



# PARISH COUNCIL OF SANDHURST, KENT

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

## Draft Minutes Parish Council Meeting 14 February 2023

### In Attendance:

Cllr C Robinson (Chairman) (CR)	Mrs J Horan (Clerk & Proper Officer) (JH)
Cllr Griggs (Vice Chairman) (MG)	Cllr K O'Neil (KO)
Cllr M Phillipson (MP)	Cllr L Erwood (LE)
Cllr D Rogers (DR)	

Item:	
1.	<b>Apologies</b> Cllr A. Kerry (AK) and Cllr P. Phillipson (PP)
2.	<b>Declarations of Interest</b> Councillors were reminded that they must inform the Monitoring Officer of any changes to their Notification of Disclosable Pecuniary Interests. There were two declarations of interest concerning an item on the agenda: DR & LE as Allotment Holders
3.	<b>Approval of Minutes</b> To resolve that the Minutes of the meeting of the Council held on 10 January 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. <ul style="list-style-type: none"><li>• Carried forward to March 14th Meeting</li></ul>
4.	<b>Matters Arising</b> Salt bins for Streampit Lane - JH to get prices Draft agreement for defibrillators to be sent to the Swan and The Baptist Church - Action JH Quotes for installation of the heated defibrillator cases have been received from 3 contractors: Contractor A - £994.77 excl. VAT Contractor B - £512.78 excl. VAT

	<p>Contractor C - £815.00 excl. VAT</p> <ul style="list-style-type: none"> <li>• KO proposed to accept the quote from Contractor B ; MG Seconded - all present agreed.</li> </ul> <p>Resurfacing of the playing field car park - Carried forward to the next meeting DR</p> <p>Trafalgar Wood gate - After inspection by CR &amp; LE the main issue is the fencing which separates the wood from the adjoining land is in a poor state of repair and children and pets could easily gain access to the pond. Fence needs repairing for safety reasons. CR will get an estimate for the fence and two gates to be repaired.</p>
5.	<p><b>Councillor Intervention</b></p> <p><b>Cllr Bland:</b> The budget is being prepared, we will likely increase the tax to the maximum available and will still have to make major economies. The Gypsy and Traveller application has, as of tonight received 38 neighbour comments, 1 Parish Council comment and a consultancy comment. The only other development from the applicant's point of view is that the Ecological survey which was redacted has now been un-redacted, but the applicant has made no further submissions, so far.</p> <p>DR asked Cllr Bland about the agricultural application 22/03459/Agric for a silo that was approved on Sponden Lane which also contained big metal gates. The Parish Council submitted comments objecting on the 15th December 2022, the decision was made by the officers at Tunbridge Wells on the 19th December 2022 saying they didn't have any objections and no objections were received. Also the plans submitted two years ago differed to the plans approved in December. DR requested Cllr Bland asked for an explanation from the officers why the application was passed, and why such offensive, ugly gates were allowed.</p>
7.	<p><b>Finance and Accounts</b></p> <p><u>Account</u></p> <p>To approve accounts retrospectively for payment from 01 January to 31 January 2023.</p> <p>To receive details of receipts in from 01 January to 31 January 2023.</p> <ul style="list-style-type: none"> <li>• LE Proposed ; DR Seconded and those present approved the payments &amp; Receipts from 01 January to 31 January 2023.</li> </ul> <p>To note the bank reconciliation at 31 January 2023</p> <ul style="list-style-type: none"> <li>• MG Confirmed the bank reconciliations January had been checked.</li> </ul> <p>External Auditors report was circulated prior to the meeting.</p> <ul style="list-style-type: none"> <li>• KO Proposed to accept the report ; DR Seconded - all present agreed.</li> </ul> <p><u>Asset Register</u></p> <ul style="list-style-type: none"> <li>• MP Proposed to agree to the changes/additions made to the asset register ; MG Seconded - all present agreed</li> </ul> <p>Charitable Donations - to be circulated before the next meeting - JH</p> <ul style="list-style-type: none"> <li>• CR Proposed a donation of £500 to be paid to the DEC Turkey earthquake committee ; LE Seconded - all present agreed</li> </ul> <p>Sandhurst Primary School donation - could we find out what the donation will be used for - Action MG</p>
7.	<p><b>Defibrillators</b></p> <p>Quotes for the installation of the heated boxes are covered under Matters Arising. The Tanyard and Downton Cottage heated boxes required connection to a new power supply, quotes received from the power company were astronomical. JH has spoken with Ken Hopkins regarding this and there is a solution that will be available in</p>

