



Sandhurst Parish Council
Minutes of the Parish Council meeting held on
9th October 2018 at 19.15

Present:

Councillors in attendance: Mr T Hannocks (TH) - Chairman, Mr C Robinson (CR), Ms J Oliphant-Robertson (JOR), Mrs K O'Brien (KB) arrived at 20.55, Mrs E Merritt (EM), Cllr H Phillips (HP) arrived at 19.20

Councillors not in attendance: Mr D Leggett (DL), Mr A Kerry (AK), Mr M Cope (MC)

Tunbridge Wells Borough Councillor: Cllr G Bland (GB) arrived at 19.38.

Kent County Councillor: Cllr S Holden (SH) arrived at 19.35

Members of the Public: None.

Clerk: Lisa Hale (LH).

RFO: Alan Crocker (AC).

	Item	Action
10/18/1	<p>To accept apologies and reason for absence.</p> <p>Cllr D Leggett, Cllr M Cope and Cllr A Kerry sent their apologies for absence. The reasons for absence were noted by the Clerk.</p>	
10/18/2	<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.</p>	
10/18/3	<p>To approve the minutes of the Parish Council Meeting of the 11th September 2018.</p> <p>The Full Council Meeting minutes of the 11th September 2018 were proposed for approval by EM and CR.</p> <p>Decision: The minutes were unanimously approved and signed by the Chairman as a correct record.</p>	
10/18/4	<p>4.1. To receive a report from the nominated TWBC Borough Councillor.</p> <p>GB informed the council that the TWBC planning policy Committee were still meeting regularly to review the planning policies and were meeting with the Parish Councils and Neighbourhood Plan groups to discuss the Local plan.</p> <p>GB stated that two areas in Sandhurst had been identified within the Local Plan and confirmed that he would attend the Sandhurst Parish Council Local Plan workshop which was scheduled to be held on 31st October 2018.</p> <p>GB confirmed that a decision on the planning application: 18/02225/OUT, Land west of Pinyons in Sandhurst would be made by the 29th October 2018</p> <p>GB explained that he was chasing the Section 106 monies that the Parish Council were due to receive from TWBC.</p>	

Signed:

Date:

GB stated that TWBC were putting together their budget for 2019/2020 and confirmed that there will be a charge of £52 for a brown bin collection from April 2019.

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

SH stated that Kent County Council (KCC) were looking at their current services. KCC are currently running the “Big Conversation” which looks at rural transport.

SH informed the council that 3% of the bus routes are currently subsidised by KCC.

SH explained that he was currently chairing three groups, one of which is looking at alternative lorry routes which would divert them away from rural villages.

SH stated that he had a small number of members grant money available. LH agreed to send SH a list of playground equipment/accessories that the council required.

LH

10/18/5

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.

10/18/6

6.1 To Consider and approve the minutes of 25th September 2018

The minutes of the Planning Committee Meeting held on the 25th September 2018 were unanimously approved.

6.2 Planning Applications to be reviewed:

Application Number/Name	Location	Proposal	Decision	For	Against	Abstain
18/02872/FULL	Honey Cottage Sponden Lane Sandhurst Cranbrook Kent TN18 5NR	Erection of a two storey three bay garage/ancillary bedroom.	Recommendation: Approval	3		

Signed:

Date:

