



# 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 11 June 2019

### In Attendance:

Cllr T Hannocks	Mrs C Catt : Clerk & Proper Officer
Cllr A Kerry	Mr A Crocker : Responsible Finance Officer
Cllr E Merritt	
Cllr J Oliphant-Robertson	

Item No		Actions
06/19/01	<b>Apologies for Absence</b>	
	Apologies were received from Cllrs Cope, Leggett and Robinson.	
06/19/02	<b>Declarations of Interest</b>	
	<ul style="list-style-type: none"> <li>Cllr Merritt declared an interest as the employed cleaner for the Old School Hall and Pavilion Toilet Block.</li> <li>Cllr Merritt declared an interest at Item 06/19/06 Planning Applications – Fern Cottage.</li> <li>Cllr Kerry declared an interest in the Playing Field from his association with the Football Club</li> </ul>	
06/19/03	<b>Approval of Minutes : 14 May 2019</b>	
	<u>Annual Parish Council Meeting</u> <ul style="list-style-type: none"> <li>It was proposed by Cllr Oliphant-Robertson; seconded by Cllr Kerry and agreed unanimously by those present the minutes were a true record of the meeting.</li> </ul> <u>Parish Council Meeting</u> <ul style="list-style-type: none"> <li>It was proposed by Cllr Merritt; seconded by Cllr Kerry and agreed unanimously by those present the minutes were a true record of the meeting.</li> </ul>	
06/19/04	<b>Accounts &amp; Funding</b>	
	<u>Accounts</u> Mr Crocker had circulated the financial information to Councillors ahead of the meeting.	

	<ul style="list-style-type: none"> <li>▪ There were no queries and it was proposed by Cllr Oliphant-Robertston; seconded by Cllr Merritt and agreed unanimously by those present the payments made between 01.5.2019 – 31.05.2019 should be approved.</li> <li>▪ See Appendix A for details of payments in May 2019.</li> <li>▪ Cllr Hannocks checked and signed the reconciliation of the Council's accounts to 31.05.2019 in Cllr Robinson's absence.</li> <li>▪ The Councillors reviewed the Internal Auditor's report which had been circulated ahead of the meeting and felt it had been a very good audit. There was only one point raised about the risk assessment which had not been signed during the financial year 2018-19. Mr Crocker felt this was harsh as there had been a signed risk assessment in place just prior to the start of the financial year which should have been reviewed in January 2019. The review had been delayed due to the Clerk's sudden resignation. Cllr Oliphant-Robertson proposed; Cllr Merritt seconded and it was agreed unanimously the Councillors accepted the findings of the report.</li> <li>▪ The Accounting Statements for 2018-19, Section 2 of the AGAR for the year ending 31 March 2019 were signed, dated and circulated by the Responsible Finance Officer prior to the meeting. Cllr Hannocks proposed; Cllr Oliphant-Robertson seconded and it was agreed unanimously the documents should be approved.</li> </ul> <p><b>PUBLIC ADJOURNMENT</b> The Chairman agreed exceptionally to Mrs Broadbent's request to allow the public adjournment to take place before 20.00 hrs and suspended the meeting at 19.40 hrs.</p> <p>Mrs Broadbent expressed concern that the defibrillator stolen from the sports field had not been replaced. She gave some background to the purchase of six defibrillators which had been bought with a grant rather than coming out of the Precept and said research showed it was very rare for defibrillators to be stolen. Mrs Broadbent asked for the defibrillator to be replaced but in a different place – just outside the sports field, next to the post box where it would be available to the wider community. Up to now the main beneficiaries would have been the clubs using the sports field who had not contributed to the cost of the defibrillator and she said she believed they only used the facilities for about 60 hrs/year.</p> <p>Mrs Hiscock also asked to speak. Mrs Hiscock rents allotments 6c &amp; 6d from the Parish Council and asked if it would be possible to keep quails on the allotment. She has carried out some research and explained the birds do not need a lot of room, do not make a lot of noise and there is little waste which would be washed into the soil.</p>	
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	<p>She would like to keep between 8 – 10 birds and feels the benefits are social interaction and affordable, quality food. The Chairman asked Mrs Hiscock to send her request to the Clerk in writing so it can be discussed at the next Parish Council meeting as he thought it would require a change to the terms of the lease. He asked the Clerk to note the item for the next agenda and to carry out research ahead of that meeting to inform the Councillors decision/debate.</p> <p>The Chairman resumed the meeting at 20.00 hrs.</p> <p><u>Funding requests for 2019/2020</u></p> <ul style="list-style-type: none"> <li>▪ <b>The Counselling Centre</b> A letter seeking financial contributions had been sent to the previous Clerk on 28.1.2019. Following discussion, the Councillors felt it was an appropriate use of funds. Cllr Oliphant-Robertson proposed; Cllr Kerry seconded and it was agreed unanimously by those present that a donation of £100 would be made to the Counselling Centre.</li> <li>▪ <b>After School Youth Café - BLEND</b> A proposal seeking a donation to the After School Café was submitted to the Clerk by Vicki Young. Following discussion, the Councillors felt it was an appropriate use of funds. Cllr Kerry proposed; Cllr Oliphant-Robertson seconded and it was agreed unanimously by those present that a donation of £100 would be made to BLEND.</li> <li>▪ <b>Replacement of Defibrillator on Sports Field</b> Cllr Hannocks explained originally it had been decided not to replace the stolen defibrillator but following requests from local residents the Council have agreed to review this decision. Cllr Oliphant-Robertson felt the suggestion by Mrs Broadbent to place it next to the post box was a good one and Cllr Kerry agreed. Cllr Oliphant-Robertson proposed; Cllr Merritt seconded and it was agreed unanimously by those present a new defibrillator will be purchased and put up next to the post box. It was agreed unanimously that if the defibrillator should be stolen again, it will not be replaced.</li> </ul>	
06/19/05	<b>Councillor Vacancy</b>	
	<p>The Councillors considered the action to be taken following the recent resignation of Cllr Phillips.</p> <ul style="list-style-type: none"> <li>• TWBC have contacted the Clerk to let her know no-one had come forward and therefore no election would be held.</li> <li>• It was agreed to advertise the vacancy and ask local residents to contact the Clerk with details of their skills and what they could offer to the Council and local community.</li> </ul>	CC

