



PARISH COUNCIL OF SANDHURST, KENT

Please reply to Catherine Catt, Parish Clerk, Old School, Back Road, Sandhurst, Kent TN18 5JS 01580-850295

Approved Minutes Parish Council Meeting 8 March 2022

In Attendance:

Cllr C Robinson (Chairman) (CR)	Cllr L Erwood (LE)
Cllr M Griggs (Vice-Chairman) (MG)	Mr A Crocker (Responsible Finance Officer) AC
Cllr D Rogers (DR)	Mrs J Horan (Temporary Admin) JH
Cllr A Kerry (AK)	KCC Cllr S Holden
	2 members of public

Item No	
1.	Apologies for Absence Apologies were received from Cllr M Phillipson (MP), Cllr P Phillipson (PP), Mrs C Catt (Clerk & Proper Officer) CC, TWBC Cllr G Bland
2.	Declarations of Interest & Ratification of Decision to Co-Opt New Parish Councillor There were no declarations of interest concerning items on the agenda and Councillors were reminded that they must inform the Monitoring Officer of any changes to their Notification of Disclosable Pecuniary Interests. To ratify the decision to co-opt Mrs Katherine O'Neil as a Sandhurst Parish Councillor following an interview held on 3 March 2022 by Cllr Griggs (Vice-Chairman), Cllr Erwood and Cllr Phillipson (Staffing Committee) <ul style="list-style-type: none">• Cllr Griggs Proposed; Cllr Erwood Seconded and it was agreed unanimously to ratify the decision to co-opt the new Councillor The chairman welcomed Cllr O'Neil to the council.
3.	Resignations Cllr Mary Hiscock has resigned as a councillor, so there is a further vacancy on the council. JH has posted the statutory notice on website and in the windows of 2 local businesses advertising that there is a Councillor Vacancy. RFO Alan Crocker, who has held the position for just under 8 years has resigned and will leave at the end of March. CR and JH will have a meeting with Alan on 25 th March to take over the routine activities initially until a

	replacement can be found. Catherine Catt will take the position of RFO until a replacement can be found.
4.	<p>Approval of Minutes</p> <p>To resolve that the Minutes of the meeting of the Council held on 8th February 2022 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"> AK Proposed ; DR Seconded and those present agreed that the minutes were a true record of the meeting.
5.	<p>Matters Arising</p> <p>Clerks mobile phone to be carried forward – JH/CR</p> <p>OSH Mats to be carried forward – PP</p> <p>Defibrillator Maintenance – Quote was received from the Defibshop where the defibrillators were purchased. The cost for the annual one off service is £165.50 per defibrillator.</p> <ul style="list-style-type: none"> Dr Proposed ; AK Seconded. Those present agreed this should be actioned as soon as possible. <p>Annual Review of Documentation: To review and accept the following documents: <u>Financial Risk Assessment</u> was reviewed by PP – email received stating no amendments were needed. <u>Standing Orders</u> were reviewed by MP – email received stating no amendments were needed. <u>Financial Regulations</u> were reviewed by CR – a list of minor amendments was provided to the clerk. <u>Asset Schedule</u> was reviewed by DR, no amendments were needed.</p> <p>Pavilion CCTV approved estimate. CR got a commitment for work to be undertaken on 17th March. George Harding to repair balustrade once CCTV repaired.</p>
6.	<p>Councillor Intervention</p> <p>KCC Cllr S Holden: The Kent County Council budget is 1.2 billion, there has been a 28 million gap to fill because of Covid and some hard decisions had to be made, particularly around transport. The subsidy to the buses will be going down by 2.2 million. The County Council doesn't run any bus services, but it does subsidise some. This will affect the Sandhurst services, the Monday to Saturday no 5 bus and the once-a-week Sandhurst to Maidstone no 24 bus; it has been recommended that this goes to consultation. Cllr S Holden urges us to look at the consultation and to fight our corner. Another service to be affected is The Young Persons Travel Pass, the only choice being to raise the cost of the pass or lose it all together. Cllr Holden requested an update on the trees. CR reported back that the trees had not yet been planted. One of the reasons for this was although the PC have a plan for planting, agreement is needed from KCC as some</p>

