



Sandhurst Parish Council
Minutes of the Parish Council meeting held on
17th October 2017 at 19.30

Present:

Councillors in attendance: Mr T Hannocks (TH), Mrs R Broadbent (RB), Mr A Kerry (AK), Mr D Leggett (DL), Mr H Phillips (HP), Mr C Robinson (CR), Ms J Oliphant-Robertson (JOR), Mr M Cope (MC).

Councillors not in attendance: N/A.

Tunbridge Wells Borough Councillor: Not in attendance.

Kent County Councillor: Cllr S Holden (SH) arrived at 19.58.

Members of the Public: None.

Clerk: Lisa Hale (LH).

RFO: Alan Crocker (AC).

	Item	Action
10/17/1	<p>To accept apologies for absence.</p> <p>None</p>	
10/17/2	<p>Declarations of Interest on items on the agenda.</p> <p>The chairman asked if there were any interests to declare. AK declared an interest in Sandhurst Football Club.</p>	
10/17/3	<p>Statement from the Chairman on conduct at council meetings.</p> <p>TH stated that he felt the conduct at the September Full Council Meeting had been very poor. TH explained that the meeting had to be paused three times due to talking. Some councillors were unable to be heard. TH highlighted that it is clearly written in the standing orders that only one person should speak at a time.</p> <p>TH explained that at meetings comments made during the discussion should be directed to the chairman. Statements should not be directed to members of the public after the public adjournment has been completed.</p> <p>AK asked for clarification on the procedures to when members of the public should speak at council meetings. TH explained the procedures that should be adhered to.</p>	
10/17/4	<p>To approve the minutes of the Parish Council Meeting of the 12th September 2017.</p> <p>The Full Council Meeting minutes of the 12th September 2017 were proposed for approval by DL and AK. Decision: The minutes from the meeting were unanimously approved and signed by the Chairman as a correct record.</p>	
10/17/5	<p>5.1. To receive a report from the nominated TWBC Borough Councillor.</p> <p>Not in attendance.</p> <p>5.2. To receive a report from Kent County Councillor Sean Holden.</p> <p>SH reported that several children in Hawkhurst area had been refused a free bus pass to the grammar school. The current policy is to give free passes to the child's nearest school. SH felt that this was unfair and discriminatory, and he had been assisting parents with the appeal process.</p>	

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	<p>SH explained that TWBC would soon be deciding on the provision of a new theatre in Tunbridge Wells. It had been discussed that the costs involved would be offset by the increase in economic activity in the Borough.</p> <p>SH stated that he had been working with the Chairman of KALC and the Transport Committee to look at diverting lorries from rural roads.</p> <p>SH stated that he had been impressed with Cllr Broadbent's efforts of working alongside KCC in order to get the hedges cut and pavement repaired/cleared along the Rye Road, Sandhurst.</p> <p>RB asked SH to assist the Syrian Refugee family residing in Sandhurst in finding work. Two KCC officers had been tasked with this job, but there had been no progress. SH asked RB to forward him all the details so he could investigate.</p> <p>SH spoke briefly about KCC budget cuts and government initiatives to promote revenue.</p>	RB									
10/17/6	<p>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.</p> <p>No members of the public were in attendance.</p>										
10/17/7	<p>Matters arising from the minutes, which are not covered elsewhere and correspondence received by the Parish Clerk</p> <p>Action carried over from the meeting held on the 12th September 2017.</p> <ol style="list-style-type: none"> LH to make the amendment to the asset register to reflect that the speed watch equipment is jointly owned and circulate for approval at the next meeting. <p>Clerk Correspondence:</p> <table border="1" data-bbox="181 1332 1090 1758"> <thead> <tr> <th>Correspondence From</th> <th>Details</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Resident – 13/9/17 Email</td> <td>Clarification on points relating to the Pavilion grant funding</td> <td>Reply sent by Clerk</td> </tr> <tr> <td>Resident – 10/10/17 Email</td> <td>Enquiry regarding the streetlight in the Tanyard, which needs to be repaired.</td> <td>Clerk spoke to K Bonner (Streetlight maintenance). maintenance due to be carried out within the month.</td> </tr> </tbody> </table> <p>AK confirmed that the streetlight column repairs had been carried out.</p> <p>LH stated that Mrs Lyn Hayes had written to the council and wanted to make them aware that she only used the car park at the Sandhurst playing fields as a meeting point for her running group. It was not a commercial organisation. RB stated that the comments she made to the public at the last meeting were not directed at</p>	Correspondence From	Details	Action	Resident – 13/9/17 Email	Clarification on points relating to the Pavilion grant funding	Reply sent by Clerk	Resident – 10/10/17 Email	Enquiry regarding the streetlight in the Tanyard, which needs to be repaired.	Clerk spoke to K Bonner (Streetlight maintenance). maintenance due to be carried out within the month.	
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Signed:

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Mrs Hayes.

09/17/8

Finance**8.1 To note accounts paid (for which spending approval has already been agreed)****List of Payments made between 02/09/17 – 30/09/17:**

Date: 05/10/2017

Sandhurst PC

Page 1

Time: 13:17

Cashbook 1

User: AJC

Current Bank A/c

Payments made between 02/09/2017 and 30/09/2017

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
04/09/2017	BT Group PC	DD	172.01		28.67	6090	600	143.34	Telephone Services
12/09/2017	Lloyds Bank Limited	DD	3.00			6061	600	3.00	Corporate Card
12/09/2017	Stationery Express	ET344	25.70		4.28	6060	600	21.42	Copy/Printing Charges
12/09/2017	K P Stephenson	ET345	30.00			3020	300	30.00	Handyman Services
12/09/2017	K P Stephenson	ET345A	208.39			4005	400	208.39	Handyman Services
12/09/2017	EDF Energy	ET346	331.04		15.76	7000	700	315.28	St Lighting 1.01.17 to 30.0.17
15/09/2017	South East Water	DD	9.00		0.43	4035	400	8.57	OSH Water
15/09/2017	EDF Energy	DD	78.00		3.71	2000	200	74.29	Clock Tower
18/09/2017	EDF Energy	DD	84.00		4.00	3000	300	80.00	[PF]
21/09/2017	Zurich	ET347	1,663.66			6030	600	1,663.66	Parish Insurance
21/09/2017	Mrs Lisa Hale	ET349	800.16			6020	600	816.54	September Salary
21/09/2017	Alan J Crocker	ET350A	326.73			6025	600	-16.38	September Salary
21/09/2017	Alan J Crocker	ET350B	14.52			6020	600	408.33	September Salary
21/09/2017	Alan J Crocker	ET350B	14.52			6025	600	-81.60	September Salary
21/09/2017	HMRC	ET351A	100.44			6070	600	14.52	Postage
21/09/2017	HMRC	ET351A	100.44			6020	600	100.44	Tax and NI ee's and er's
21/09/2017	HMRC	ET351B	16.38			6025	600	16.38	Employers NI
22/09/2017	PKF Littlejohn	ET348	720.00		120.00	6005	600	600.00	Professional Serv Yr End 2017
26/09/2017	British Gas	DD	33.89		1.61	4020	400	32.28	Gas [OSH]
26/09/2017	British Gas	DD	65.11		3.10	4000	400	62.01	Electricity [OSH]
28/09/2017	Parish On Line	ET352	33.60		5.60	6060	600	28.00	Ann Subs 08.10.17 to 08.10.18
28/09/2017	Groundscare and Gen Services	ET353	2,070.00		345.00	3015	300	1,725.00	Sept 1;15;29
30/09/2017	Unity Trust Bank	SERVICE CH	18.00			6007	600	18.00	Service Charge

Total Payments: 6,803.63 0.00 532.16 6,271.47

The accounts for the month of July and August were proposed for approval by MC and Seconded by AK.

Decision: The accounts were unanimously approved.

8.2 Emergency spending to be retrospectively approved.

There was no emergency spend to be retrospectively approved.