06/19/06	<b>Planning Applications : Cllr Oliphant-Robertson, Chairman Planning Committee</b>	
	<p>As details of the planning applications had been circulated in advance of the meeting the Chairman, Cllr Oliphant-Robertson, asked those present if they had any comments on the following:</p> <ul style="list-style-type: none"> <li>▪ <b>19/01090/FULL</b> Single storey side and front extension with roof lantern; new roof lights to existing roof; alterations to fenestration Fern Cottage, Bodiam Road, Sandhurst TN18 5JT  Cllr Kerry proposed; Cllr Hannocks seconded and it was agreed there were no objections or comments to this application.</li> <li>▪ <b>19/01151/FULL</b> Construction of a detached garage/store with home office over, including change of use to residential curtilage Glebe Cottage, Bodiam Road, Sandhurst TN18 5NX  Cllr Kerry proposed; Cllr Merritt seconded and it was agreed there were no objections or comments to this application.</li> <li>▪ <b>1900311/FULL</b> Erection of single storey rear extension Five Oaks, Sponden Lane, Sandhurst TN18 5NR  Cllr Merritt proposed; Cllr Kerry seconded and it was agreed there were no objections or comments to this application.</li> </ul> <p><u>For Information:</u></p> <ul style="list-style-type: none"> <li>▪ <b>18/03948/OUT - Appeal lodged</b> Kerrys Yard, Bodiam Road, Sandhurst</li> <li>▪ <b>19/00433/FULL - Granted</b> 2 Nutshell Cottages, Megrims Hill, Sandhurst TN18 5HP</li> <li>▪ <b>19/00517/FULL – Granted</b> Cowbeach, Bodiam Road, Sandhurst TN18 5JY</li> </ul> <p><b>NOTE :</b> <b>Having declared an interest in 19/01090/FULL, Cllr Merritt left the meeting and the room whilst this planning application was discussed.</b></p>	
06/19/07	<b>Items for Information</b>	
	<ul style="list-style-type: none"> <li>▪ <u>Item to note from Annual Parish Meeting</u> A268 closure – Kent County Councillor Holden has confirmed the closure will be reduced to 6 weeks ending on 23 July 2019.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ <u>Outstanding Item from previous Parish Council Meeting</u> The meeting noted the Clerk had updated the Standing Orders and Financial Regulations following comments made on 14 May 2019. Cllr Kerry proposed; Cllr Merritt seconded and the meeting agreed unanimously the Sandhurst Parish Council Standing Orders 2019-2020 and the Sandhurst Parish Council Financial Regulations 2019-2020 should be adopted.</li> <li>▪ <u>Website Update</u> The Clerk had met the person responsible for the Benenden Parish Council website but unfortunately he does not have the time to commit to Sandhurst. He did, however, recommended SOSWEB, a local business which specialises in web design and backup. The Clerk asked permission to meet this company which charges £35/hr. The meeting agreed. Whilst there were a number of suggestions about the content of a new website, it was agreed the priority was to make sure the Parish Council meets its statutory requirements first.</li> <li>▪ <u>Correspondence to the Clerk</u> There was no correspondence.</li> </ul>	CC
06/19/08	<b>Reports</b>	
	<ul style="list-style-type: none"> <li>▪ Allotments : Cllr Oliphant-Robertson There are 2 allotments causing concern and Cllr Oliphant-Robertson suggested they should be contacted with a view to offering help if necessary. Cllr Oliphant-Robertson raised her previous request for chickens to be kept on allotments. It was agreed to discuss this, together with Mrs Hiscock's request for quails at the next parish council meeting on 9.7.2019. The Clerk was asked to look into the allotment regulations so the Council will have a clear steer about keeping animals on the allotments.</li> <li>▪ Clock Tower : Cllr Hannocks Cllr Hannocks reported the clock had settled down following repairs and was keeping good time.</li> <li>▪ Lettings : Clerk The Clerk raised the question of collecting deposits when no checks are made on the Old School Hall following a letting. It was agreed Cllr Merritt would check the state of the hall on Monday mornings and advise the Clerk whether deposits should be returned or not. Deposits will continue to be collected for the time being as a cheque or BACS payment. It was agreed to discuss the charges for the Old School Hall at a future meeting.</li> </ul>	CC

