



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 Parish Council Meeting Held by Zoom on Tuesday, 9 February 2021

In Attendance:

Clr C Robinson (CR) : Chairman	Mrs C Catt (CC) : Clerk & Proper Officer
Clr M Griggs (MG) : Vice-Chairman	Mr A Crocker : Responsible Finance Officer
Clr A Kerry (AK)	
Clr K O'Brien (KOB)	KCC Clr S Holden
Clr J Oliphant-Robertson (JOR)	TWBC Clr G Bland
Clr D Rogers (DR)	1 Member of Public

Item		Actions
1.	Welcome & Apologies	
	The Chairman welcomed Councillors and a member of the public to the first Parish Council meeting held using Zoom and explained the protocols for speaking. Apologies were received from Clr Hiscock.	
2.	Declarations of Interest	
	There were no declarations of interest concerning items on the agenda. Councillors were asked to review their Declarations of Pecuniary Interest (DPI) which had been circulated ahead of the meeting: <ul style="list-style-type: none"> ▪ Clr Robinson confirmed his DPI needed updating ▪ There were no other amendments ▪ The Clerk will forward the DPI's to TWBC's Monitoring Officer. 	CR CC
3.	Approval of Minutes & Meeting Dates for 2021/22	
	To resolve that the Minutes of the meeting of the Council held on 13 October 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.	

	<ul style="list-style-type: none"> ▪ Cllr Rogers proposed; Cllr Oliphant-Robertson seconded and those present agreed the minutes were a true record of the meeting. <p>To agree the meeting dates for 2021/22 – draft meeting dates had been circulated ahead of the meeting:</p> <ul style="list-style-type: none"> ▪ Following Government confirmation local elections will be held on 6.5.21, it was agreed the Parish Council’s Annual meeting will be held on 18.5.21 to carry out necessary business, including the election of a Chairman ▪ It was agreed that although Parish Council meetings now include Planning Committee meetings, a second provisional date would be included each month in the calendar ▪ Councillors agreed the dates and asked the Clerk to publish them on the website. 	CC
4.	Resignation : Cllr David Leggett	
	<p>To note Cllr Leggett’s resignation and to approve a vote of thanks to Cllr Leggett by the Chairman</p> <ul style="list-style-type: none"> ▪ Clerk/Cllr Robinson had received and accepted Cllr Leggett’s resignation which was due to ill health ▪ Cllr Robinson has written to Cllr Leggett thanking him for his contributions as Councillor, Vice-Chairman and Chairman. <p>To approve co-opting a councillor to fill the vacancy Cllr Rogers proposed; Cllr Griggs seconded and the meeting voted unanimously to co-opt a councillor to fill the vacancy</p> <ul style="list-style-type: none"> ▪ The Clerk will notify TWBC of Cllr Leggett’s resignation. 	CC
5.	Finance & Accounts	
	<p><u>Accounts</u></p> <p>To approve accounts retrospectively for payment from 1 November 2020 to 31 January 2021</p> <ul style="list-style-type: none"> ▪ RFO had circulated details in advance and asked if there were any queries. ▪ Cllr O’Brien queried £800 for Xmas trees and RFO explained this was for 2 trees – 2019 and 2020. <p>To receive details retrospectively of receipts from 1 November 2020 to 31 January 2021</p> <ul style="list-style-type: none"> ▪ RFO had circulated details in advance and asked if there were any queries. ▪ It was noted no rent had been received for allotments 1b and 4d and RFO was asked to chase. <p>Cllr Griggs proposed; Cllr Oliphant-Robertson seconded and those present agreed to receive the payments and receipts from 1.11.20 to 31.1.21.</p>	RFO

