



Sandhurst Parish Council
Minutes of the Parish Council meeting held on
10th July 2018 at 19.30

Present:

Councillors in attendance: Mr D Leggett (DL) – Acting Chairman, Mr C Robinson (CR), Mr A Kerry (AK), Ms J Oliphant-Robertson (JOR), Mrs K O’Brien (KB) arrived at 20.00.

Councillors not in attendance: Mr T Hannocks (TH), Mrs E Merritt (EM), Cllr H Phillips (HP). Mr M Cope (MC).

Tunbridge Wells Borough Councillor: Cllr G Bland – Arrived at 19.35.

Kent County Councillor: Not in attendance.

Members of the Public: Two.

Clerk: Lisa Hale (LH).

RFO: Alan Crocker (AC).

	Item	Action
07/18/1	<p>To accept apologies and reason for absence.</p> <p>Cllr T Hannocks and Cllr E Merritt sent their apologies for absence. The reason for absence was noted by the Clerk.</p>	
07/18/2	<p>Declarations of Interest on items on the agenda.</p> <p>The Acting Chairman asked if there were any interests to declare.</p> <p>AK declared an interest in Sandhurst Football Club.</p> <p>JOR declared an interest in the planning application 18/01631/FULL and did not participate in discussions and abstained from voting as Chairman of the Planning Committee.</p>	
07/18/3	<p>To approve the minutes of the Parish Council Meeting and the Annual General Meeting of the 12th June 2018.</p> <p>The Full Council Meeting minutes of the 12th June 2018 were proposed for approval by CR and JOR. Decision: The minutes were unanimously approved and signed by the Acting Chairman as a correct record.</p>	
07/18/4	<p>4.1. To receive a report from the nominated TWBC Borough Councillor.</p> <p>GB stated that the draft Local Plan would be circulated at the end of September, beginning of October and indicated that the Parish Council’s would be invited to attend workshops in the next 6-7 weeks.</p> <p>GB explained that TWBC planning Department were in the final stages of producing the Local plan and they were also finalising the planning policies for riding schools, flood lighting, telecommunication and ancient woodland.</p> <p>GB confirmed that TWBC planning were looking to identify 13,000 houses for the whole borough. This may include the new garden village which would accommodate 2,500-5,000 houses.</p>	

Signed:

Date:

	<p>4.2. To receive a report from Kent County Councillor Sean Holden.</p> <p>Not in attendance.</p>																						
07/18/5	<p>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.</p> <p>There was no public adjournment. The two members of the public in attendance did not wish to speak.</p>																						
07/18/6	<p>6.1 To Consider and approve the minutes of 26th June 2018</p> <p>The Planning Committee Minutes of 26th June 2018 were proposed as an accurate record, unanimously approved and signed as a correct record by JOR.</p> <p>JOR declared an interest in Planning application 18/01631/FULL and did not participate in discussions and abstained from voting.</p> <table border="1" data-bbox="181 913 1295 1541"> <thead> <tr> <th>Application Number/Name</th> <th>Location</th> <th>Proposal</th> <th>Decision</th> <th>For</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td>18/01844/FULL</td> <td>Honey Cottage Sponden Lane, Sandhurst, Cranbrook, Kent, TN18 5NR</td> <td>Single storey rear extension.</td> <td>Recommendation: Approval</td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>18/01631/FULL</td> <td>Ringle Cottage, Rye Road, Sandhurst, Cranbrook, Kent, TN18 5JQ</td> <td>Raise roof over the staircase.</td> <td>Recommendation: Approval</td> <td>3</td> <td></td> <td></td> </tr> </tbody> </table>	Application Number/Name	Location	Proposal	Decision	For	Against	Abstain	18/01844/FULL	Honey Cottage Sponden Lane, Sandhurst, Cranbrook, Kent, TN18 5NR	Single storey rear extension.	Recommendation: Approval	3			18/01631/FULL	Ringle Cottage, Rye Road, Sandhurst, Cranbrook, Kent, TN18 5JQ	Raise roof over the staircase.	Recommendation: Approval	3			
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07/18/7	<p>Matters arising from the minutes, which are not covered elsewhere and correspondence received by the Parish Clerk.</p> <p>Actions carried over from the Full Council Meeting held on the 12th June 2018:</p> <ol style="list-style-type: none"> LH to send a letter to all the OSH users to ask if they would be willing to make a contribution towards a new defibrillator. 																						

