



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, 18 August 2020

In Attendance:

Cllr C Robinson : Chairman	Mrs C Catt : Clerk & Proper Officer
Cllr M Griggs : Vice-Chairman	Mr A Crocker : Responsible Finance Officer
Cllr M Hiscock	
Cllr A Kerry	TWBC Cllr G Bland
Cllr K O'Brien	
Cllr D Rogers	

Item No	
1.	<p>Election of Chairman, Vice-Chairman & Welcome to New Councillor</p> <p>Election of Chairman Following Cllr Leggett's resignation as Chairman the first point of business was to elect a new Chairman. As no nominations had been received Cllr Robinson, Vice-Chairman, said he was prepared to stand as Chairman until the elections in May 2021. Cllr Rogers proposed; Cllr Kerry seconded and the meeting voted unanimously to elect Cllr Robinson as Chairman.</p> <p>Election of Vice-Chairman Cllr Robinson proposed Cllr Griggs to be elected as Vice-Chairman. This proposal was seconded by Cllr Kerry and those attending the meeting voted unanimously in favour. Cllr Griggs accepted the nomination and position of Vice-Chairman.</p> <p>Welcome to Cllr David Rogers Cllr Robinson welcomed Cllr Rogers back to the Parish Council as this was the first meeting which had been held since he joined. Cllr Robinson said Cllr Roger's advice and experience had already proved very helpful.</p>
2.	<p>Apologies for Absence</p> <p>Apologies were received from: Cllr Leggett who was unable to attend due to a family bereavement Cllr Oliphant-Robertson was unable to attend as she was away on holiday.</p>

	<p>The Clerk noted that no apology had been received from Cllr Cope and as he had not attended a meeting since December 2019 he had put himself at risk of being disqualified from the role of Councillor owing to lack of attendance in the previous 6 months.</p> <p>The Clerk was tasked with writing to Cllr Cope and then advertising a casual vacancy in the parish magazine and on the website.</p> <p>Post Meeting Note : An email was received from Cllr Cope on 21.8.2020 resigning his position as a councillor.</p>
3.	<p>Declarations of Interest</p> <p>There were no declarations of interest concerning items on the agenda and Councillors were reminded that they must inform the Monitoring Officer of any changes to their Notification of Disclosable Pecuniary Interests.</p>
4.	<p>Approval of Minutes : 10 March 2020</p> <p>To resolve that the Minutes of the meeting of the Council held on 10 March 2020 are a true record of the meeting. Members were reminded the only issue relating to the minutes that can be discussed is their accuracy</p> <p>Cllr Kerry proposed; Cllr Griggs seconded and those present agreed the minutes were a true record of the Parish Council meeting held on 10 March 2020.</p>
5.	<p>Finance & Accounts</p> <p>Annual Internal Audit Report 2019/20</p> <p>The RFO checked Members had read the Annual Internal Audit Report prepared by the Internal Auditor, Lionel Robbins. The RFO explained the VAT issue had been caused by Rialtus who had wrongly assigned the VAT and this fact was included in their end of year report. There were no queries and the meeting accepted the report.</p> <p>Approval of the Governance Statement 2019/20</p> <p>The document had been circulated to all Members prior to the meeting so they would understand what they were approving. The RFO reiterated the importance of the document which forms part of our Annual Return and is sent to our external auditors. Cllr Griggs proposed the Annual Governance Statement be approved; this was seconded by Cllr Hiscock and agreed unanimously by all present.</p> <p>Section 1 of the Annual Governance and Accountability Return 2019/20 Part 3 was signed by the Chairman and Clerk.</p> <p>Approval of the Accounting Statements 2019/20</p> <p>The RFO explained this document also formed part of our Annual Return and had been circulated to all Members prior to the meeting. No questions were raised. Cllr Hiscock proposed that the Accounting Statement for the Annual Return as presented to members be approved, this was seconded by Cllr Griggs and agreed unanimously by all present.</p>

Section 2 of the Annual Governance and Accountability Return 2019/20 Part 3 was signed by the Chairman.

Accounts

Approval of payments retrospectively from 1 March to 31 July 2020

The details of payments had been circulated prior to the meeting. There were no queries.

Details of receipts from March to July 2020

The details of receipts had been circulated prior to the meeting. There were no queries.

Cllr Griggs proposed the approval of payments and receipts from 1 March to 31 July 2020. This was seconded by Cllr Kerry and agreed unanimously by all present.

Approval of new signatories for bank accounts

It was noted it had already been agreed that Cllr Griggs and Cllr Hiscock would become bank signatories as recorded in the Minutes of 10.3.2020. Following discussion it was felt no additional signatories were required at the present time. Cllr Robinson informed the meeting that once the new signatories had been set up he would only sign off payments in an emergency in view of his position as Chairman.