10/18/7	<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 11th September 2018:</p> <p>1. CR/TH to carry out a full review of the finances before the next meeting.</p> <p>Clerk Correspondence List:</p> <table border="1" data-bbox="180 562 1150 969"> <thead> <tr> <th>Correspondence From</th> <th>Details</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>D Coffee E-mail: 18/09/18</td> <td>The 349 Sunday bus will continue through to Summer 2019</td> <td></td> </tr> <tr> <td>L Gilham E-mail: 25/09/18</td> <td>Salt and sand bag for the village</td> <td>Not required</td> </tr> <tr> <td>N. Brown E-mail: 21/09/18</td> <td>Bluebird Grant – provide community grants for £500.</td> <td>LH to complete the application form: request funding to repair playground equipment.</td> </tr> </tbody> </table>	Correspondence From	Details	Action	D Coffee E-mail: 18/09/18	The 349 Sunday bus will continue through to Summer 2019		L Gilham E-mail: 25/09/18	Salt and sand bag for the village	Not required	N. Brown E-mail: 21/09/18	Bluebird Grant – provide community grants for £500.	LH to complete the application form: request funding to repair playground equipment.	LH
Correspondence From	Details	Action												
D Coffee E-mail: 18/09/18	The 349 Sunday bus will continue through to Summer 2019													
L Gilham E-mail: 25/09/18	Salt and sand bag for the village	Not required												
N. Brown E-mail: 21/09/18	Bluebird Grant – provide community grants for £500.	LH to complete the application form: request funding to repair playground equipment.												
10/18/8	<p>Finance</p> <p>8.1 To note accounts paid (for which spending approval has already been agreed)</p> <p>The accounts for payments made from the 1st September 2018 – 30th September 2018 were proposed for approval by CR and seconded by JOR. Decision: Unanimously approved.</p> <p>AC informed the council that Castle Water had replaced Southern Water.</p>													

Signed:

Date:

Date: 02/10/2018

Sandhurst PC

Page 1

Time: 10:40

Cashbook 1

User: AJC

Current Bank A/c

Payments made between 01/09/2018 and 30/09/2018

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
05/09/2018	BT Group PC	DD	179.56		29.93	6090	600	149.63	BT Services
05/09/2018	Zurich	ET536	1,696.11			6030	600	1,696.11	Annual Insurance Rnwl
05/09/2018	British Legion	ET540	250.00			6081	200	250.00	Silhouette
05/09/2018	Kent County Council	ET541	516.00		86.00	6027	600	430.00	Sandhurst Footpath Maps
05/09/2018	Groundscare and Gen Services	ET542	1,380.00		230.00	3015	300	1,150.00	10.08 & 24.08.18 + War Mem
05/09/2018	Viking	ET543	103.09		17.18	6060	600	85.91	Misc Stationery
07/09/2018	Petty Cash	PETTY CASH	200.00				230	200.00	Top - Up Petty Cash
12/09/2018	Castle Water	DD	37.80		1.80	3040	300	36.00	Waste OSH
12/09/2018	Castle Water	DD	14.59		0.69	4035	400	13.90	Waste OSH
17/09/2018	EDF Energy	DD	78.00		3.71	2000	200	74.29	Electricity [Clock Tower]
17/09/2018	EDF Energy	DD	84.00		4.00	3000	300	80.00	EDF Energy
24/09/2018	Biffa Environmental Municipal	ET546	166.40		27.73	3005	300	138.67	Service Litterbins [June]
24/09/2018	Viking	ET544	43.38		7.23	3005	300	36.15	Cleaning Sundries
24/09/2018	Viking	ET545	115.81		19.30	6060	600	96.51	Ink
24/09/2018	Biffa Environmental Municipal	ET547	41.60		6.93	3005	300	34.67	Service 2 bins [June] 2018
24/09/2018	Biffa Environmental Municipal	ET548	166.40		27.73	3005	300	138.67	Service Litterbins [July2018]
24/09/2018	Biffa Environmental Municipal	ET549	41.60		6.93	3005	300	34.67	Service 2 x bins [July 2018]
24/09/2018	Biffa Environmental Municipal	ET550	166.40		27.73	3005	300	138.67	Service litterbins [Aug 2018]
24/09/2018	Biffa Environmental Municipal	ET551	41.60		6.93	3005	300	34.67	Service 2 bins [August 2018]
24/09/2018	Klip Systems Limited	ET552	398.00		78.00	4010	400	320.00	OSH 04.06 to 27.08 x £30.00
24/09/2018	Klip Systems Limited	ET553	272.00		52.00	3005	300	220.00	Pavillion Clean/Check
24/09/2018	Klip Systems Limited	ET554	120.00		20.00	3005	300	100.00	Cleaning PF Toilet
24/09/2018	Ian D Young	ET555	1,000.00			3020	300	1,000.00	Prepare and paint containers
24/09/2018	Viking	ET556	37.62		6.27	6060	600	31.35	Office Files
25/09/2018	HMRC	ET557	302.19			6025	600	302.19	TAX & NI ee's and er's
25/09/2018	PKF Littlejohn	ET560	360.00		60.00	6005	600	300.00	External Auditors
27/09/2018	British Gas	DD	84.24		4.01	4020	400	80.23	Electricity OSH
27/09/2018	NEST pensions	DD	79.84			6026	600	79.84	31.05.18 to 30.09.18-Employer
27/09/2018	NEST pensions	DD	95.81			6020	600	95.81	31.05.208 to 30.09.18 Employee
Subtotal Carried Forward:			8,072.04	0.00	724.10			7,347.94	

