



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 March 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 M Hiscock (MH)	
Clr A Kerry (AK)	KCC Clr S Holden
Clr J Oliphant-Robertson (JOR)	TWBC Clr G Bland
Clr D Rogers (DR)	2 Members of Public

No		Actions
1.	Welcome & Apologies	
	An apology was received from Clr K O'Brien.	
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 <ul style="list-style-type: none"> ▪ Clr Hiscock and Clr Rogers declared an interest in agenda item 6 – Allotments - as they are allotment holders. 	
3.	Approval of Minutes : 9.2.2021 & 23.2.2021	
	To resolve that the Minutes of the meeting of the Council held on 9 February 2021 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"> ▪ Clr Oliphant-Robertson proposed ; Clr Kerry seconded and those present agreed the minutes were a true record of the meeting. ▪ Clr Robinson asked for a note to be added to the minutes (Item 5 Finance & Accounts; Budget 20/21; Playground Equipment) as he realised he had made a mistake in the amount due to be paid for repairing the 	CC

	<p>seesaw (£675) when the correct amount should have been £1,175.</p> <p>To resolve that the Minutes of the meeting of the Planning Committee held on 23 February 2021 are a true record of the meeting.</p> <ul style="list-style-type: none"> ▪ Cllr Griggs proposed ; Cllr Rogers seconded and those present agreed the minutes were a true record of the meeting. 	
4.	Finance & Accounts	
	<p><u>Accounts</u></p> <p>To approve accounts retrospectively for payment from 1 February to 28 February 2021</p> <ul style="list-style-type: none"> ▪ Cllr Hiscock proposed; Cllr Rogers seconded and those present approved the payments. <p>To receive details retrospectively of receipts from 1 February to 28 February 2021</p> <ul style="list-style-type: none"> ▪ Cllr Rogers proposed; Cllr Oliphant-Robertson seconded and those present approved the receipts. <p><u>Budget 2020/21</u></p> <p>To receive the forecast to the end of the financial year 2020/21</p> <ul style="list-style-type: none"> ▪ The RFO had circulated the forecast ahead of the meeting and had no comments to make. ▪ Cllr Robinson commented in reality it would not be possible to spend the £29,500 forecast but hoped the monies for CCTV; Back Road carpark and defibrillator maintenance would be spent by 31.3.2021. He anticipated the total underspend to be carried forward for projects would be £14k. ▪ Cllr Robinson proposed changes to the monitoring spreadsheet which would include adding a column to monitor the underspend. He will discuss this further with the RFO and bring a revised spreadsheet to the April 2021 meeting. <p>To update projects which will be completed before the end of the financial year 2020/21</p> <ul style="list-style-type: none"> ▪ See above. <p>To update projects to be carried forward into 2021/22 as a result of Covid 19 lockdowns and restrictions</p> <ul style="list-style-type: none"> ▪ See above. <p>To agree organisations to receive donations</p> <ul style="list-style-type: none"> ▪ Cllr Robinson asked those present for their comments: <ul style="list-style-type: none"> ▪ Cllr Griggs suggested a donation to the primary school. Cllr Kerry suggested £500; Cllr Griggs seconded and those present agreed. 	CR/RFO

	<ul style="list-style-type: none"> ▪ Cllr Rogers proposed £500 donation to the Air Ambulance; Cllr Kerry seconded and those present agreed. ▪ The remaining donations were taken as a block, including £100 for Tunbridge Wells Citizen Advice Bureau. Cllr Robinson proposed; Cllr Rogers seconded and those present agreed and asked the RFO to arrange the payments. 	RFO
5.	Annual Review of documentation	
	<p>To review and accept the following documents: <u>Standing Orders</u> The following comments were made:</p> <ul style="list-style-type: none"> ▪ Paragraph 3g, public intervention : Cllr Griggs proposed changing the time to 3 minutes for consistency. Those present agreed. ▪ Paragraph 19c, staff appraisals : Cllr Robinson asked for appraisals to be changed to Staffing Committee. Those present agreed. ▪ SO 11 and Paragraph 21, data protection : the Clerk will check the policy and compliance. ▪ Cllr Griggs proposed; Cllr Oliphant-Robertson and those present agreed to the changes to the Standing Orders. <p><u>Financial Regulations</u> The following comments were made:</p> <ul style="list-style-type: none"> ▪ Paragraph 2.2, verification of bank reconciliation. Cllr Robinson asked for a volunteer to take over this task. Cllr Oliphant-Robertson agreed to do so. ▪ Paragraphs 3.2 & 3.4, precept & budget : Cllr Robinson proposed this should be changed to end December to comply with TWBC's deadlines. Those present agreed. ▪ Cllr Hiscock proposed; Cllr Griggs seconded and those present agreed to changes to the Financial Regulations. <p><u>Financial Risk Assessment</u> The following comments were made:</p> <ul style="list-style-type: none"> ▪ Business Continuity Plan : Cllr Robinson asked for this to be discussed at the next meeting. ▪ Grants : Cllr Robinson noted this should be updated to 2021/22 ▪ Charges : this needs to be discussed again following the end of lockdown ▪ Formatting - check ▪ Paper records : change date ▪ Safe meeting place : note about covid-safe ▪ It was agreed Cllr Robinson and Clerk would make any amendments and bring the revised version of the Financial Risk Assessment to the April 2021 meeting. <p>To agree a schedule for the annual review of Sandhurst Parish Council's policies – to be carried forward.</p>	<p>CC</p> <p>CC</p> <p>CC</p> <p>CC</p> <p>CC</p> <p>CC</p> <p>CR/CC</p>

