



PARISH COUNCIL OF SANDHURST, KENT

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

Approved Minutes Parish Council Meeting 13 June 2023

In Attendance:

Cllr M Phillipson (Chairwoman) (MP)	Mrs J Horan (Clerk & Proper Officer) (JH)
Cllr Griggs (Vice Chairman) (MG)	Cllr P Phillipson (PP)
Cllr C Robinson (CR)	Cllr A Kerry (AK)
Cllr D Rogers (DR)	Cllr G Bland
Cllr K O'Neil (KO)	Members of Public - 5

1.	Apologies Apologies received from Cllr Neville
2.	Declarations of Interest Councillors were reminded that they must inform the Monitoring Officer of any changes to their Notification of Disclosable Pecuniary Interests. None
3.	Public Intervention Resident 1: OSH Changes - The essential thing missing from the OSH is storage space for the tables and chairs. Reorganisation of the toilets would enable space to be made for storage. Resident 2: No 5 Bus - It is a problem when you have a resident that is deliberately parking and causing an obstruction at Back Road. A lot of the drivers dread when they drive up Bodiam Road to turn in Back Road, and cannot turn because there is a vehicle deliberately causing an obstruction, they then have to find an alternative place and turn in Crouch Lane. Terminating the bus at the Moor in Hawkhurst is just transferring the problem as the busses will face similar problems turning. Traffic Calming: More evidence, crash maps and monitoring strips to see if we are getting a volume in traffic. Speedwatch suggests there is an increase in the volume of traffic. Projections suggest that volume is near pre pandemic levels and the trajectory showing possibly higher. Resident 3:

	<p>No 5 Bus - I had communications with Arriva early on regarding the termination of the service and was told this is because of complaints received. Since then I have emailed and am not getting any acknowledgement or anything back. When I was on the bus this week and had a conversation with the bus driver, the turning point has obviously been a problem for a long time, it is a great shame that Arriva has not approached the Parish Council to prevent it escalating to this.</p> <p>Resident 4:</p> <p>Asked if the Parish Council would consider an adult outside gym. This will be looked at for next year's budget.</p>
4.	Approval of Minutes
	<p>To resolve that the Minutes of the meeting of the Council held on 09 May 2023 are a true record of the meeting. Members were reminded the only issue relating to the minutes that can be discussed is their accuracy</p> <ul style="list-style-type: none"> • DR proposed; AK seconded and it was agreed by those present that the minutes were a true record of the meetings.
5.	Matters Arising
	<p>Old Orchard Play Ground: Waiting to hear back from the contractor.</p> <p>Phone Box Repurposing: Waiting to hear back from George Harding.</p> <p>Fencing Around Car Park Marsh Quarter Lane: Waiting for quote from George Harding for repair/replacement of post and rail fencing.</p> <p>Resurfacing of Marsh Quarter Lane Car Park: Quote received in excess of 100k, so will not go forward with that quote.</p> <p>OSH Layout Changes: MG spoke with Jeremy Page who has kindly offered his services free of charge. Looking at reorganising toilet area, space for cupboards for storage of tables and chairs. Looking at the possibility of a structure in the yard to create a community hub. Lots of ideas that require discussion.</p> <p>Speakers for APM: The final list of speakers for the APM is Amanda Norman, Head Teacher of Sandhurst Primary, Ken Hopkins of Hopkins+ who maintains the village defibrillators and a speaker from the Horticultural Society.</p>
6.	Councillor Intervention
	Cllr Bland had no report to make.
7.	Finance and Accounts
	<p>Financial Documents Relating to 2022/23 All documents had been circulated to Councillors ahead of the meeting with a request to study them carefully and this was checked by the RFO:</p>
7a	<p>Annual Internal Audit Report 22/23</p> <ul style="list-style-type: none"> • Cllr Robinson Proposed; Cllr Griggs Seconded and those present unanimously accepted the report prepared by Lionel Robbins, the Internal Auditor. <p>Statement of Internal Control needs to be drawn up in time for next meeting. Clerks Pension needs addressing, Clerk currently in contact with KCC Pensions.</p>
7b	Annual Governance Statement 22/23