8.3 To identify additional expenditure for forthcoming month.

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	<p>None.</p> <p>8.4 To receive a budget update and anticipated end of year position.</p> <p>AC explained that the invoice from PKF LittleJohn (External Auditor) had been more than expected/budgeted, due to the council's increased turnover last year. This was due to the grant awarded to the council from Sport England for the renovations to the pavilion.</p> <p>AC stated that the second instalment of the precept and the VAT reimbursement of £4,354 had been received. DL asked if the long waiting times experienced last year for the VAT reimbursement had been resolved. AC confirmed that the turnaround was much quicker.</p> <p>AC stated that the forecast balance anticipated year-end balance is £22,256.18.</p> <p>AC observed that the OSH bookings were lower in comparison to last year. RB explained that LH had placed an advert in the Village News and the School newsletter. RB suggested placing an article in the Wealden Advertiser.</p> <p>8.5 Discuss and agree on an annual parish council donation to the Sandhurst Village News.</p> <p>TH explained that the council use the village News regularly for adverts, articles and up to now had not been charged. AK proposed that a donation of £50 should be made to the Village News, this was seconded by JOR. Decision: Unanimously approved.</p> <p>It was agreed that LH would add the village news to the list of possible donations at the AGM in 2018.</p> <p>8.6 Approve the Parish Clerk additional hours – 14 hours.</p> <p>TH stated that LH had worked 14 additional hours last month, while working on the complaints received. The 14 hours additional hours were proposed for approval by RB and seconded by CR. Decision: Unanimously approved.</p>	
10/17/9	<p>Confirm Cllr T Hannocks as the Parish Council representative on the Sir John Fowle Trust</p> <p>The council agreed that Cllr T Hannocks would replace Cllr T Deacon as the Parish Council representative on the Sir John Fowle Trust. LH agreed to officially inform Mr Dance of the Council's decision.</p>	LH
10/17/10	<p>Confirm the defibrillator locations proposed by RB &AK and approve the purchase of defibrillator signs.</p> <p>AK/RB explained that the final locations they had identified to install the defibrillators were:</p> <p>Bodiam Road (Near Downton Cottages). The Tanyard - The green triangle of grass by the Grit box/Street light. The Swan. The Pavilion – Sports Ground. The Sandhurst Baptist Church.</p> <p>The council agreed that an additional defibrillator should be purchased for the centre of the village, this defibrillator would be fixed to the OSH until arrangements could be made to move the red telephone box at Sandhurst Cross to the centre of the village (Possibly positioned in the site of the current payphone). This additional defibrillator will then be housed in the telephone box.</p> <p>LH agreed to request permission from the land owners at Downton Cottages in Bodiam Road and at the Tanyard (possible KCC/Housing Association) in order to place posts and a defibrillator on their land.</p>	LH

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Date:

	<p>CR suggested inspecting the red telephone box at Iden Green and contacting the Parish Clerk at Benenden for information.</p> <p>AK proposed that the council should approve the listed locations for the defibrillators, purchase an additional defibrillator/cabinet and six signs. This was seconded by RB. Decision: Unanimously approved.</p> <p>LH agreed to purchase one additional defibrillator, cabinet and six signs.</p>	LH
10/17/11	<p>To review the complaint from Mr C Breckon (Circulated)</p> <p>The councillors reviewed the complaint from Mr C Breckon on the circulation of information to the allotment holders. AK proposed that LH should send a letter apologising for any upset caused, which was seconded by RB. Decision: Unanimously approved</p>	LH
10/17/12	<p>Update on the hedge cutting along the Rye Road – Cllr R Broadbent</p> <p>RB updated the council on the work she had carried out alongside Paul Catt, from KCC. RB stated that the resident's hedges were all cut back and now work could start on clearing and repairing the pavements. RB informed the council that KCC have agreed to weed spray the pavements three times a year.</p> <p>RB stated that this success was an example of Councillors talking to local residents and liaising effectively with KCC. RB was disappointed that no councillors responded to her e-mails on this matter and she had received no thanks for her efforts.</p>	
10/17/13	<p>Discuss the recruitment for the Councillor Vacancy</p> <p>TH stated that two applications for the councillor vacancy had been received. It was agreed that interviews would take place on the week commencing 6th November 2017. DL/RB/TH agreed to carry out the interviews. TH asked RB and DL to each prepare three questions to ask at the interview.</p>	DL/TH/RB
10/17/14	<p>Agree to Kemp's Garage using the Lower Green to hold a Vintage Car Day in 2018 for charity.</p> <p>RB proposed that the council allow Kemp's Garage to use the Lower Green free of charge to hold the Vintage Car Day. This motion was seconded by JOR. Decision: Unanimously approved</p> <p>LH agreed to send Kemps Garage a letter informing them of the council's decision.</p>	LH
10/17/15	<p>To receive Committee Reports comprising brief updates and requests for items requiring full council approval.</p> <p>12.1 Old School Hall Committee.</p> <p>RB stated that she was concerned about the damp on the outer wall of the OSH. LH agreed to re-send RB a copy of the report/Quote from the specialist company instructed in June.</p> <p>CR agreed to forward LH details of another Damp proof specialist.</p> <p>12.2 Sports Ground Committee</p> <p>LH informed the council that following a request from a member of the public, the signs at the Sports Ground had been cleaned.</p> <p>After a discussion on charging casual users at the Sports Ground a fee a proposal was made by MC and seconded by AK to charge casual users £20 for a toilet key in order to use the pavilion toilet only. JOR/HP/JOR agreed with the proposal, CR abstained and DL was against the proposal, as he felt the charge would not cover</p>	LH CR