Signed:

Date:

Clerk Correspondence List:

Correspondence From	Details	Action
1.E-mail: -6 th June 2018 D Haylett - TWBC	New dog fouling signage in Parks	Gave the details of Sandhurst Sports Ground.
2.E-mails/Letters from: Air Ambulance Victim Support Tony Farrington (St Nicholas Church) CAB	Thanking the Parish Council for the donations received.	N/A
3.E-mail Resident – 12 th June 2018	Bethrinden Cottages and The Moorings – Litter and traffic	E-mail sent in response
4.E-mail – 2 nd July 2018 Streetlights	Replacement street light at Bodiam Road/Queen Street Installed on the 19 th July 2018	
5.Verbal confirmation	The rubbing down and Spraying of the Sports ground containers will start on the week commencing 9 th July 2018.	
6.Resident verbal request 2 nd July 2018	Request to replace the defibrillator at the Sports Ground as it is more accessible rather than keeping it locked in the pavilion	See Below.
7. Cllr T Hannocks Chairman – Statement	Planning -call for sites	DL/LH explained the Planning Committee Meeting processes and protocol that the council need to adhere to.
8.Complaint Letter received on Friday 5 th July 2018	Handling of agenda item: 06/18/11 from the Full Council meeting on the 12 th June 2018.	See Below
9.Jenny Waller – TWBC E-mail 10 th July 2018	Interactive speed sign Rye Road near Burnt House Close – Sign will not return as the parts are obsolete.	See Below
E-mail V Burton KCC	Copy of Sandhurst Footpath Map	Delivery of the maps in the next couple of weeks.

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Date:

Actions:

Correspondence 6: LH to add an item to discuss the location of the Sports Ground Defibrillator on the September Full Council Meeting Agenda.

LH

Correspondence 8: It was agreed that a complaints committee comprising of DL, CR and LH would be formed in order to investigate the complaint received on the 5th July 2018. An extraordinary meeting will be called to discuss the finding and recommendations.

LH

Correspondence 9: LH would investigate the options and costs of replacing the interactive speed sign (Rye Road/Burnt House Close) and report back at the September Full Council Meeting.

06/18/8

Finance**8.1 To note accounts paid (for which spending approval has already been agreed)****List of Payments made between 02/06/2018 and 30/06/2018**

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/06/2018	BT Group PC	DD	181.79	DD	Tel and Broadband Services
06/06/2018	Biffa Environmental Municipal	ET 492	166.40	ET492	May2018 Inv
06/06/2018	Biffa Environmental Municipal	ET491	41.60	ET491	May2018 Inv
06/06/2018	Bourne Amenity Ltd	ET490	702.00	ET490	PlayArea Bark Bulk Bag
06/06/2018	Auditing Solutions	ET489	438.00	ET489	Internal Audit 2017-18
12/06/2018	Corporate Card	Card Pay	55.13		To pay Credit Card
14/06/2018	Royal British Legion (Tommy Si	ET 509	250.00	ET 509	Tommy Silhouette
15/06/2018	South East Water	DD	8.00	DD	OSH Water In
18/06/2018	Viking	ET496	27.91	ET496	Mison Stationery
18/06/2018	D Leggett [Majestic]	ET501A	62.94	ET501A	Refreshments APM
18/06/2018	D Leggett [Waitrose]	ET501B	12.87	ET501B	Refreshments APM
18/06/2018	Staff Payroll	ET494	429.72	ET494	Staff Payroll [June]
18/06/2018	Klip Systems Limited	ET498	144.00	ET498	Playing Field Toilets
18/06/2018	Klip Systems Limited	ET499	390.00	ET499	OSH 05.03 to 28.05 x £30
18/06/2018	Groundscore and Gen Services	ET500	1,524.00	ET500	Grass4,18, May 11Weeds War Mem
19/06/2018	EDF Energy	DD	78.00	DD	Electricity Clock Tower
19/06/2018	EDF Energy	DD	84.00	DD	Electricity [PF]
19/06/2018	St John Ambulance	ET506	200.00	ET506	Donation
19/06/2018	KSS Air Ambulance	ET505	250.00	ET505	Donation
19/06/2018	St Nicholas PCC	ET502	600.00	ET502	Cemetery Maintenance
19/06/2018	CAB Tunbridge Wells	ET503	200.00	ET503	Donation
19/06/2018	Victim Support	ET504	50.00	ET504	Donation
19/06/2018	Pulse Cash Flow [Sovereign]	ET507	6,269.58	ET507	Balance Inv Play Equipment
26/06/2018	Pulse Cash Flow [Sovereign]	ET508	561.60	Balance for removals	Play Equipment
26/06/2018	Sandhurst Primary School	ET510	80.00	ET510	Donation - Pond Garden
29/06/2018	British Gas	DD	250.62	DD	Gas [OSH]
29/06/2018	British Gas	DD	98.40	DD	Electricity [OSH]
29/06/2018	Staff Payroll	ET493	984.94		Staff Payroll [June]
29/06/2018	HMRC	DD495	253.51	DD495	Staff Payroll Tax and N.I.
30/06/2018	Unity Trust Bank Ltd	DD	18.00	DD	Service Charge - [3 mnths]
Total Payments			14,413.01		

