



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 12 April 2022

In Attendance:

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| Cllr C Robinson (Chairman) (CR) | Cllr L Erwood (LE) |
| Cllr M Phillipson (MP) | Cllr K O'Neil (KO) |
| Cllr P Phillipson (PP) | Mrs J Horan (Temporary Admin) JH |
| Cllr D Rogers (DR) | TWBC Cllr G Bland |
| Cllr A Kerry (AK) | KCC Cllr S Holden |

| Item No | |
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| 1. | Apologies for Absence Apologies were received from Cllr M Griggs (Vice-Chairman) (MG), Mrs C Catt (Clerk & Proper Officer) CC |
| 2. | Declarations of Interest 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. | Approval of Minutes To resolve that the Minutes of the meeting of the Council held on 08 March 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. <ul style="list-style-type: none">DR Proposed ; LE Seconded and those present agreed that the minutes were a true record of the meeting. |
| 4. | Matters Arising Councillor vacancy – Following the resignation of Mary Hiscock there were 2 applicants for the Parish Councillor vacancy. Both were interviewed by the Staffing Committee, and were equally very good candidates, which made making a decision difficult. After much deliberation it was decided to appoint Julie Roper. |

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| | <ul style="list-style-type: none"> • To ratify the decision to co-opt Ms Julie Roper as Sandhurst Parish Councillor following interviews held by the Staffing Committee. LE Proposed ; MP Seconded – All present approved <p>OSH Mats: Mats are all ready to go once the porch has been decorated.</p> <p>Clerks Mobile Phone: Price comparison was presented between pay as you go and a contract phone. The contract phone came out as better value with a monthly amount of £13.49 (Samsung Galaxy A12 - £485.64 over 36 months).</p> <ul style="list-style-type: none"> • LE Proposed ; DR Seconded – All present approved <p>Defibrillators: The Defibrillators located at Sandhurst Cross, The Phone Box, The Pavilion and The Baptist Church have all had the Electrode Pads and Active Status Indicator Batteries replaced. They have also been decontaminated and have been tested to check working correctly. The Defibrillator located at Tanyard has had to be removed as was showing signs of having been used and the battery was missing. It has been temporarily replaced with a loan Defibrillator until the Sandhurst Defibrillator can be returned to working order. In order to achieve this, a new 5 year battery needs to be ordered at a cost of £215.00. Ken from Hopkins said he would be happy to come along to a meeting to discuss the storage options for prolonging the life of the Defibrillators, which the PC agreed was a good idea.</p> <ul style="list-style-type: none"> • DR Proposed to accept the cost £215 to replace the battery ; LE Seconded – All present approved. <p>Bench Around Tree: CR spoke to Bob Houlden about the bench in the Church Yard which was one he assembled himself from a kit. Mr Houlden is going to find out where the kit was purchased and let CR know.</p> <p>Village Sign: No further forward, LE needs the measurements from CR, then LE will contact Iden Signs for a quote for a replacement sign.</p> <p>Replacement Bollards: AK has received a message from Steve Barrett saying he will be over next week to replace the bollards.</p> <p>Tree Planting: Update in Councillor Intervention.</p> <p>CCTV Pavilion: Recently the CCTV has been going off inexplicably, the first time CR got the installer back to check the system and it was discovered the circuit breaker had tripped, but could find no other issues. The CCTV went off a number of times after the first occasion. It was later discovered that a member of the cricket club was turning the power off to correct the time on the clock following the start of British Summer Time, apparently because there is no other way to adjust the clock. If we get a bill from the installer, should we seek recompense from the Cricket Club? It has been decided that if there is spare slot in the box then the clock should be put on a separate supply. DR will speak to the Cricket Club member to make sure he is aware that he should not be interrupting the power supply to the Pavilion.</p> |
| 5. | Councillor Intervention |
| | <p>Cllr S Holden: Cllr Holden reported that the most important thing at the moment is Operation Brock; along with that and other road closures it is taking extra time to get anywhere and the disruption is expected to carry on until after the Easter Break. Cllr Holden also expressed concern at the cost of living crisis. Over the last few years there have been County Council Council Tax increases of 2% the maximum allowed without a referendum,</p> |

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| | <p>on top of which the government has allowed KCC to put a ring fenced increase which has varied from 1% to 3% for Adult Social Care. Cllr Holden thinks as a council the aim should be not doing a routine 2% tax increase and will be saying so to his Conservative colleagues because it all feeds into people's difficulties with the cost of living crisis.</p> <p>CR gave Cllr Holden an update on the trees purchased with KCC money last year, 20 of the 37 trees were planted yesterday, 15 on The Upper Green, 3 on the triangle at the end of Sponden Lane, 1 further up Megrim's Hill and 1 on Tanyard.</p> <p>Cllr G Bland: Black bin collections have resumed, the next stage is to get the Amenity Lorry back for fortnightly collections around the village. On the planning side, the Local Plan has passed its first stage inspection.</p> |
| 6. | <p>Finance and Accounts</p> <p>Accounts</p> <p>To approve accounts retrospectively for payment from 1st March 2022 to 31st March 2022.</p> <ul style="list-style-type: none"> DR Proposed : PP Seconded and those present approved the payments. <p>To receive details of receipts in from 1st March 2022 to 31st March 2022.</p> <ul style="list-style-type: none"> LE Proposed ; MP Seconded and those present approved the receipts. <p>To note the bank reconciliation on 31st March 2022. MG has been unable to undertake the bank reconciliation as is waiting for Unity Trust Bank to update the mandate. The updates were submitted to the bank on Tuesday 5th April 2022 so should be taking effect shortly.</p> <p>RFO Handover Meeting – 25th March: This was attended by the former RFO Alan Crocker, CR, CC and JH. It was an unpleasant meeting, Mr Crocker did not conduct the meeting with good grace, but we did finally get through all the business and a handover was achieved. There was a subsequent meeting with JH and Mr Crocker, in which Mr Crocker was very helpful, which finalised the handover.</p> <p>CC is taking the position of RFO with JH providing administrative support. CR suggested that CC is on a contract of 10 hours per week and JH on a contract for 21 hours per week, to be reviewed in a few months to make sure the hours are correct.</p> <p>Requirements for year end, CC has been in contact with the Internal Auditor Lionel Robbins to get an end of year check list so that all information required for the AGAR can be collated.</p> |
| 7. | <p>Committees</p> <p>OSH Update: Meeting was scheduled to take place on the 19th April but has been moved to 26th April because of work commitments. The Sound system has been sorted out. Julie Griggs asked around and one of her colleagues at the Swan, who is very good with technology, sorted it out without charge, but was happy with the beers that MG brought him. MG will submit the receipt for the beers.</p> <ul style="list-style-type: none"> LE Proposed ; PP Seconded - All present approved <p>Mugs: Came back into stock and have been purchased and are now in the kitchen.</p> <p>Noticeboard: Query the size of noticeboard with MG.</p> |