	<ul style="list-style-type: none"> <li>▪ Sports Ground : Cllr Kerry Cllr Kerry reported an issue with fencing and the Clerk agreed to check repairs have been made. Cllr Kerry will check the price of weedkiller so this can be carried out as well.</li> <li>▪ Transport : Cllr Cope There was no report in Cllr Cope's absence.</li> </ul>	CC
	<b>Date of Next Meeting</b>	
	9 July 2019 : Parish Council Meeting	

**CATHERINE CATT**  
Clerk to Sandhurst Parish Council

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

## APPENDIX A

### Item 06/19/04 Accounts & Funding

#### Payments made between 1.05.2019 – 30.05.2019

Date	Payee Name	Ref	£ Amnt
10/05/2019	Corporate Card	Lloyds	112.19
16/05/2019	Castle Water	DD	33.18
28/05/2019	Thwaites and Reed Engineering	ET645	892.8
28/05/2019	Streetlights	ET646	65.28
28/05/2019	Rialtas Business Solutions Ltd	ET647	210.00
28/05/2019	Staff Payroll [May19]	ET648A	474.44
28/05/2019	Mileage [Staff]	ET648B	21.18
28/05/2019	Paydens Tenterden	ET648C	8.40
28/05/2019	Staff Payroll [May19]	ET649	823.43
Total Payments:			2640.90