	September for around £200/£300. JH to speak with Ken to see if he is available to fit the two heated boxes when he is next in the village maintaining the defibrillators.
<b>8. OSH</b>	<p>A Cleaning Schedule was circulated prior to the meeting; current cleaner spends approx. 2 hours per week at the OSH cleaning. MG will speak to current cleaner</p> <p>Update from OSH sub-committee: The main thing of note to come out of the meeting was the cleaning schedule.</p> <p>One of the Barres is loose and needs reattaching. JH to contact Gillian Davis for advice.</p> <p>Projector has an intermittent problem and needs looking at. MG has been in touch with a couple of people; Steve Rawlings whose call out fee is £40 which would cover checking all the points. Potters, who specialise in overhead projectors Charge £75 call out, to check points. All agreed would hold off doing anything until the wall has been finished. Once work finished Potters will be called in to re-attach the boxes and check the system over.</p>
<b>9. OSH/Pavilion</b>	<p>Pat Testing has been carried out, reports received and files, awaiting invoice.</p> <p>Works to the porch are almost complete, except:</p> <ul style="list-style-type: none"> <li>Flooring - Coir matting and Initial logoed OSH Mat outstanding.</li> <li>Hat and Coat hooks, noticeboards need reattaching (with H&amp;S Info)</li> <li>Electrical switches need to be refixed.</li> </ul> <p>Work to the Toilets complete apart from:</p> <ul style="list-style-type: none"> <li>Replace 1 no cistern to ladies toilet and 3 WC seats</li> <li>Cleaning - Builders clean followed by a sparkle clean for immediate occupation.</li> <li>Inspected by the cleaner this afternoon quote awaited in the region of £400/£450.</li> </ul> <p>Hurstway Liquidation paperwork completed, ready for issue to appointed receiver; however no contact from them yet, as at 14/2/23. SPC will hold "valuation 4" payment until they make contact.</p> <p>Specification for boarding loft over kitchen, installation of loft ladder and remedial works to the pavilion as per previous report are still outstanding. A tender list is required. The PC suggested:</p> <ul style="list-style-type: none"> <li>Richard Neil</li> <li>DM Horan</li> <li>Bodiam Builders</li> </ul> <p>Items from the long term plan which was circulated, require decisions by mid April 2023.</p>
<b>10. Neighbourhood Plan</b>	<p>Review and approve Terms of Reference - circulated prior to meeting - Carried forward to next meeting.</p> <p>Update on Neighbourhood Plan: Working groups have been set up, there are five: Environment, Economy, Housing and Design, Community and Transport. Findings will be presented at 3 different meetings: Economy and Transport will be on Saturday 25th February. Housing and Design will be on Saturday 18th March and Community and Environment will be on Saturday 1st April Notices will be put out tomorrow. There is another Steering Group meeting on 20th February.</p>

11.	<b>Meeting Dates 2023/24</b>
	Meeting dates for the next year (including the dates of the Annual Parish meeting and the Annual Parish Council meeting) were circulated prior to the meeting. <ul style="list-style-type: none"> <li>• MG Proposed to accept the dates ; DR Seconded - All present agreed</li> </ul>
12.	<b>Annual Review of Documentation</b>
	To review for approval at the March meeting: Standing Orders - MP to review Financial Regulations - CR to review Risk Assessment - MG to review Asset Register - has been reviewed and accepted under item 7
13.	<b>Planning</b>
	None
14.	<b>Public Transport Forum</b>
	KO will ask someone from the Neighbourhood Plan if they can attend.
15.	<b>Correspondence to the Clerk</b>
	Dave Johnson's bench - JH to drop a note into Mr Johnson to ask him to contact AK Email Clock Tower Hedge - This will be addressed at the Infrastructure Meeting, although birds are starting to nest so hedge trimming will possibly be delayed until later in the year. Email Luke Lewis regarding drains - ditches are the responsibility of property owners. Storm drains are the responsibility of KCC - JH to write to KCC Email from Kelli O'Brien regarding possible initiatives around the village and the gates on Sponden Lane.
16.	<b>Public Intervention</b>
	None
17.	<b>Date of Next Meeting</b>
	<ul style="list-style-type: none"> <li>• 14 March 2023</li> <li>• 11 April 2023</li> <li>• 09 May 2023 - Annual Parish Council Meeting</li> <li>• 13 June 2023</li> <li>• 27 June 2023 - Annual Parish Meeting</li> </ul>

**Julie Horan**  
Clerk to Sandhurst Parish Council

**CC: For Information**  
County Cllr Seán Holden  
Borough Cllr Godfrey Bland  
Borough Cllr Ellen Neville  
PCSO Tom Costin