6.	Allotments	
	<p>To approve the new allotment tenancy agreement and lettings policy prepared by Cllrs Hiscock, O'Brien and Rogers</p> <ul style="list-style-type: none"> ▪ Cllr Robinson asked for Cllrs Hiscock, Rogers and O'Brien to come together to produce a final document for approval by the full council at the April 2021 meeting. 	MH/KOB/DR
7.	Neighbourhood Plan	
	<p>To discuss restarting the Sandhurst Neighbourhood Plan process</p> <ul style="list-style-type: none"> ▪ Cllr Robinson requested this agenda item as he had received comments from some local residents about the lack of a local plan when neighbouring parishes are publishing theirs. ▪ Cllr Rogers reminded those present the process had been started a number of years ago but had been dropped due to lack of public interest. ▪ Cllr Griggs felt the process should be restarted but recognised it would require a minimum of 5/6 local residents to support it. ▪ It was agreed to include a request for supporters in the parish magazine newsletter and on the website. ▪ Cllr Griggs also suggested contacting local societies. ▪ Cllr Hiscock thought a request should be put on Nextdoor and Cllr Griggs agreed. Cllr Robinson is happy to consider the case for using Nextdoor and asked Cllrs Hiscock and Griggs to bring this to the April 2021 meeting. 	CR CC MG MG/MH
8.	Condition Survey & 5-Year Maintenance Plan	
	<p>To receive the Condition Survey prepared by Lambert & Foster.</p> <ul style="list-style-type: none"> ▪ Carried forward to next meeting. <p>To receive the draft 5-year maintenance plan prepared by Cllr Rogers</p> <ul style="list-style-type: none"> ▪ Carried forward to next meeting. 	DR
10.	Planning Applications : Cllr Griggs - Chair of Planning Committee	
	<p>21/00020/FULL</p> <p>Demolition of existing reinforced concrete balcony, stairs and section of bridging wall and replace with steel timber clad structure and new staircase</p> <p>Alderden Oast, Sponden Lane, Sandhurst TN18 5NR</p> <ul style="list-style-type: none"> ▪ There were no comments - Cllr Rogers proposed; Cllr Robinson seconded and those present agreed Sandhurst Parish Council has no objections to this application. 	

	<p>21/00004/FULL Dropped kerb</p> <p>1 Oak Cottages, Rye Road, Sandhurst TN18 5JN</p> <p>Cllr Griggs invited comments:</p> <ul style="list-style-type: none"> ▪ Cllr Rogers was surprised this required planning permission when KCC had agreed to a dropped kerb 50 yds further on. ▪ Cllr Oliphant proposed; Cllr Kerry seconded and those present agreed Sandhurst Parish Council has no objections to this application. <p>21/000565/FULL & 21/000566 LBC Proposed two bay timber framed garage with log store and listed building consent</p> <p>Puxtye Farmhouse, Crouch Lane, Sandhurst TN18 5PB</p> <p>Cllr Griggs invited comments:</p> <ul style="list-style-type: none"> ▪ Cllr Robinson commented the proposed building was in the curtilage of a listed building and questioned putting it in front of the main building rather than to one side. ▪ Cllr Rogers proposed; Cllr Kerry seconded and those present (with the exception of Cllr Robsinson who abstained) agreed Sandhurst Parish Council has no objections to these applications. 	
11.	Correspondence to the Clerk & Points of Information	
	<p><u>Mobile Homes</u> Following advice from TWBC, Cllr Robinson agreed to provide map references for the mobile homes which will be sent to TWBC.</p> <p><u>Covid 19 Road Map</u> To look at the major dates in the road map and their relevance to re-opening the Old School Hall and Sports Pavilion:</p> <ul style="list-style-type: none"> ▪ Those present noted ACRE’s guidance that village and community halls are to remain closed until 17.5.21. <p><u>Flag Pole & Flags</u> To review who has responsibility for raising flags on the Parish Council’s flag pole</p> <ul style="list-style-type: none"> ▪ Cllr Kerry confirmed the name and address of the Sandhurst resident who is responsible for the raising the flags, etc. ▪ The resident has asked Cllr Kerry to find a new volunteer as soon as possible and those present was agreed to put a note to this effect in the parish magazine. <p><u>Green Shoots</u></p>	CR

	<p>To draw Councillors attention to the Green Shoots post on the website</p> <ul style="list-style-type: none"> ▪ Cllr Griggs drew the attention of those present to the Green Shoots initiative. <p><u>Elections : 6 May 2021</u> To draw Councillors attention to the timetable, requirements and documents needed for the elections</p> <ul style="list-style-type: none"> ▪ The Clerk has circulated dates leading up to the elections and will circulate the paperwork as soon as possible. <p><u>Speedwatch</u></p> <ul style="list-style-type: none"> ▪ Cllr Robinson gave a brief update and explained Speedwatch is still on hold in Kent. 	CC
12.	Public Intervention	
	The Chairman will allow 15 minutes for a public intervention at the appropriate point in the meeting if necessary	
13.	Councillor Intervention	
	<p><u>KCC Councillor Holden</u></p> <ul style="list-style-type: none"> ▪ Pot Hole Blitz of £10m ▪ KCC budget 5% increase of which 3% will go towards adult care ▪ Neo Nicotinoids which affects bees very badly. Cllr Holden was pleased to report he had received a positive response to his concerns. <p><u>TWBC Councillor Bland</u></p> <ul style="list-style-type: none"> ▪ TWBC has set its budget but will have to draw heavily on reserves ▪ Rubbish Collection in Back Road – following a resident’s complaint and action taken, Cllr Bland reported the issues should have been dealt with and TWBC will monitor over the next few weeks. 	
14.	Date of Next Meeting	
	<ul style="list-style-type: none"> ▪ 13 April 2021 	▪

CATHERINE CATT
Clerk to Sandhurst Parish Council

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