	<p>The RFO reiterated the importance of the document which forms part of our Annual Return and is sent to the external auditors.</p> <ul style="list-style-type: none"> • Cllr O'Neil Proposed; Cllr Robinson Seconded and those present agreed unanimously to approve the Annual Governance Statement which was then signed by the Chairwoman and Clerk. <p>Accounting Statements 22/23</p> <ul style="list-style-type: none"> • Cllr Rogers Proposed; Cllr P Phillipson Seconded and those present agreed unanimously to approve the Annual Accounting Statement which was then signed by the Chairwoman. <p>Year End Accounts 2022/23</p> <ul style="list-style-type: none"> • Cllr Robinson proposed to approve the final reconciliation for the accounts 2022/23 ; Cllr P Phillipson Seconded - All present agreed. <p>Accounts</p> <p>To approve accounts retrospectively for payment from 01 May to 31 May 2023.</p> <p>To receive details of receipts in from 01 May to 31 May 2023.</p> <ul style="list-style-type: none"> • CR Proposed ; PP Seconded to approve the payments & receipts from 01 May to 31 May 2023 - all present agreed. <p>To note the bank reconciliation at 31 May 2023</p> <ul style="list-style-type: none"> • MG Confirmed the bank reconciliation for May had been checked. <p>Current Direct Debits Review</p> <ul style="list-style-type: none"> • KO Proposed to agree list of current direct debits ; MG Seconded - All present agreed. <p>Forecast was discussed and at present there will be a £1,500 surplus over our target reserve.</p>
8.	<p>OSH</p> <p>To retrospectively approve quote/payment of £418 for repairs to the central heating system at the OSH</p> <ul style="list-style-type: none"> • DR Proposed to accept; PP Seconded - all present agreed. <p>Cleaning quotes have been received;</p> <p>Quote 1 £7,176</p> <p>Quote 2 Disallowed</p> <p>Quote 3 £2,210</p> <p>Quote 4 £3,360</p> <p>JH to contact quotes 3 & 4 and specify that the PC's preferred day for cleaning is a Sunday and that the quotes are amended to reflect that.</p>
9.	<p>Traffic Speed Warning Signs</p> <p>JH contacted KCC to seek permission to put speed warning signs on existing KCC Poles within the village. JH was contacted and told not to purchase the signs as KCC would not give permission to put the signs up and was advised the best was to get a speed sign erected was through a Highway Improvement Plan.</p>
10.	<p>Highway Improvement Plan (HIP) for Sandhurst</p> <p>In April there was an accident outside the Primary School where a young child was seriously injured. As a result, there has been a lot of activity around road safety. Contact was made with KCC regarding traffic calming measures to increase road safety. As a result of that, the PC was contacted by an individual from KCC Community Engagement Office for Highways Improvement, who wanted to set up a meeting with the Parish Council to talk about possible measures. This meeting was held on 31st May,</p>