	<p>To agree retrospectively the salary increases paid to the Clerk and RFO.</p> <ul style="list-style-type: none"> ▪ As the increases were in line with the agreed NJC pay scales 2020/21 Cllr Oliphant-Robertson proposed; Cllr Rogers seconded and those present agreed with the payment of the increases. <p><u>External Audit Report</u></p> <p>To note and approve the External Audit Report for 2019/20</p> <ul style="list-style-type: none"> ▪ RFO asked if there were any queries and explained PKF Littlejohn's note which went back 3 years when he had made an adjustment to the accounts concerning a credit card payment which had been late being processed. ▪ Cllr O'Brien proposed; Cllr Griggs seconded and those present agreed to approve the External Audit Report for 2019/20. <p><u>Precept & Budget 2021/22</u></p> <p>To agree the Parish Council's request for a Precept of £73,980 which was made to TWBC on 15.1.2021 for the financial year 2021/22 – note this represents an increase of only £80 (0.11%) from 2020/21</p> <ul style="list-style-type: none"> ▪ Cllr Griggs proposed; Cllr Oliphant-Robertson seconded and those present agreed to accept the amount of the request. <p><u>Draft Budget 2021/22</u></p> <p>To agree the draft budget for 2021/22</p> <ul style="list-style-type: none"> ▪ Cllr Robinson asked if there were any major questions about the draft budget which had been circulated ahead of the meeting. He explained the budget had been prepared on the basis of having a reserve of £20k at the end of the year. ▪ There were no questions and Cllr Oliphant-Robertson proposed; Cllr Kerry seconded and those present agreed to the draft budget. <p><u>Budget 2020/21</u></p> <p>To identify and agree projects which will be completed before the end of this financial year:</p> <ul style="list-style-type: none"> ▪ <u>CCTV Sports Pavilion</u> – 1 quote for has been received, a second will be obtained from a local supplier. Cllrs Robinson & Rogers will draw up an appropriate specification. ▪ <u>Speed display signs</u> – Cllr Robinson contacted a supplier and was told they were not a KCC-recognised supplier. The Clerk will contact Cllr Holden to clarify KCC's position. ▪ <u>Playground Equipment</u> 	<p>CR/DR</p> <p>CC</p>
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	<ul style="list-style-type: none"> - Fencing - Cllr Robinson told the meeting some basic repairs have been carried out but more robust fencing is needed for both playgrounds. He will contact Northiam PC for more information about the fencing they have used. - Baby swings for Old Orchard – a quote was received 18 months ago but the swings have not been replaced. Cllr Robinson/Clerk will ask for a revised quote. - Cllr Robinson said HAGS had finally responded to the issue of the seesaw spring. They will repair the seesaw and roundabout for £675. Cllr Robinson asked for approval to carry out this work – Cllr Rogers proposed as HAGS is a specialist provider; Cllr O'Brien seconded and those present agreed the repairs should be carried out as soon as possible. <p>Addendum Approved 9.3.2020 – correction Cllr Robinson asked for a note to be added to the minutes as he realised he had made a mistake in the amount due to be paid for repairing the seesaw (£675) when the correct amount should have been £1,175.</p> <ul style="list-style-type: none"> - The possibility of replacing the bark with a 'wet pour' surface was discussed. Cllr Robinson/Clerk will research suitable companies and ask for quotations. - Carpark barrier – Cllr Rogers is waiting for details and agreed to chase. ▪ <u>Condition Survey</u> The recommendations in the condition survey were discussed and it was agreed Cllr Rogers will produce a 5-year maintenance plan for discussion at the next meeting. Cllr Griggs was keen to take some remedial action while the Old School Hall is closed under Government restrictions. ▪ <u>Defibrillator Maintenance Contract</u> Cllr Rogers proposed; Cllr Oliphant-Robertson seconded and those present agreed that an annual maintenance contract should be taken out – approx cost for 5 defibrillators is £500/year. Cllr Griggs asked how do we know if the defibrillators have been used ? Cllrs Robinson and Griggs agreed to look into this. ▪ <u>Donations</u> Cllr Robinson asked RFO to circulate the list of people who had received donations last year with a view to discussing this at the next meeting. ▪ <u>Back Road Carpark</u> Cllr Rogers had been asked to revise the specification and discuss with contractor. A revised price of £6.5k has been submitted for a sustainable solution – not just filling in holes. Cllr Rogers asked for a decision to be made and following discussion about Cllr Rogers proposal, Cllr O'Brien seconded it and those 	<p style="text-align: center;">CR</p> <p style="text-align: center;">CR/CC</p> <p style="text-align: center;">CR/CC</p> <p style="text-align: center;">DR</p> <p style="text-align: center;">DR</p> <p style="text-align: center;">CR/CC</p> <p style="text-align: center;">MG/CR</p> <p style="text-align: center;">RFO</p> <p style="text-align: center;">DR</p>
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	<p>present agreed £6.5k will be committed to resolve the issues with the carpark.</p> <p>To identify and agree projects to be carried forward into 2021/22 as a result of Covid 19 lockdowns and restrictions</p> <ul style="list-style-type: none"> Projects will be discussed at the next meeting. 	
6.	Annual Review of documentation	
	<p>To review and accept the following documents:</p> <ul style="list-style-type: none"> Standing Orders Financial Regulations Financial Risk Assessment <p>Cllr Robinson asked for this item to be carried forward to the next meeting to allow Councillors more time to read and review the documents.</p> <p>To agree a review schedule for Sandhurst Parish Council policies</p> <ul style="list-style-type: none"> It was agreed the Clerk will produce a list of policies to be reviewed, together with a schedule for councillors to carry out the reviews. 	<p>ALL</p> <p>CC</p>
7.	Allotments	
	<p>To receive an update from Cllr Hiscock on the tenancy agreement and lettings policy</p> <ul style="list-style-type: none"> In Cllr Hiscock's absence it was agreed to carry this item forward to the next meeting. Cllr Robinson asked Cllrs Hiscock, O'Brien and Rogers to bring a proposal to the next meeting for council approval as allotment holders will have to be given 6 months' notice of a new agreement. 	MH/KOB/DR
8.	Staffing Committee	
	<p>To elect a member of the Staffing Committee following Cllr Leggett's resignation</p> <ul style="list-style-type: none"> Cllr O'Brien volunteered to join Cllrs Griggs and Oliphant-Robertson on a temporary and short-term basis so 2 new councillors can be co-opted and staff appraisals can be carried out. <p>To agree Terms of Reference for the Staffing Committee</p> <ul style="list-style-type: none"> Cllr O'Brien asked for more time to look at the TORs. 	MG/JOR/KOB
9.	Re-Opening the Old School Hall & Sports Pavilion	
	<p>To note we are still in lockdown and unable to re-open the Old School Hall and Sports Pavilion at the current time</p> <ul style="list-style-type: none"> Councillors agreed we are not able to open the Old School Hall and Sports Pavilion and asked the Clerk to contact regular users to let them know a Condition Survey had been carried out. 	MG/CC

