfrey Bland