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| 8. | <p>Village Flagpole</p> <p>The PC needs to establish who is looking after the village flagpole and also to find out the protocols for what flag should be flying and when. The Parish Council do not want flags flown as a political statement. CR proposed that foreign flags could be flown for humanitarian reasons, but permission must be sought from the Parish Council prior the flag being raised on the flag pole.</p> <p>If no one wanting to look after the flagpole then MP and PP are happy to undertake the task.</p> |
| 9. | <p>Allotments</p> <p>The water has been turned on as the weather has been fine. A few of the allotment holders informed DR of a few issues at the allotments. The issues are:</p> <p>Repairs to the housing association fencing. DR provided JH with the information so that JH can contact those responsible to request that repairs are undertaken.</p> <p>Some of the allotment holders want a PC representative to undertake routine inspections. KO volunteered to undertake the routine inspections, providing she has a list so she knows what she is looking for.</p> <p>Plot C is no longer available as it has been taken by LE.</p> <p>Repair to water trough, there is a sticky stopcock/ball valve. DR would like permission to get Jake Cheeseman to take a look and replace.</p> <p>Repair to front gate; get Steve Barrett to pop up and make the minor repair.</p> <p>Permission for the 2 repairs</p> <ul style="list-style-type: none"> • MP Proposed ; AK Seconded – All those present agreed |
| 10. | <p>Tender Submission</p> <p>Quotations were invited from 3 contractors on 28th January on behalf of Sandhurst Parish Council. The tender submission documents were circulated at the last meeting.</p> <p>The tender was sent out to 3 local contractors and you can see from the Tender document there was a very limited response. The PC accepts in principle that they have endeavoured to get the 3 quotations as required by the Standing Orders as shown in the Tender Document. In the circumstances it is in the best interests of the council to get the work done to protect the council's assets and that the council do not require DR to seek further Tenders.</p> <ul style="list-style-type: none"> • MP Proposed ; AK Seconded – All those present agreed. <p>Of the 3 tender submissions sent out only one was able to supply a quotation, which is in 3 sections as follows:</p> <p>Works to the OSH £11,510.00 – there were no questions or views.</p> <ul style="list-style-type: none"> • LE Proposed ; AK Seconded – All those present agreed to accept the Old School Hall element of the tender document. <p>Works to the Pavilion £1,128.75 – there were no questions.</p> <ul style="list-style-type: none"> • LE Proposed ; PP Seconded – All those present agreed to accept the Pavilion element of the tender document. <p>Works to the Toilet Block £4,943.00 – There has been a long standing debate on the future of the toilets. It was decided more time was needed to consider other options and the Toilet Block would be placed on the agenda</p> |

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| | for further discussion at the next meeting. Councillors were requested to consider the matter before then to enable a meaningful discussion to take place. |
| 11. | Playground Improvements The fence around the playground by Marsh Quarter Lane is an urgent requirement, the original estimate sought for replacing the fence was £4,470. An industrial metal alternative was suggested as vandalism in the playground is an issue. However, the appearance of such a fence is thought to be inappropriate in this setting. CR had asked for a quote for the bow top type of fencing which doesn't look so industrial, is vandal proof and long lasting but was quoted £6,780. The council liked the bow top type fencing suggestion but require another quote. KO went to playground in Old Orchard and said it looked like it could do with a lick of paint. DR noted that there is no bark around see saw. Need quotes for wet pour ground covering as a priority. |
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| 12. | Planning Applications Planning Application: 22/00621/FULL PROPOSAL: Erection of an agricultural building, plus resurfacing of existing driveway ADDRESS: Land To The Rear Of Orchard Bank, Crouch Lane, Sandhurst, Cranbrook, Kent, TN18 5PA After discussion the PC decided to unanimously to support this application. JH to submit comments to TWBC Planning. |
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| 13. | Correspondence to and from the Clerk A letter of thanks was received from Ms A. Norman from Sandhurst Primary thanking the PC for the £500 donation. The Jubilee Committee asked to book the OSH for fundraising for the Jubilee Celebrations – that request was agreed in principal at a previous meeting. Transport Consultation – This has been advertised in the Parish Magazine, any individual views should be made directly to Tunbridge Wells Borough Council. JH to inform TWBC of this. Email from Rhidian Jones regarding speeding traffic – the Infrastructure Committee are pursuing various options. |
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| 14. | Public Intervention No members of public present. |
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| 15. | Dates of Next Meetings 10 th May 2022 – Annual Parish Council Meeting 14 th June 2022 |

CATHERINE CATT
Clerk to Sandhurst Parish Council

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