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Date:

	<p>the costs of a replacement key and cleaning. Decision: Sandhurst Parish council will charge £20 to casual users for a toilet key for a trail period.</p> <p>12.3 Planning Committee</p> <p>Nothing to report</p> <p>12.4 Infrastructure – Speed watch</p> <p>CR confirmed that the Speed watch team had carried out five sessions since the last meeting and explained that he was in discussions with the speed watch co-ordinator in order to approve two new proposed sites.</p> <p>12.5 Allotment Society Update. Discuss the issues raised at the meeting of 30/08/17</p> <p>LH confirmed that L Leadbeter would be cutting the allotment hedge on Friday 20th October 2017.</p>	
10/17/16	<p>Closed Item: (Report Circulated)</p> <p>16.1 Report on the finding and recommendations of the Complaint Committee review of complaints received (Complaint Committee Cllr D Leggett (Chairman), Cllr C Robinson and Cllr J Oliphant-Robertson)</p> <p>16.2 Discuss report recommendations and agree any actions required.</p> <p>TH explained that the Complaints Committee which comprised of DL, CR and JOR had investigated the complaints and written a report after four complaints were received by the council on agenda item 09/17/6 provision of public toilets at the Full Council meeting of the 12th September 2017.</p> <p>After a discussion TH asked the council to vote on the following recommendations which proposed by the Complaints Committee:</p> <p>Recommendations</p> <ol style="list-style-type: none"> 1. The council should make available to the public all supporting papers for agenda items unless confidential, perhaps by putting them on the website. 2. The council should include an agenda item at the next available council meeting to consider the possible provision of public toilets at a suitable site in the village, including but not limited to the possibility of re-using the existing block at the playing fields. 3. The council should postpone action to demolish the existing toilet block pending the outcome of the above recommendation no 2. 4. Provisional steps should be taken to identify any associated budget capital and revenue costs of any selected proposal. <p>The recommendations were voted on collectively. CR, JOR, DL, HP, MC all voted in favour of accepting the listed recommendations. RB and AK were against. Decision: The council will accept the recommendations outlined in the Complaints Committee Report. These will be discussed at the next Full Council Meeting.</p>	
	<p>Date of next meeting.</p> <p>The next Full Parish Council meeting will be at 19.30 on Tuesday 14th November 2017 at the Old School, Sandhurst.</p> <p>The meeting closed at 21.25</p>	

Signed:

Date:

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

Summary of actions:

1. RB to forward SH the details of the KCC workers who were tasked to find work for the Syrian family.
2. LH to officially inform Mr Dance that Cllr T Hannocks will be the Parish council's representative for the Sir John Fowle Trust.
3. LH to request permission from the land owners at Downton Cottages in Bodiam Road and at the Tanyard (possible KCC/Housing Association) in order to place posts and a defibrillator on their land.
4. LH to purchase one additional defibrillator, cabinet and six signs.
5. LH to send a letter to Mr C Breckon apologising for any upset caused.
6. DL/RB/TH to each prepare three questions to ask at the councillor vacancy interview.
7. LH to send Kemps Garage a letter informing them of the council's decision to allow them to use the lower Green free of charge for the Vintage Car Day in 2018.
8. LH to re-send RB a copy of the report/Quote from the specialist company instructed in June 2017.
9. CR to forward LH details of another Damp proof specialist.

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