Review of Budget & Forecast 2020/21

Following a review of expenditure and income by the Chairman, Clerk and RFO, the forecast for 2020/21 had been revised and circulated to members for information. The following comments were noted:

- Claremont School - £850 has been received from Claremont and it was agreed not to invoice for the last remaining payment as although we would be contractually entitled to do so, the likelihood of the invoice being paid is extremely low and therefore it was inappropriate to waste time and effort on chasing it.
- Cleaning & Rubbish Collection – the charges have been reduced as Biffa has not sent an invoice and no longer has the contract.
- Dog Fouling bins – a contractor is needed as soon as possible and the Clerk was asked to contact other parishes to find out how their bins are managed.
- Grass/Hedge Cutting – Cllr Robinson asked for this to be discussed at the next meeting.
- Insurance – Cllr Robinson asked for this to be discussed at the next meeting.

There were no further comments or queries but the Councillors agreed to monitor the financial situation closely over the next few months.

Review of Quotations

Cllr Rogers had reviewed quotations and prepared Quotation Analysis Reports.

- Repairs to Sports Field & Old School Hall carparks

Cllr Rogers was not able to make a recommendation but suggested Contractors A & B should be contacted again. The meeting agreed the budget would not allow for the carparks to be tarmacked and Cllr

	<p>Rogers was asked to contact Contractor B to clarify costs and discuss the erection of a barrier to the Sports Pavilion carpark. Cllr Robinson proposed; Cllr Griggs seconded and the meeting agreed with this course of action.</p> <ul style="list-style-type: none"> ▪ <u>Condition surveys for the Old School Hall, Sports Pavilion, Clock Tower & War Memorial</u> Cllr Rogers recommended Consultant A which was seconded by Cllr Griggs. The meeting agreed with the recommendation with the exception of Cllr O'Brien who abstained. ▪ <u>Legionella Tests</u> Cllr Rogers had been asked to look at costs as this is a legal requirement and needs to be carried out before the Old School Hall and Sports Pavilion can be re-opened. Cllr Rogers explained this was a specialist area and he had contacted a single contractor. The meeting discussed Cllr Roger's recommendation and agreed to use William Martin Compliance which would cost £397.50 for the Old School Hall and £795 for the Sports Pavilion. <p>Trees for the Community As no project plan had been received from the Horticultural Society this will be discussed at the next meeting.</p>
6.	Allotment Tenancy Agreement
	<p>The meeting discussed the current tenancy agreement and agreed to look at this in greater detail at the next meeting as it was felt a lettings policy was also required.</p> <p>Cllr Rogers agreed to produce a draft lettings policy and Cllr Hiscock agreed to look at the Tenancy Agreement as she feels strongly there should be a written commitment from the Parish Council about how the allotment garden should be managed.</p>
7.	Neighbourhood Planning
	<p>A meeting with TWBC is being arranged to discuss Neighbourhood Planning and it was agreed Cllr Robinson, Cllr Griggs, Cllr Rogers and Cllr O'Brien would attend. The Clerk will confirm the meeting arrangements with Ellen Gilbert from TWBC.</p> <p>Neighbourhood Planning will be discussed at the October meeting following the meeting with TWBC.</p>
8.	Business Planning
	The Clerk has asked for comments on the draft business plan and the Councillors agreed to bring these back to the next meeting.
9.	Committees
	<p>Due to a lack of time it was agreed to discuss the format of the following committees at the next meeting :</p> <ul style="list-style-type: none"> ▪ Amenities Committee and its working groups ▪ Staffing Committee

	<ul style="list-style-type: none"> ▪ Planning Committee
10.	<p>Correspondence to and from the Clerk</p> <ul style="list-style-type: none"> ▪ Lower Green It was agreed to send a letter to Mr Lilly’s tenants about parking, dogs being tied up on the Lower Green and the ‘swing’ which had been attached to a tree on the Lower Green.
11.	<p>Public Intervention</p> <p>There was no public intervention.</p>
12.	<p>Councillor Intervention</p> <ul style="list-style-type: none"> ▪ KCC Councillor Holden did not attend the meeting. ▪ TWBC Councillor Bland Cllr Bland reported on the progress of the Local Plan which has gone through public consultation and been amended accordingly. There will now be a further consultation. There are 2 substantial sites for Sandhurst - Old Orchard and Burnt House Close. Cllr Bland also referred to a site at Sharps Hill but was unsure if it would go through as it had been received later. He reminded the meeting the plan would not include developments of less than 10 houses. <p>Speedwatch – Cllr Bland has received a number of concerns about speeding traffic and is hoping Speedwatch will reappear soon. Cllr Robinson explained the team was short of people because of CoVid age regulations.</p>
	<p>Dates of Next Meetings</p> <ul style="list-style-type: none"> ▪ 8 September 2020 ▪ 13 October 2020 ▪ 10 November 2020

CATHERINE CATT
Clerk to Sandhurst Parish Council

CC: For Information
County Cllr Seán Holden
Borough Cllr Godfrey Bland