	<p>trees are by the highway. DR has been unable to contact anyone at KCC to get agreement. Cllr Holden said that if DR sent him an email regarding this then he would progress this matter. CR also brought up Public Rights of Way and the appropriate contact. Again Cllr Holden said to put into an email and he would progress.</p>
7.	<p>Finance and Accounts</p> <p>Accounts</p> <p>To approve accounts retrospectively for payment from 1st February 2022 to 28th February 2022.</p> <ul style="list-style-type: none"> • DR Proposed : LE Seconded and those present approved the payments. <p>To receive details of receipts in from 1st February 2022 to 28th February 2022.</p> <ul style="list-style-type: none"> • DR Proposed ; LE Seconded and those present approved the receipts. <p>To note the bank reconciliation on 28th February 2022. CR has agreed the bank reconciliation.</p> <p>CR noted that in accordance with the Financial Regulations the bank reconciliation should be checked and agreed by a councillor other than the chairman. This will in future be done by MG or KO. MG will carry out retrospective checks to bring up to date for the current financial year. KO will be added to the bank mandate to replace MH as a signatory. JH will be added to carry out AC duties once AC leaves.</p> <p>AC to close deposit account before the end of March.</p> <p>To agree organisations to receive donations:</p> <p>Royal British Legion £100.00 Sandhurst Parochial Church Council £600.00 Sandhurst Primary School £500.00 TW Counselling Service £100.00 KSS Air Ambulance £500.00 St Johns Ambulance £200.00 Victim Support £50.00 Tunbridge Wells CAB £100.00</p> <p>A one off donation to:</p> <p>Ukraine, via Disasters Emergency Committee £500.00</p> <ul style="list-style-type: none"> • LE Proposed ; MG Seconded – all those present agreed to the charitable donations.
8.	<p>Tidy Village</p> <p>Trees – CR is going to the Nursery on Thursday to select trees and have them put aside and send bill to PC. Once payment has been made AK will collect and store until they are planted.</p> <p>Bollards – AK has had 4 quotes from Barrett Gates for the bollards:</p>

	<p>1. War Memorial; 20 bollards in green oak, labour and materials £1800. 2. Upper Green; 29 bollards in softwood, labour and materials £1224. 3. Lower Green, 28 bollards, as per Upper Green, labour and materials £1181. 4. Playing Fields, 10 bollards, as per Upper Green, labour and materials £422.</p> <p>CR suggested holding off on the playing fields for the time being in view of the planned work by Clarendon Homes.</p> <ul style="list-style-type: none"> • LE Proposed ; DR Seconded to accept the quote for replacing the bollards around the War Memorial £1800 - all those present agreed. • DR Proposed ; LE Seconded to accept the quote for replacing bollards on the Upper Green £1224 – all those present agreed • MG Proposed ; DR Seconded to accept the quote to replace bollards on the Lower Green £1181 – all those present agreed. <p>LE noted there is a bollard down in Tanyard, AK to check if this can be added.</p> <p>Bench Around Tree – George Harding said it would be useful to find out who originally built bench, but as it was built a long time ago, it would be quite a task to locate. AK suggested speaking to Bob Houlden, as St Nicholas Church had a similar bench built in the churchyard and find out who made their bench and then get that company to quote for the bench around the tree on the lower green. Action CR</p> <p>Sandhurst Sign Post Repair/Replace: It would appear that the sign has been stolen.. CR has the ironwork, which may need a small repair. CR has a quote from George Harding of £530 for replacing the post and reinstating the ironwork and the sign if it turns up. A villager has a sign that we could copy if a replacement sign is needed. LE to contact villager to find out exactly what she has.</p> <ul style="list-style-type: none"> • DR Proposed ; LE Seconded that the quote of £530 is accepted – all those present agreed.
9.	<p>Committees/Working Groups</p> <p><u>OSH Committee:</u></p> <p>Noticeboard in front of OSH was damaged in the storm. A new noticeboard (similar to noticeboard damaged) will cost approx. £350. A bespoke noticeboard will cost approx. £800. After discussion it was decided to replace with similar noticeboard as the one damaged costing £350.</p> <ul style="list-style-type: none"> • MG Proposed ; CR Seconded to approved the cost of £350 to replace the OSH noticeboard <p>Audio Equipment: MG met with Neil from Old Barn Audio. The bottom box and the speakers are letting the system down. The Church has a similar system. It was decided to contact the Church to find out the company that supplied their system. Action MG</p> <p><u>Infrastructure Working Group:</u></p> <p>Fence posts on Megrim's Hill to be repaired and painted. George Harding will be asked to quote for the repair of one post (CR to contact) and Mayall Groundworks to quote for the painting, as they have a street work licence which will be necessary if traffic lights are required (DR to contact). Finger posts – repainting and replacement – CR to write to KCC Highway steward to visit (DR to invite); Infrastructure working group to identify damaged/missing road signs, etc. to bring to his/her attention.</p>

