PARISH COUNCIL OF SANDHURST, KENT

Please reply to Julie Horan, Parish Clerk, Old School, Back Road, Sandhurst, Kent TN18 5JS 01580-850273

Approved Minutes
Annual Parish Council Meeting 14 May 2024

In Attendance:

Cllr Mark Griggs (Chairman) MG	Julie Horan (Clerk) (JH)
Cllr Christopher Robinson (Vice-Chairman) (CR)	Mrs Julie Griggs
Cllr David Rogers (DR)	Mr Denis O'Neil
Cllr Katherine O'Neil (KO)	Borough Cllr Ellen Neville (EN)
Cllr Mel Phillipson (MP)	Borough Cllr Beverley Palmer (BP)
Cllr Paul Phillipson (PP)	Borough Cllr Tom Dawlings (TD)
	Members of Public - 2

Item:	
1.	**Elections : Chairman & Vice-Chairman**
	Cllr M. Phillipson welcomed people to the meeting and explained the reason for holding this meeting was to carry out essential business which would normally be conducted as part of the Annual Parish Council Meeting. Cllr M. Phillipson with much sadness has decided to stand down as Chairwoman. The first point of business was to elect a Chairman and Vice Chairman. Cllr M. Phillipson nominated Cllr Griggs for Chair. Cllr Griggs nominated Cllr Robinson for Vice Chair. **Election of Chairman** Cllr M. Phillipson proposed that Cllr Griggs should be elected as Chairman. This was seconded by Cllr O'Neil and those present voted unanimously to elect Cllr Griggs as Chairman. Cllr Griggs agreed and signed the Declaration of Acceptance of Office. **Election of Vice-Chairman** Cllr M. Phillipson proposed that Cllr Robinson should be elected as Vice Chairman. This was seconded by Cllr P. Phillipson and those present voted unanimously to elect Cllr Robinson as Vice-Chairman. Cllr Robinson agreed and signed the Declaration of Acceptance of Office. Cllr Griggs thanked Cllr M. Phillipson for her role as chair over the past year and for all that she had contributed in her time on the council.

Signed:..... Dated:.....

2.	**Apologies for Absence**
	Cllr Kerry
3.	**Declarations of Interest & Co-Opt Parish Councillors**
	Councillors were reminded that they must inform the Monitoring Officer of any changes to their Notification of Disclosable Pecuniary Interests. • None To co-opt two new parish councillors: Julie Griggs Denis O'Neil • MP Proposed to co-opt Julie Griggs and Denis O'Neil as parish councillors ; CR Seconded – All those present voted unanimously to co-opt two new parish councillors
4.	**Approval of Minutes**
	To resolve that the Minutes of the meeting of the Council held on 09th April 2024 are a true record of the meeting. Members were reminded the only issue relating to the minutes that can be discussed is their accuracy • DR proposed; PP seconded and it was agreed by those present that the minutes were a true record of the meetings.
5.	**Councillor Intervention**
	After the elections on 2nd May 2024 Cllr Ellen Neville, Cllr Tom Dawlings and Cllr Beverley Palmer are our Borough Councillors and plan on attending future Parish Council meetings
6.	**Finance and accounts**
	<u>Accounts</u> To approve accounts retrospectively for payment from 1 April 2024 to 30 April 2024. To receive details of receipts 1 April 2024 to 30 April 2024. • DR proposed to agree payments and receipts for March; KO seconded - all present agreed. To note the bank reconciliation at 31 March 2024 & 30 April 2024 • MG confirmed that the reconciliations had been checked and signed <u>Bank Reconciliation</u> CR has been nominated to check the bank reconciliation each month. <u>To review forecast</u> The current forecast was circulated before the meeting, the main determinant for year-end is what is spent on the playground improvements and the car park surface at the playing field. <u>Signatories</u> As MP is shortly leaving the council it has been decided that MP is removed as a signatory for the Parish Council bank accounts and that DO is added as a signatory. <u>OSH Rent Charges</u>

Signed:..... Dated:.....

A list of the proposed rent increases for the Old School Hire was circulated prior to the meeting.