Signed:

Date:

	<p>The accounts for payments made from the 2nd June 2018 - 30th June 2018 were proposed for approval by AK and seconded by JOR. Decision: Unanimously approved.</p> <p>8.2 Emergency spending to be retrospectively approved</p> <p>There was an emergency spend of £94.28 for the purchase of a scanner/printer for use by the RFO. This purchase was authorised by TH and DL before the meeting. Decision: Unanimously approved.</p> <p>8.3 To identify additional expenditure for forthcoming month</p> <p>None</p> <p>8.4 To receive a budget update and anticipated end of year position.</p> <p>AC stated that the council were waiting to receive a VAT return of £8,200.</p> <p>AC explained that at present the anticipated end of year balance was estimated at approximately £6,000. He emphasised that it was important that the council were careful for the remainder of the financial year in order to ensure that we could build up the earmarked reserves to £12,000. CR/KB stated that this low end of year balance prediction was due to unforeseen expenditure in the last financial year 2017/2018.</p> <p>CR requested AC to send him the receipt and payment details for April 2018 in order to insert the data into the new financial spreadsheet. CR stated that he had arranged a meeting with TH to discuss the financial reporting further.</p>	AC
07/18/9	<p>Discuss and agree the amendments to the following policy documents: Standing Orders, Complaints procedures, Press and media Policy, Disciplinary policy.</p> <p>This agenda item would be deferred and discussed at the September Full Council Meeting. The amendments were in the process of being reviewed by TH.</p>	
07/18/10	<p>Discuss and approve the GDPR documents which the council have been advised to use by Satswana (DPO)</p> <p>This agenda item would be deferred and discussed at the September Full Council Meeting.</p>	
07/18/11	<p>Discuss and agree the use of Box It South East in order to supply the council with a confidential shredding service.</p> <p>LH distributed the report to the councillors outlining the costs and description of the service provided by Box it. LH emphasised that the company were GDPR compliant.</p> <p>A proposal was made by JOR that box it would provide the council with a regular confidential shredding service and seconded by CR. Decision: Unanimously approved.</p>	
07/18/12	<p>Approve the useful contact list produced by the Clerk (Circulated)</p> <p>The useful contact list was unanimously approved by the council.</p>	
07/18/13	<p>Discuss the options for the council conducting a monthly playground inspection.</p> <p>LH explained that the internal auditor had clarified that there should be a Playground inspection every other week in line with the council's Insurance requirements.</p>	

Signed:

Date:

	LH stated that the playground inspection checklist could be purchased from Rospa for a cost of approximately £30. It was unanimously agreed that LH should contact RoSPA and purchase a playground checklist.	LH
07/18/14	<p>To receive Committee Reports comprising brief updates and requests for items requiring full council approval.</p> <p>14.1 Sports Ground Committee</p> <p>LH stated that the Brian Feaver Memorial Clock had been erected on the pavilion and the scaffolding would be dismantled on the 11th July 2018. AK commented on how impressive the clock looked.</p> <p>14.2 Infrastructure</p> <p>Nothing to report.</p> <p>14.3 Transport Accessibility Group Update</p> <p>Nothing to Report.</p> <p>14.4 Allotment Society Update.</p> <p>LH confirmed that Rydon Homes had agreed to clear the area bordering the allotments on the 11th July 2018.</p> <p>14.5 Website Update</p> <p>LH informed the council that the Parish Council Twitter account had been closed as it was not being used on a regular basis.</p>	
	<p>Date of next meeting.</p> <p>The next Full Parish Council meeting will be at 19.30 on Tuesday 11th September 2018 in the OSH, Sandhurst.</p> <p>The meeting closed at 20.50.</p>	

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

Summary of actions:

1. LH to add an item to discuss the location of the Sports Ground Defibrillator on the September Full Council Meeting agenda.
2. LH to investigate the options and costs of replacing the interactive speed sign (Rye Road/Burnt House Close) and report back at the September Full Council Meeting.
3. AC to send CR the receipt and payment details for April 2018 in order to insert the data into the new financial spreadsheet.
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