	<p>Letter to be sent to offending residents re. overgrown hedges. Managing speed limits – CR to find previous paper(s) on this. Public Rights of Way – Members agreed a division of the parish's footpaths among them such that all paths are walked and defective stiles, signs, etc. noted and photographed so that we can report to the KCC footpath steward in due course.</p>
10.	<p>Tender Report</p> <p>We now have an up to date Asbestos Report, which included all assets. According to the report there is no asbestos, but DR advised caution. There is some work that needs finishing off for Christmas Tree Lights in the Clock Tower; DR requested a price for completing the work, which was £266.66. DR requested approval to get work carried out.</p> <ul style="list-style-type: none"> LE Proposed : MG Seconded to give approval for work to be carried out – all those present agreed. <p>DR presented a tender report for routine building repairs.</p> <p>All present wanted time to consider the Tender Submission and will make a decision at the next meeting.</p>
8.	<p>Planning Applications</p> <ul style="list-style-type: none"> Application: 22/00118/FULL & 22/00119/LBC Oast At Marsh Quarter Farm, Marsh Quarter Lane, Sandhurst, Cranbrook, Kent. No objections raised by PC DR Proposed : AK Seconded – all agreed there were no objections Application: 20/03754/FULL Stone Pit Meadows, Stone Pit Lane, Sandhurst, Kent Permission has been granted. Appeal Decision: 18/00118/BOC Land south of Oakland's Farm, Bodiam Road, Sandhurst, Kent TN18 5LE. The appeals were dismissed, and the enforcement notice has been Upheld.
9.	<p>Correspondence to and from the Clerk</p> <p>Kemps Garage has asked to hold their Classic Car Meet on the Lower Green on Easter Sunday.</p> <ul style="list-style-type: none"> CR Proposed : LE Seconded – all those present agreed to the use of the Lower Green on Easter Sunday by Kemps. <p>Flag Duties: Barbara Simmons/or another resident to take over duties. JH to contact Barbara to find out who will be taking over. Action JH</p> <p>Transport: Does the Parish Council need to consider having a Transport Working Group? Parish Council does not feel this is within the Parish Councils remit.</p> <p>Speeding Traffic: Email from Rhydian Jones regarding the speed of the traffic through the village. CR/JH to respond to Mr Jones.</p> <p>Fly Tipping: Email received from Catherine Jones regarding fly tipping between Pye House and Hoads Farm on Crouch Lane. This has already been reported to TWBC, this has been noted.</p>

10.	Public Intervention
	None
11.	Dates of Next Meetings
	12 th April 2022 3 rd May 2022 – Annual Parish Council Meeting

Meeting closed 21:16

CATHERINE CATT
Clerk to Sandhurst Parish Council

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