Signed:

Date:

Date: 02/10/2018

Sandhurst PC

Page 2

Time: 10:40

Cashbook 1

User: AJC

Current Bank A/c

Payments made between 01/09/2018 and 30/09/2018

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
28/09/2018	Castle Water	DD	14.59		0.69	4035	400	13.90	OSH Waste Water etc
28/09/2018	Castle Water	DD	84.24		4.01	3040	300	80.23	PF Waste
28/09/2018	Castle Water	DD	-46.44		-2.21	3040	300	-44.23	To correct entry
28/09/2018	Staff Payroll	ET558	1,023.30			6020	600	1,177.17	Staff Payroll September
						6025	600	-153.87	Staff Payroll September
28/09/2018	Staff Payroll	ET559	-1.30			6020	600	-1.30	Adjustment
28/09/2018	Staff Payroll	ET559A	445.62			6020	600	555.32	Payroll September
						6025	600	-109.70	Payroll September
28/09/2018	RFO	ET559A	1.30			6070	600	1.30	Postage - Unity Trust
29/09/2018	Corporate Card	AJC	132.14			256		132.14	To pay Corporate Card
30/09/2018	Unity Trust Bank Ltd	DD	18.00			6007	600	18.00	Service Charge
Total Payments:			9,743.49	0.00	726.59			9,016.90	

8.2 Emergency spending to be retrospectively approved

Nothing to report.

8.3 To identify additional expenditure for forthcoming month

LH confirmed that the shower in the Pavilion had been repaired and the invoice had been received from the electrician for £48.00.

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

AC informed the council that he was waiting for £2,846 VAT claim from the last quarter.

AC estimated that the end of financial year figure would be approximately £11,672.

Signed:

Date:

	<p>LH/AC stated that they were meeting in a couple of weeks to start work on the precept for 2019/2020.</p> <p>8.5 Approve the updated Asset Register</p> <p>The Asset Register was proposed for approval by CR and seconded by JOR. Decision: Unanimously approved.</p> <p>8.6 Confirm the Insurance details with the current provider Zurich</p> <p>TH informed the council that in 2017 the council had selected Zurich to provide insurance for three years.</p> <p>LH informed the council that the annual insurance price for 2018-2019 would be £1,696.11. AC confirmed that this amount had been paid.</p> <p>8.7 Inform the Council of the External Auditors findings for 2017/2018.</p> <p>LH/AC confirmed that the external auditors had signed the AGAR following their review and it had been returned on the 20th September 2018 via e-mail. There were no recommendations.</p> <p>TH thanked LH and AC for their hard work.</p>	
10/18/9	<p>Adopt and approve the following policy documents (circulated):</p> <p>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.</p> <p>The GDPR policies were proposed for approval by JOR and seconded by CR. Decision: Unanimously approved.</p> <p>Council policy documents: Standing Orders (2018 amendments), disciplinary procedure. Press and media procedure, complaints procedure.</p> <p>The council policy documents were proposed for approval by JOR and seconded by EM. Decision: unanimously approved.</p>	
10/18/10	<p>Discuss and agree on a Christmas tree provider for 2018 (Tender Report Circulated)</p> <p>Following a review of the Christmas tree tender report, EM proposed that the council should choose supplier C, JOR seconded this proposal. Decision: Unanimously approved.</p> <p>Following a decision LH confirmed that Supplier C was Hole Park and that she would arrange delivery of the Christmas tree for the morning of 30th November 2018.</p>	
10/18/11	<p>Discuss arrangement for the WW1 Commemoration – Battle’s Over, A Nations Tribute.</p> <p>LH stated that posters/leaflets for the WW1 commemoration had been printed and would be circulated in the next week. The council thanks EM’s son for designing the poster.</p> <p>LH confirmed that AK would be lighting the beacon on the 11th November 2018</p>	
10/18/12	<p>Discuss and agree on the position of the Commonwealth canopy tree donated by Greg Clark MP.</p> <p>The Council discussed areas within the village where the commonwealth tree could be positioned: The triangle opposite Ashley’s; Upper Green, Lower Green and the Sports Ground.</p>	

