



PARISH COUNCIL OF SANDHURST, KENT

Please reply to Catherine Catt, Parish Clerk, Old School, Back Road, Sandhurst, Kent TN18 5JS 01580-850295

APPROVED MINUTES

Full Council Meeting **Tuesday, 8 September 2020 at 17.00 hrs**

In attendance	Cllr M Hiscock
Cllr C Robinson: Chair	Cllr D Rogers
Cllr M Griggs: Vice Chairman	Mr A Crocker: Responsible Finance Officer

Item No	
1. Welcome, Resignation & Apologies	
	<ul style="list-style-type: none"> ✦ To note the resignation of Cllr Matthew Cope and confirm the actions to be taken to recruit a new councillor ✦ To receive apologies as reported at the meeting
	<p>The meeting noted the resignation of Cllr Matthew Cope and agreed to the following actions: As per procedure The Clerk will publish a notice of the casual vacancy for a period of 14 days. An election to fill the vacancy will be held if within fourteen days after the date of the notice a request in writing for such an election is received by the Returning Officer at Tunbridge Wells Borough signed by ten or more local government electors for the Parish. In the absence of such a request, the Parish Council will proceed to fill the vacancy by co-option.</p> <p>If the Parish Council proceeds to fill the vacancy by co-option it was unanimously agreed that advertisements would be placed in the:-</p> <ul style="list-style-type: none"> Village Magazine Johnsons Stores Parish Website

Apologies were received from the following:-

Cllr D Leggett - Personal Health Reasons
Cllr Jill Oliphant-Robertson - Holiday

Cllr Kelli O'Brien - unforeseen family commitments
TWBC Cllr G Bland – family engagement

2. Declarations of Interest

✦ To receive Declarations of Interest on agenda items. Members are reminded that they must inform the Monitoring Officer of any changes to their Notification of Disclosable Pecuniary Interests

Cllr D Rogers and Cllr M Hiscock declared an interest as holders of allotment tenancies. No other declaration of Interest was declared and confirmation was obtained that there were no changes to the Notification of Disclosable Pecuniary Interests.

3. Approval of Minutes

✦ To resolve that the Minutes of the meeting of the Council held on 18 August 2020 are a true record of the meeting. Members are reminded the only issues relating to the minutes that can be discussed is their accuracy

It was proposed by Cllr M Griggs, seconded by Cllr D Rogers, and unanimously agreed that the minutes of this meeting were an accurate record.

4. Finance & Accounts

Accounts

✦ To approve accounts retrospectively for payment from 1 August to 31 August 2020 Following a proposal by Cllr D Rogers, seconded by Cllr M Griggs the meeting unanimously approved the payments as detailed on the payment report presented by the RFO.

✦ To receive details of receipts in August 2020
There were no receipts for the month of August 2020.

Budget & Forecast

✦ To review and comment on the budget and updated forecast for 2020/21
The meeting reviewed the budget and updated forecast.

Following a proposal by Cllr D Rogers, seconded by Cllr M Hiscock it was unanimously agreed that the TWBC grant of £807.00 be used towards the Legionella testing costs to enable both the Old School Hall and Pavilion to reopen.

Review of Quotations

Cllr Rogers updated the meeting on the current status of quotations for repairs to the two Car Parks, having revisited the job specifications.

After reviewing the quotations, the meeting agreed unanimously that delegated powers be given to The Clerk to authorise commencement of work as specified by Cllr D Rogers after he had obtained revised costs from the preferred contractor, including the addition of a barrier at the pavilion car park, provided that the total cost did not exceed £8,000.

Insurance

✦ To review quotations and agree an insurance provider for the next 3 years
Three quotations had been received via Came and Company (the broker instructed to obtain the 'best value' quotations). Our existing insurers Zurich had provided a renewal quotation. There was some discussion as to whether the various quotations had been based on similar valuations. As the renewal quotation from Zurich represented best value, it was agreed

unanimously that the Clerk should renew the insurance with Zurich for a further three years once it had been verified that the valuations were equivalent.

Best Value Review

- ✦ To review the existing arrangements for grass and hedge cutting in the parish so a specification can be drawn up for the tender of a new contract.

Cllr D Rogers had provided the current Grounds Maintenance Specification and Schedule for councillors' to review. Before the Council can invite tenders for next year and beyond, councillors need to consider the frequency of cutting the various areas in the schedule. This is one of the biggest items of expenditure in the budget and requires careful attention and so councillors are urged to consider it and provide input before the next meeting.

Trees for the Community

- ✦ To review and agree how the £1,000 grant received from KCC will be spent and monitored

The Parish Council is awaiting a response from the Horticultural Society on their proposals for tree planting in the parish. The Clerk will remind the Horticultural Society but if no response is received before the next meeting, the Council will prepare its own plan. In the meantime the chairman asked the councillors for their ideas to be sent to The Clerk in readiness for discussion at the next meeting.

5. Allotments

- ✦ To review and agree a revised Allotment Tenancy Agreement

In view of the need to give 12 months' notice of a change to the agreement, this revision will have to apply from September 2021. Cllr M Hiscock had prepared a new draft Allotment Tenancy Agreement which was discussed. In view of the complexity, it was agreed unanimously that Cllr M Hiscock, Cllr D Rogers and Cllr K O'Brien should meet to review the draft in detail and revert to full council with an agreed draft for approval.

