



Sandhurst Parish Council
Minutes of the Parish Council meeting held on
17th April 2018 at 19.30

Present:

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

Councillors not in attendance: Cllr H Phillips (HP).

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

Kent County Councillor: Cllr S Holden(SH) – Arrived at 20.40.

Members of the Public: None.

Clerk: Lisa Hale (LH).

RFO: Not in attendance

	Item	Action
04/18/1	<p>To accept apologies and reason for absence.</p> <p>Cllr H Phillips and Mr A Crocker (RFO) sent their apologies for absence. The reason for their absence was noted in the register by the Clerk.</p>	
04/18/2	<p>Declarations of Interest on items on the agenda.</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>	
04/18/3	<p>To approve the minutes of the Parish Council Meeting of the 13th March 2018.</p> <p>The Full Council Meeting minutes of the 13th March 2018 were proposed for approval by CR and JOR. Decision: The minutes from the meeting were unanimously approved and signed by the Chairman as a correct record.</p>	
04/18/4	<p>4.1. To receive a report from the nominated TWBC Borough Councillor.</p> <p>GB stated that TWBC were now in purdah and therefore no decisions would be made until after the local elections which were due to be held on Thursday 3rd May 2018.</p> <p>GB informed the parish council of the plans for the new TWBC theatre and council offices.</p> <p>GB stated that TWBC could offer no additional grant funding for the playground refurbishment in the village.</p> <p>4.2. To receive a report from Kent County Councillor Sean Holden.</p> <p>SH arrived at 20.40</p> <p>SH explained that he was working with the cabinet minister for Transport and KALC to discuss the campaign to</p>	

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	<p>reduce the number of lorries in the Kent villages. SH informed that council that there was a consultation to downgrade the A262 in Goudhurst down to a B Road.</p> <p>SH advised that the parish council should report any potholes in Sandhurst as KCC had allocated additional monies for the repairs to the roads in Kent.</p> <p>SH stated that KCC had been working on providing Broadband to the last 5% of households currently without broadband in the rural parts of the county.</p> <p>SH informed the council that Cranbrook School were holding celebrations as they are 500 years old this year.</p> <p>TH stated that LH had contacted Ann Charman at KCC and had been informed that SH would be unable to sign the paperwork for the playground grant due to Purdah. The earliest date for authorising the grant would be on the 4th May 2018.</p>							
04/18/5	<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>No members of the public were in attendance.</p>							
04/18/6	<p>Matters arising from the minutes, which are not covered elsewhere and correspondence received by the Parish Clerk.</p> <p>Actions carried forward from the meeting held on the 13th March 2018:</p> <ol style="list-style-type: none"> LH to contact KCC Roadworks to get an update on work to be completed to resolve the water leak outside the Mission Church, Back Road, Sandhurst. <p>Clerk Correspondence List:</p> <table border="1" data-bbox="181 1361 1353 1496"> <thead> <tr> <th>Correspondence From</th> <th>Details</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1.E-mail from Resident 17/04/18</td> <td>Requesting an additional dog waste bin in Burnt House Close.</td> <td>Discussion by the council.</td> </tr> </tbody> </table> <p>Actions from Clerk Correspondence:</p> <ol style="list-style-type: none"> Clerk Correspondence number 1: TH and DL declared an interest in this item as they both reside in the close and therefore were not involved in discussion. <p>After a discussion it was agreed that due to financial constraints the council would not provide an additional dog waste bin in Burnt House Close.</p>	Correspondence From	Details	Action	1.E-mail from Resident 17/04/18	Requesting an additional dog waste bin in Burnt House Close.	Discussion by the council.	
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1.E-mail from Resident 17/04/18	Requesting an additional dog waste bin in Burnt House Close.	Discussion by the council.						
04/18/7	<p>Finance</p> <p>TH informed the council that the RFO was not in attendance due to illness.</p>							

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7.1 To note accounts paid (for which spending approval has already been agreed)

The accounts for payments made from the 2nd March 2018 – 31st March 2018 were proposed for approval by EM and seconded by CR. **Decision:** The accounts for payments made from the 2nd March 2018 – 31st March 2018 were unanimously approved.

Payments made between 02/03/18 and 31/03/2018:

Date	Payee Name	Ref	£	
05/03/2018	BT Group PC	SO	175.61	Telephone Services
07/03/2018	Sovereign	ET432	2732.47	Deposit Play Equipment
08/03/2018	Viking	ET433	208.76	Glazed Notice Board
12/03/2018	Corporate Card	Pay Card	195.38	To pay Credit Card
15/03/2018	South East Water	DD	7.00	OSH - Water [In]
17/03/2018	Klip Systems Limited	ET434	420.00	Cleaning [OSH]
17/03/2018	Klip Systems Limited	ET435	264.00	Pavillion Clean/Check
17/03/2018	Klip Systems Limited	ET436	408.00	[PF] Toilet Jul 17 to 28.02.18
17/03/2018	Cheeseman and Son	ET437	59.88	OSH - attention to Leak
17/03/2018	Stationery Express	ET438	44.64	Printing
17/03/2018	Rialtas Business Solutions Ltd	ET439	139.20	Alpha Software Maintenance
17/03/2018	Biffa Environmental Municipal	ET440	208.00	March Invoice 189/90
17/03/2018	K P Stephenson	ET441	120.00	Gen Maintenance
17/03/2018	Tun Wells Fire Protection Ltd	ET442	219.00	Servising Fire

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			Extinguishers
17/03/2018	HMRC	ET445	116.82 Tax: NI: ee's and e'rs
17/03/2018	Viking	ET446	98.20 Ink & Misc Stationery
17/03/2018	UK Power Networks	ET447	2496.00 Excavation & jointing St Light
22/03/2018	EDF Energy	SO	69.94 [PF] Electricity
26/03/2018	British Gas	SO	518.32 OSH [Gas]
26/03/2018	British Gas	SO	106.00 OSH [Electricity]
28/03/2018	Staff Salaries	ET443	326.73 Salaries March 2018
28/03/2018	Staff Payroll	ET444	800.16 Salaries March 2018
28/03/2018	T Hannocks [Handlestore]	ET451	93.96 Locks for Pavilion
28/03/2018	Viking	ET452	39.86 Stationery
28/03/2018	Cheeseman and Son	ET453	94.20 Sports Pavilion
29/03/2018	Glasdon UK Limited	ET448	207.64 Dog Waste Sundries
29/03/2018	Stationery Express	ET449	50.00 A1 Colour Posters
29/03/2018	T Hannocks [Heathfield Hire]	ET450	32.40 Defib Training
31/03/2018	Unity Trust Bank Ltd	SO	30.30 Service Charge
Total Payments:			10282.47

7.2 Emergency spending to be retrospectively approved.

None.

7.3 To identify additional expenditure for forthcoming month.

OSH Damp wall additional costs were discussed under agenda item: 04/18/13

7.4 To receive a budget update and anticipated end of year position.

Deferred until the May 2018 Full Council Meeting as the RFO was not in attendance.

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	<p>7.5 Inform the Council of the Audit arrangements.</p> <p>LH informed the council that the internal audit had been scheduled for the 16th May 2018, the day after the next Full Council Meeting.</p> <p>7.6 Approve/Consider the level of Account reserves (General and Earmarked Funds)</p> <p>Deferred until the May 2018 Full Council Meeting as the RFO was not in attendance.</p> <p>7.7 Approve and Sign the Annual return for 2017/2018 (Annual Governance Statement and the Accounting Statement)</p> <p>Deferred until the May 2018 Full Council Meeting as the RFO was not in attendance and the council were not aware if the paperwork for the annual return had been completed.</p> <p>The council discussed their concerns that they were still unclear of the year end position and that the paperwork for the annual return had not been completed. A proposal was made by DL and seconded by JOR that advice should be sought from KALC in producing a year end statement and deferring the internal audit if the RFO was unable to return to work. Decision: Unanimously approved.</p> <p>CR raised concerns with regards to only one person having access to the Alpha system. It was agreed that access should be available to more than one person. LH agreed to call Rialtas and get more information on the costs of additional users.</p>	<p>LH</p> <p>LH</p>
03/18/8	<p>Inform and Consider the actions the council need to implement before the new General Data Protection Regulations (GDPR) are implemented on the 25th May 2018.</p> <p>LH circulated a tender report in order for the council to decide on the data storage provider and Data protection officer. LH stated that currently the council use Dropbox to store their date, but KALC had raised concerns that it would not be GDPR ready by the 25th May 2018.</p> <p>KB agreed to investigate dropbox to ensure that it would be compliant under the GDPR legislation before the next meeting.</p> <p>It was agreed that this agenda item would be deferred until the May Full Council Meeting when a decision would be made by the council on a data storage provider and Data Protection Officer.</p>	KB
04/18/9	<p>Approve the Annual Parish Meeting and Annual General Meeting agenda and discuss final arrangements</p> <p>The draft agenda for the Annual Parish Meeting and the Annual General Meeting were agreed unanimously by the council.</p> <p>The APM and Speedwatch leaflets were distributed to all councillors for delivery at the beginning of May 2018. LH confirmed that the poster would be displayed in the Wealden advertised on Friday 4th May 2018.</p> <p>DL confirmed that he would purchase the refreshments for the APM.</p>	
04/18/10	<p>Update on the red telephone box refurbishment/re-location.</p> <p>TH stated that LH was still chasing the X2Connect to provide a date for the refurbishment and re-location of the red telephone box.</p>	

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04/18/11	<p>Update on climbing frame playground repairs at the Sports Ground.</p> <p>TH confirmed that the new climbing frame would be installed on Monday 30th April 2018. The installation would take approximately three days. LH stated that the bark chipping would be delivered on Friday 4th May 2018. The playground could then be re-opened to the public.</p>	
03/18/12	<p>Discuss the final arrangements for the Community Litter pick.</p> <p>LH confirmed that TWBC would deliver the litter picking equipment on Thursday 19th April and collect the rubbish/equipment on Tuesday 24th April 2018. LH stated that the parish council also had their own litter picking equipment if more residents attended the litter pick than expected.</p> <p>TH/AK stated that the litter pick would start at "The Swan". Meeting time 08.00 for a bacon sandwich and a prompt 08.30 start.</p>	
04/18/13	<p>Update on the OSH damp wall repairs and discuss and approve potential additional costs of the damp repair works.</p> <p>TH explained to the council that the OSH damp wall repairs started on Tuesday 3rd April 2018. During the work the contractor had found additional problems that had needed to be rectified. Included in the list of additional repairs included: Air bricks under the flooring, Wall re-rendering and the floor joints had needed replacing as the water damage had made them rotten. This additional works would cost £4,098. The original costs were £3,590 bringing the total amount to £7,688.</p> <p>The additional cost of £4,098 were proposed for approval by EM and seconded by DL. Decision: Unanimously approved.</p> <p>TH stated that the repairs would be completed by the end of April 2018, due to the additional problems encountered the work had taken two weeks longer than expected.</p>	
04/18/14	<p>Update the council on the printing of Sandhurst Footpath Maps.</p> <p>LH confirmed that the footpath maps are due to be printed in the week commencing 23rd April and should be received by the council in May 2018. LH stated that KCC would also provide her with a high quality PDF to the footpath map.</p> <p>The cost of KCC providing 100 maps will be £50 for the front cover design and £190 for 100 copies.</p> <p>TH explained that he was working with the KCC footpath warden in order to get the stiles in Sandhurst repaired.</p>	
04/18/15	<p>To discuss issues relating to the OSH Committee and agree any action required.</p> <p>TH explained that the OSH Committee had not met since the 4th July 2017. This committee had delegated responsibilities and it was felt that a Parish Councillor should chair these meeting. However, this had not been clearly written in the OSH Terms of Reference.</p> <p>It was agreed that most OSH issues were now discussed at the Full Council meeting and therefore there was not a need to continue with this Committee. The Parish Council would support the OSH users if they desired to create their own working group, who would then report back any issues to be discussed by the council.</p> <p>CR made a proposal to disband the OSH Committee . The OSH Uers would have the authority to create a working group if desired. This proposal was seconded by EM. Decision: Unanimously agreed.</p>	

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04/18/16	<p>Approve the draft OSH risk Assessment.</p> <p>LH confirmed that that draft OSH risk Assessment was circulated before the meeting.</p> <p>A proposal was made by MC and seconded by AK to approve the OSH risk assessment. Decision: Unanimously agreed</p>	
04/18/17	<p>To receive an update from the Chairman on the implementation of paperless planning and agree councillor actions to ensure a smooth implementation.</p> <p>TH stated that TH and JOR had an attended a training session on paperless planning on the 11th April 2018.</p> <p>TH confirmed that an agreement had been made with TWBC that Sandhurst Parish Council would implement paperless planning on the 1st June 2018. TH advised all councillors to look at the planning applications on line before the planning meetings. The overhead projector would be used at the Planning Committee meetings.</p>	
04/18/18	<p>To receive Committee Reports comprising brief updates and requests for items requiring full council approval.</p> <p>18.1 Old School Hall Committee – Nothing to report.</p> <p>18.2 Sports Ground Committee - Nothing to report</p> <p>18.3 Planning Committee – Nothing to Report</p> <p>18.4 Infrastructure</p> <p>CR confirmed that a new site to carry out speedwatch in Sandhurst had been approved.</p> <p>18.5 Allotment Society Update.</p> <p>JOR informed the council that an Allotment Society meeting is scheduled to be held on Wednesday 25th April 2018 in the OSH.</p> <p>LH stated that an allotment holder had informed the council that a broken fence post in the corner of the allotment needed replacing. It was agreed that LH/TH would investigate the problem and organise repairs.</p> <p>18.6 Website Update – Nothing to Report.</p>	LH/TH
	<p>Date of next meeting.</p> <p>The next Full Parish Council meeting will be at 20.30 on Tuesday 15th May 2018 in the OSH, Sandhurst.</p> <p>The meeting closed at 21.31</p>	

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

Summary of actions:

1. LH to seek advice from KALC in producing a year end statement and deferring the internal audit if the RFO was unable to return to work.

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2. LH to call Rialtas and get more information on the costs of additional users for the Alpha financial software.
3. KB to investigate dropbox to ensure that it would be compliant under the GDPR legislation before the next meeting.
4. LH/TH to investigate the reported problem of a broken fence post in the corner of the allotment and organise repairs

Actions carried forward from the meeting held on the 13th March 2018:

1. LH to contact KCC Roadworks to get an update on work to be completed to resolve the water leak outside the Mission Church, Back Road, Sandhurst.

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