	where we were told that KCC would only permit a particular type of device that they approve and we would not be permitted to introduce our preferred signs, this position needs to be confirmed. The main purpose of this meeting was also to discuss a Highways Improvement Plan, whereby villages set out the complaints and concerns around roads, speeding and traffic calming, which as a village we can prioritise, which can then be submitted to KCC for review. As a result we are going to be drawing up a HIP, some of the suggestions are reducing the speed limit in certain areas of the village, speed warning signs, altering the junction of Sponden Lane, and traffic calming measures outside the school and various locations around the village, there are a range of areas of concern. Once completed the HIP will be submitted to KCC. Unfortunately the PC have no powers to reduce the speed limit or introduce any new measures, the only way this can happen is through KCC.
11.	Termination of No 5 Bus to Sandhurst
	Correspondence has been sent to Arriva, KCC and Cllr Sean Holden objecting to the termination of the No 5 Bus to Sandhurst, so far we have had no response. There is a lot of local and Councillor interest in this. What has been learned so far, is Arriva's decision to stop the bus coming to Sandhurst is purely because of safety and the danger posed by the bus turning where it currently turns. There was a Transport meeting last week attended by two representatives of the neighbourhood planning group, they came away with an agreement that Tunbridge Wells would host a meeting between representatives of the Parish Council, Arriva and KCC. That meeting has been set up for the 29th June 2023. We really need to work with Arriva to find a solution. Cllr Bland asked that Greg Clerk MP is contacted regarding this meeting to check his availability to also attend. JH will email Mr Clark. There has also been a lot of suggested routes for the bus, but at this point it is vitally important that we concentrate on keeping the service we have.
12.	Pavilion/Toilet Block
	Re opening of toilet block - carried forward to next meeting. A cleaning schedule has been drawn up for the cleaning of the pavilion and toilet block. <ul style="list-style-type: none"> DR Proposed to accept the schedule; MG Seconded - all present agreed. JH to send schedule to local cleaners for quotes.
13.	Neighbourhood Plan
	A very successful Visioning Event was held last week and was well attended. There is an issue with funding for the Neighbourhood Plan, a grant from Locality was received last year. There was expectation of funding from Locality for this year, so that the process can continue, so far there have been no Locality grants made. As a result, the Neighbourhood Plan is going to have to be put on hold until there is clarity on funding. KO to contact Jim Boot to inform him that no more work is to be carried until the funding issues have been sorted out. There have been some expenses incurred so far this year. KO is going to put together a statement of expenses for discussion at the next meeting. KO
14.	Allotments
	KO asked where the cover that is used for vacant plots be stored when all plots are in use. MP has offered to store them in her shed. There are two plots 1b & 5b which have not been tended and it was agreed that they should be sent emails informing that their tenancy be terminated.

	<ul style="list-style-type: none"> PP Proposed that the holders of plots 1b and 5b have their tenancy agreements terminated; MG Seconded - majority agreed with one abstention (DR). JH to write to plot holders. <p>There was another allotment plot that wasn't being tended. The plot holders wrote to the Clerk asking for more time (end of July), the request was granted. At the Committee meeting a few allotment holders offered to temporarily lend a hand with this plot, JH to contact plot holders to ask if the offer would be accepted.</p> <p>A letter needs to be sent to allotment holders this September for a rent increase for 2025/26. This will be placed on the agenda for the Parish Council meeting in July 2023. KO reported that the allotment gate has dropped and the gate needs some mesh added to stop dogs getting under the gate and children climbing over. AK to take George Harding up to the allotments to see what needs to be done to rectify.</p>
15.	Website JH has been in touch SOS Web who put together the current parish website with a view to redesigning along the lines of Pembury and Northiam Parish Councils website. Councillors will review those websites. This will be placed on the agenda for discussion at the July meeting.
13.	Planning Appeal A Ref: APP/M2270/C/20/3246942 Appeal B Ref: APP/M2270/C/20/3246943 Land south of Oakland's Farm, Bodiam Road, Sandhurst, Kent TN18 5LE Decision date: 04 March 2022 - 6 months compliance period.
19.	Correspondence to the Clerk Letter regarding footpaths, requesting a centralised system for reporting problems. JH to contact the resident to let them know that the Infrastructure group have walked all of the footpaths and collated the information and submitted to KCC. At the last Annual Parish Meeting we had a speaker from KCC's PROW department who informed us that, unfortunately, there was a backlog of 15,000 requests for issues on footpaths. Email from resident regarding habitat destruction and verge cutting. JH to write and let resident know the verges are the responsibility of KCC Highways. Email from Cllr Robinson regarding the Playground Equipment for the Marsh Quarter Lane Playground, 3 quotes were sought but only 2 quotes obtained, these quotes were discussed at length: Quote 1 - 19,772.36 Quote 2 - 27,469.96 <ul style="list-style-type: none"> DR Proposed to accept Quote 1; MG Seconded - all present agreed
21.	Date of Next Meeting <ul style="list-style-type: none"> 13 June 2023 27 June 2023 - Annual Parish Meeting

Julie Horan
Clerk to Sandhurst Parish Council

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