- ✦ To review and agree a new Lettings Policy

Cllr D Rogers agreed to produce a draft of this policy in consultation with Cllr K O'Brien and revert to full council for approval.

- ✦ To review and agree a method to secure entry to the allotments

The meeting unanimously agreed that The Clerk be tasked with purchasing a good quality lock, with say 25 keys that cannot be replicated without certification. Ideas were exchanged as to how to prevent the lock from being stolen in future. Actual decision to be finalised.

Future allotment rentals were discussed and it was agreed that for the forthcoming year commencing 29.09.20 there would be no changes to the agreement other than the division of any revised insurance costs when the renewal premium is known. Proposed by Cllr C Robinson, seconded by Cllr M Griggs and agreed unanimously.

After much discussion, it was agreed that within a general review of the allotment facilities consideration be given to sharing costs among allotment holders for the following:-

- Clearance costs for unattended plots, (if a system cannot be devised to charge the offending holder).

- Water Costs

It was proposed by Cllr D Rogers, seconded by Cllr M Hiscock and agreed unanimously that notice should also be given that a rental review will take place following a review of the charging structure.

6. Business Planning

- ✦ To comment on the draft business plan and make recommendations to move the business planning process forward

In the absence of The Clerk it was decided to carry this item forward to the next meeting

7. Committees

- ✦ To review the make-up of the Amenities Committee working groups in the light of Covid-19

The meeting agreed to carry this item over to the next meeting as The Clerk needs to be involved.

- ✦ To establish a Staffing Committee

The meeting agreed to carry this item over to the next meeting as The Clerk needs to be involved.

- ✦ To establish a Planning Committee

Following a proposal by Cllr C Robinson, seconded by Cllr M Griggs the meeting unanimously agreed to hold the planning meetings within the existing full council meetings.

8. Re-Opening the Old School Hall & Sports Pavilion

- ✦ To review the results of Legionella Testing

Cllr Rogers outlined the present position with the Legionella surveys that have been undertaken.

The report for the Pavilion is awaited as water samples were taken and results take 7-10 days to be returned from the laboratory.

A report has been received regarding the Old School Hall and only limited works need to be completed to enable the hall to re-open safely.

However the report did highlight the requirement for a water management regime to be implemented as follows:-

- a) Periodically flush the water system and keep a record
- b) Obtain water temperature readings and record in a site log book
- c) Undertake an annual service of thermostatic valves.

The meeting agreed that The Clerk should establish a water management regime in accordance with the report recommendations.

- ✦ To carry out a risk assessment to meet requirements of the parish council's insurance company

The meeting debated the risks involved and it was the consensus view that keeping hirers and users safe must be a joint responsibility to mitigate as far as is practical the perceived risks. The meeting agreed to task The Clerk with preparing a risk assessment and supplying a copy to the insurers before the hall is re-opened for hire. In the interim the meeting unanimously agreed that:-

- The OSH will require a deep clean before reopening;
- Hirers will be invited back on the existing terms which will be reviewed in April 2021 (proposed by Cllr M Griggs, seconded by Cllr M Hiscock and unanimously agreed).
- Hirers & users will be responsible for ensuring their own safety whilst in the hall and for cleaning all used surfaces after use.

- Council's Risk Assessment together with current Government guidance will be made available to users and all hirers will be required to provide a copy of their own risk assessment to the council before using the hall.

- The new cut key is placed in the key safe and the key safe code is posted on the Members Log In page of the website and supplied to hirers as necessary.

✦ To consider a new hire agreement

See above. New hire agreement not discussed, item to be carried forward.

✦ To consider changing the charge for hiring the Old School Hall & Sports Pavilion in the light of Covid-19

See above. Carried forward for implementation in April 2021.

9. Planning Applications

To consider Planning Application 20/01915/Full

✦ Proposal to extend existing residential pond within site boundaries (retrospective)

Fuggles Cottage, Crouch Lane, Sandhurst TN18 5PD

It was proposed by Cllr Hiscock and seconded by Cllr Griggs and agreed unanimously that the parish council took a neutral stance on this application.

10. Correspondence to and from the Clerk

Lower Green

Obstruction of the roadway with parked vehicles has largely stopped but occasionally wheelie bins are left in the roadway. The Clerk will write to the residents involved asking for their cooperation and for the makeshift swing to be removed from the council's tree.

Speedwatch

Cllr Robinson confirmed that two sites have been risk assessed and authorised by the Speedwatch Manager, Alan Watson. PPE equipment has been delivered for the use of volunteers. Because of the Covid restrictions there are currently not enough volunteers to form a quorum of 2 for the checks to take place.

Cllr Robinson will prepare an advertisement for new volunteers for this initiative to be placed in the Village Magazine and in local businesses.

Village Magazine

To discuss the proposal to include a 'letter' from the new Chairman and Vice-Chairman in the next edition of the village magazine

Cllrs Robinson and Griggs have agreed to take this task on.

11. Public Intervention

The Chairman will allow 15 minutes for a public intervention at the appropriate point in the meeting if necessary

No members of the public attended.

12. Councillor Intervention

✦ KCC Councillor Holden - TBC

✦ TWBC Councillor Bland - TBC

No County or Borough Councillor attended
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Dates of Next Meetings

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| ✦ 13 October 2020 |
| ✦ 10 November 2020 |

Minutes prepared by | Alan Crocker | RFO to Sandhurst Parish Council