Signed:

Date:

	It was agreed that LH would contact Greg Clark MP and ask what kind of tree that would be donated. Once the size of the tree was known a decision would then be made by the council.	LH										
10/18/13	<p>Discuss the scope of the November Full Council agenda item on the Sports Ground Public toilet block.</p> <p>TH stated that the complaint logged with TWBC Monitoring Officer was still being reviewed and that he had been advised by the Deputy Monitoring Officer that it would be unwise for the council to discuss the toilet block until the complaint had been finalised.</p> <p>CR proposed that the council should discuss the scope of the November agenda item to discuss the toilet block in order for it to be discussed at the next Full Council Meeting if the investigation into the complaint had been finalised in time. If not, the agenda item would be postponed. JOR seconded this proposal. Decision: Unanimously agreed.</p> <p>It was agreed that the scope of the agenda item would allow the council to report on the condition of the toilets over the past year and the options available would be discussed.</p>											
10/18/14	<p>Discuss and agree changes to the Full Council Meeting dates until May 2019.</p> <p>The following change of dates were approved by the council:</p> <table border="1"> <tr> <td>Precept Meeting</td> <td>Tuesday 4th December 2018</td> </tr> <tr> <td>December Full Council Meeting</td> <td>Wednesday 12th December 2018</td> </tr> <tr> <td>January Full Council Meeting</td> <td>Tuesday 15th January 2019</td> </tr> <tr> <td>February Full Council Meeting</td> <td>Tuesday 5th February 2019</td> </tr> <tr> <td>March Full Council Meeting</td> <td>Wednesday 13th March 2019</td> </tr> </table>	Precept Meeting	Tuesday 4 th December 2018	December Full Council Meeting	Wednesday 12 th December 2018	January Full Council Meeting	Tuesday 15 th January 2019	February Full Council Meeting	Tuesday 5 th February 2019	March Full Council Meeting	Wednesday 13 th March 2019	
Precept Meeting	Tuesday 4 th December 2018											
December Full Council Meeting	Wednesday 12 th December 2018											
January Full Council Meeting	Tuesday 15 th January 2019											
February Full Council Meeting	Tuesday 5 th February 2019											
March Full Council Meeting	Wednesday 13 th March 2019											
10/18/15	<p>Discuss the recommendations of the RoSPA playground report 2018 and nominate a councillor to carry out weekly and monthly playground checks.</p> <p>CR/LH confirmed that they were working on the recommendation made by RoSPA 2018.</p> <p>CR volunteered to carry out the monthly playground check.</p> <p>EM volunteered to carry out the visual checks at the Sports Ground Playground and LH agreed to ask AK if he would conduct a visually weekly check of the Old Orchard Playground.</p>	LH										
10/18/16	<p>Update the council on the Clerk/RFO recent encryption training and arrange a date to train all councillors.</p> <p>LH/AC stated that they had attended encryption training facilitated by John Rivers at KALC.</p> <p>It was agreed that joint councillor training for Sandhurst and Collier street would be beneficial. It was agreed that LH would try to arrange training for a Wednesday night in the Old School, Sandhurst</p>	LH										
10/18/17	<p>Discuss and agree the council policy on handling correspondence and contacting residents following recent guidance from KALC.</p> <p>LH stated that KALC had confirmed that Councillors could only send correspondence to other councillors, KCC and other organisation, but not members of the public if they were not individually registered with the ICO (Information Commissioner's Office). All correspondence should be sent through the Clerk, as the Council were registered with the ICO.</p>											