	To consider the Condition Survey and agree work to be carried out before the end of the financial year <ul style="list-style-type: none"> See Item 5 above. 	
10.	Planning Applications	
	<p>21/00118/FULL Erection of detached double garage Frenchurst Farmhouse, Lomas Lane, Sandhurst TN18 5PT</p> <ul style="list-style-type: none"> Cllr Oliphant-Robertson proposed; Cllr Griggs seconded and those present agreed the Parish Council had no comments to make on this planning application. <p>20/03754/FULL Change of use of land comprising a meadow at Scurms Farm, just off Stone Pit Lane, to create a glamping site</p> <ul style="list-style-type: none"> Due to time constraints, it was agreed to discuss this application at the Planning Committee meeting on 23.2.2021. 	<p>CC</p> <p>CC</p>
11.	Correspondence to and from the Clerk	
	<p><u>Tree Project</u></p> <ul style="list-style-type: none"> As it has not been possible to arrange a meeting with the AONB due to lockdown, it was agreed to postpone this project until 2021/22. The Clerk was asked to inform KCC Cllr Holden of the Parish Council's decision. <p><u>Abandoned Car in Sports Pavilion Carpark</u></p> <ul style="list-style-type: none"> The Clerk informed those present the abandoned car had been reported and would be removed from the carpark by TWBC. <p><u>Mobile Homes and Planning Consent</u></p> <ul style="list-style-type: none"> It was noted there are some mobile homes in the village and the question was asked – do they have the appropriate planning permission ? Cllr Robinson suggested contacting the Planning Officers to find out what is required in the first instance. <p><u>Lower Green</u></p> <ul style="list-style-type: none"> Cllr Robinson has written to the Clerk about the car which is still blocking the roadway between Back Road and Rye Road. The Councillors agreed a letter should be written to Mark Lilley asking him to remind his tenants they cannot park in the roadway. 	<p>CC</p> <p>CC</p> <p>CC</p>
12.	Public Intervention	
	There was no public intervention.	

13.	Councillor Intervention	
	<p>The Chairman invited KCC Cllr Holden and TWBC Cllr Bland to speak:</p> <p>Cllr Holden</p> <ul style="list-style-type: none"> ▪ Gave an update on Plan Bee, the Pollinator Action Plan, which was launched on 9.11.20. Cllr Robinson asked Cllr Holden if he had heard about the organisation, Plant Life, which encourages the use of roadside verges. Cllr Holden confirmed he had and that they had attended the launch. Cllr Holden said in future roadside nature reserves and verges will look more unkempt as a result of rescheduling verge cutting. ▪ Environment & Transport Committee – there will be a consultation on the 48 ton weight limit which is due to have a 4-year trial. The Committee has informed the Government they are very unhappy with this situation. ▪ A letter of protest has been sent to the Government about breaking the ban on neonicotinoid insecticides. ▪ There has been a rapid increase in people coming across the Channel illegally, including the number of unaccompanied children and KCC has written to the Government saying it no longer has the resources to deal with them. ▪ KCC has proposed a tax increase of 5% which will be used to improve social care and address the 2% Covid 'hole. <p>Cllr Robinson thanked Cllr Holden for attending the meeting.</p> <p>Cllr Bland</p> <ul style="list-style-type: none"> ▪ Reported TWBC has adopted its draft Local Plan which covers everything from housing to playing fields. An 8-week consultation will start in March 2021. ▪ Cllr Bland emphasised the need for a 5-year building supply plan because of the impact it can have on the outcomes of local planning applications and he reported on the planning application for Sharps Hill as an example. It had been turned down as the Planning Committee felt that despite the lack of 5-year housing supply plan this was a small development and would not have a significant impact. However, the developer is likely to appeal and could win because of lack of a housing supply plan. <p>Cllr O'Brien asked for clarification on the housing supply plan and Cllr Bland explained it covers the whole borough and is an issue if there is no plan as the presumption is often in favour of the developer -</p>	

	<p>the Planning Committee would have to have a very good reason to turn down an application. Cllr Bland said the impact can be seen on large developments which have been forced on communities.</p> <p>Cllr Robinson asked if this could have an impact on Sharps Hill ? Cllr Bland believes this could be very relevant, especially as the appeal is unlikely to happen before April 2021.</p> <p>Cllr Robinson thanked Cllr Bland for attending the meeting.</p>	
14.	Dates of Next Meeting	
	<ul style="list-style-type: none"> ▪ 23 February 2021 : Planning Committee ▪ 9 March 2021 	

CATHERINE CATT
Clerk to Sandhurst Parish Council

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