Weekend Rates:

	Current Cost	Proposed New Cost
8am until 1pm	£35	£40
1pm until 6pm	£35	£40
Fri, Sat & Sun Evening: 6pm until 11pm	£50	£60
All day Saturday or Sunday	£100	£120
Hourly rate	£10	£20

Minimum 3 hour booking at weekends.

Price increase and minimum booking time take effect for any new bookings from 16th May 2024

Weekdays (including regular users):

	Current Cost	Proposed New Cost
8am until 1pm	£25	£30
1pm until 6pm	£25	£30
6pm until 11pm	£25	£30
Hourly rate	£10	£15

To take effect from January 1st 2025

- PP proposed to accept the price increase ; CR seconded – all present agreed

7. Committees

The current committees have been reviewed:
Planning Committee – Chair DR
OSH Committee – Chair MG, JG
Allotment Committee – Chair KO, DO
Staffing Committee – MG, CR

8. Donations

The sum of £900 is left in the donation budget. DR asked that we donate £600 of that to the Kent Air Ambulance which are fundraising for a new helicopter, this facility is something that the village has benefited from 3 times in the last two years and as a rural community something that we should be supporting.

- DR proposed a donation of £600 is made ; CR seconded – all present agreed

9. Pavilion/OSH/Car Park/Toilet

Signed:..... Dated:.....

	Legionella checks will commence around 20th May 2024. OSH/Pavilion work confirmation emails have been sent out, DR will press ahead with getting the work started. The barrier for the car park has been ordered. Toilet Block toilet door – options for the replacement of the toilet door were circulated prior to the meeting. A discussion was had regarding whether to replace both doors or just the damaged door. • KO proposed just the damaged door is replaced with a Mendes Waterford unfinished hardwood external door (£300) and to ask Richard Neal to fit ; DR Seconded – The majority agreed. CR abstained from the vote
10.	**Old Orchard Play Area**
	Quote received from Playdale, one contractor has refused to provide a quote, currently waiting for three further quotes from Wicksteed, Hags, and Kompan. An email was received reporting damaged and dangerous play equipment at the Old Orchard Play Area. JH MG & CR visited the site and agreed that immediate steps in the interests of safety were required to fence off the damaged equipment until the play area is renovated later in the year. • MG proposed to approve emergency spending of £269 on fencing and padlock ; KO seconded – all present agreed
11.	**Speed Watch**
	Last month 140 offenders were booked out of 1371 cars which is a 10.2%, with several of the cars over 50mph. Teresa did a splendid job and managed 4 sessions, one of the sessions was attended by a Police Officer.
12.	**Highway Improvement Plan**
	A report issued by Nigel Rowe was circulated before the meeting to the Parish Councillors and the Travel Action Group, and the general feeling among the council was dissatisfaction with the contents of the report. KO read out a response to the email which is attached and will be sent to Nigel Rowe.
13.	**Speakers for Annual Parish Meeting**
	Speakers for the APM are Alex Preston a local author, and Linda Redden from the Heritage Placemaking Project. JG and KO have volunteered to do refreshments.
14.	**Neighbourhood Plan**
	The draft plan should be available for review before the next Parish Council meeting.
15.	**Proposed Diversion of Footpath**
	The proposed diversion was circulated before the meeting and was discussed. There were no comments to be submitted.
16.	**Planning**
	Application: 24/00947/FULL Proposal: Two-storey extension Address: Heronden Granary, Rye Road, Sandhurst, Cranbrook, Kent, TN18 5PH There were no comments about the application, but the Conservation Officer would need to be made aware because of the listed status of Heronden.

Signed:..... Dated:.....

17.	**Any Other Business**
	Allotments – Ask AK if he can arrange collection of the tarpaulins used to cover unoccupied plots from the corner of plot 5b and store them in the shed at the OSH.
16.	**Correspondence to the clerk**
	As circulated before the meeting
17.	**Public intervention**
	Two members of the public spoke
18.	**Date of Next Meeting**
	11 June 2024 25 June 2024 – Annual Parish Meeting

Mark Griggs
Chair, Sandhurst Parish Council

CC: **For Information**
County Cllr Seán Holden
Borough Cllr Ellen Nevill
Borough Cllr Beverley Palmer
Borough Cllr Tom Dawlings

Signed:…… Dated:……