Signed:

Date:

	CR asked LH to include a discussion on a possible Sandhurst Neighbourhood Plan on the November Full Council Meeting agenda.	LH
10/18/18	<p>Discuss the proposal to provide recycling banks at the Sports Ground car park.</p> <p>EM stated that a clothes recycling point at the Sports Ground car park provided by Rag Solutions would provide the council with £70 per month. The costs could help towards replacing the stolen defibrillator.</p> <p>TH stated that additional traffic in the car park would mean that it would have to be repaired more frequently, as well as increasing traffic up and down Marsh Quarter Lane.</p> <p>It was agreed that LH would contact Rag solutions and ask them: What they would do to advertise/promote the position of the recycling point and ask them to explain the terms of the contract.</p>	LH
10/18/19	<p>Update the Council on the recent contact with Biffa regarding the litter/dog waste.</p> <p>LH confirmed that she had discussed the ongoing problems with the newly appointed Biffa account manager, Trevor Elliot. There had been no problems encountered over the last month.</p> <p>LH confirmed that Biffa would provide a bin collection from the OSH every Monday from Monday 15th October 2018.</p>	
10/18/20	<p>To receive Committee Reports comprising brief updates and requests for items requiring full council approval.</p> <p>20.1 Sports Ground Committee</p> <p>The Sports Ground Committee Meeting was held on the 25th September 2018.</p> <p>CR stated that there was only representation from the Sandhurst Football Club at the meeting.</p> <p>20.2 Old School Hall – OSH Flooring</p> <p>LH informed the council that the new OSH replacement flooring had swelled and was bowing in the right-hand corner of the hall.</p> <p>LH confirmed that Academy Flooring had been contacted and would investigate the problem as soon they could schedule a time to visit the hall.</p> <p>20.3 Infrastructure</p> <p>CR reported that in September that they had registered 82 vehicles speeding through Sandhurst and in October 53 vehicles.</p> <p>CR informed the council that he now had eight speedwatch volunteers.</p> <p>20.4 Transport Accessibility Group Update</p> <p>Nothing to report.</p> <p>20.5 Allotment Society Update.</p> <p>LH confirmed that the invoices and updated contract had been sent to the allotment holders.</p>	

Signed:

Date:

20.6 Website Update

Nothing to report.

Date of next meeting.

The next Full Parish Council meeting will be at 19.30 on Tuesday 13th November 2018 in the OSH, Sandhurst.

The Next Planning Committee Meeting will be held on Tuesday 23rd October 2018

The meeting closed at 21.09.

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

Summary of actions:

1. LH to send SH a list of playground equipment/accessories that the council required.
2. LH to complete the application form from the Bluebird Community Grant to request funding in order repair identified playground equipment.
3. LH to contact Greg Clark MP and ask him the kind of tree that would be donated to the Council.
4. LH to ask AK if he would conduct a visually weekly check of the Old Orchard Playground.
5. LH to include a discussion on a possible Sandhurst Neighbourhood Plan on the November Full Council Meeting agenda.
6. LH to contact Rag solutions and ask them: What they would do to advertise/promote the position of the recycling point and ask them to explain the terms of the contract.

Summary of actions from 11th September 2018:

1. CR/TH to carry out a full review of the finances before the next meeting.

Signed:

Date: