



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 Held by Zoom on Tuesday, 13 April 2021

In Attendance:

Cllr C Robinson (CR) : Chairman	Mrs C Catt (CC) : Clerk & Proper Officer
Cllr M Griggs (MG) : Vice-Chairman	Mr A Crocker : Responsible Finance Officer
Cllr L Erwood (LE)	
Cllr M Hiscock (MH)	KCC Cllr S Holden
Cllr K O'Brien (KOB)	TWBC Cllr G Bland
Cllr J Oliphant-Robertson (JOR)	
Cllr D Rogers (DR)	1 Member of Public

Item		Actions
1.	Welcome & Apologies	
	Apologies were received from Cllr Kerry who was unable to attend due to family commitments.	
2.	Declarations of Interest & Ratification of New Parish Councillor	
	<p>To receive Declarations of Interest on agenda items. Members are reminded that they must inform the Monitoring Officer of any changes to their Notification of Disclosable Pecuniary Interests</p> <ul style="list-style-type: none"> Cllr Griggs declared an interest in Planning Application 21/00728/FULL due its proximity to his property Cllr Hiscock declared an interest in the Allotments, as did Cllr Rogers, as they are allotment holders. <p><u>Appointment of New Parish Councillor</u></p> <ul style="list-style-type: none"> The Chairman asked those present to ratify the appointment of Mrs Lisa Erwood to the Parish Council following a successful interview with the Staffing Committee. The Councillors present were happy to do so and welcomed Cllr Erwood to the meeting. 	
3.	Approval of Minutes	

	<p>To resolve that the Minutes of the meeting of the Council held on 9 March 2021 are a true record of the meeting. Members are reminded the only issues relating to the minutes that can be discussed is their accuracy.</p> <ul style="list-style-type: none"> ▪ Cllr Rogers proposed ; Cllr Hiscock seconded and those present agreed the minutes were a true record of the meeting. 	
4.	Finance & Accounts	
	<p><u>Accounts</u></p> <p>To approve accounts retrospectively for payment from 1 March to 31 March 2021</p> <ul style="list-style-type: none"> ▪ The accounts had been circulated ahead of the meeting and the RFO asked for any comments. Cllr Robinson noted the donation had not been made to the School and asked for this to be carried forward. <p>To receive details retrospectively of receipts from 1 March to 31 March 2021</p> <ul style="list-style-type: none"> ▪ The RFO reported no payments had been received. <p><u>Bank Reconciliation</u></p> <p>According to Financial Regulations the bank reconciliation should be carried out online at the end of each month. Cllr Oliphant-Robertson verified the bank balance and confirmed it agreed with the RFO's figures.</p> <p><u>Year End 2020/21</u></p> <p>To receive the forecast for the end of the financial year 2020/21 and consider the revised forecast monitoring spreadsheet - it was noted the figures were actual rather than a forecast.</p> <p>The latest spreadsheet dated 9.4.21 had been circulated ahead of the meeting and Cllr Robinson explained the changes which had been made including:</p> <ul style="list-style-type: none"> ▪ Car park invoice which had been requested but not yet received - £8,070 ▪ The RFO had raised concerns about Urbaser invoicing and a contingency of £2,500 was agreed ▪ Grass cutting – 2 invoices are outstanding. ▪ Playing field and pavilion maintenance - £1,480 has been added for fencing and to repair the leak in the toilet block ▪ Replacement baby swings in the Old Orchard playground ▪ Indeterminate project - £20k <p>Cllr Robinson explained how the revised forecast monitoring spread sheet will be used to monitor the budget month by month.</p> <ul style="list-style-type: none"> ▪ There were no questions or comments. <p><u>Internal Auditor : Lionel Robbins</u></p> <ul style="list-style-type: none"> ▪ The Clerk has contacted Mr Robbins who has agreed to carry out the internal audit for 20/21. His costs this year 	

	<p>will be £60 per hour (£50 last year) but he does not charge for travel.</p> <ul style="list-style-type: none"> Those present were happy with this arrangement. 	
5.	Annual Review of documentation	
	<p>To review and accept the following document:</p> <ul style="list-style-type: none"> Financial Risk Assessment <p>It was noted the Clerk had made the changes agreed at the last meeting. Cllr Hiscock proposed; Cllr Griggs seconded and those present agreed unanimously to approve the revised document.</p>	
6.	Local Council Elections & Subsequent Meetings	
	<p><u>Election : 6 May 2021</u></p> <ul style="list-style-type: none"> The Clerk has received confirmation from TWBC that the election in Sandhurst will be uncontested. It was noted that Cllr O'Brien and Cllr Oliphant-Robertson have decided to step down which means there are three vacancies to be filled after 6 May 2021. <p><u>Annual Parish Council Meeting : 18 May 2021</u></p> <ul style="list-style-type: none"> The Clerk reminded those present the Chairman and Vice-Chairman will be elected at this meeting. <p><u>Annual Parish Meeting : 22 June 2021</u></p> <ul style="list-style-type: none"> The Clerk asked those present for agenda items / presentations for this meeting. Suggestions included asking the Headteacher of the primary school to speak and PCSO Fuller. 	ALL
7.	Allotments	
	<p>To receive an update on the new allotment tenancy agreement and lettings policy</p> <ul style="list-style-type: none"> It was agreed to defer any changes to the allotment tenancy agreement for the time being. <p><u>Allotment Vacancy</u></p> <ul style="list-style-type: none"> There is a vacancy as one of the allotment holders has had to move away at short notice. Cllr Rogers asked if two more tarpaulins could be purchased to cover allotments not being worked. Cllr Erwood proposed; Cllr Griggs seconded and those present agreed unanimously to purchase two more tarpaulins. Cllr Rogers was asked to make the purchase. 	DR
8.	Social Media	
	<p>To consider the use of social media to reach as many residents as possible</p> <ul style="list-style-type: none"> Cllr Griggs had spoken to a Hawkhurst Parish Councillor and confirmed they use social media effectively to send out information to local residents. 	

	<ul style="list-style-type: none"> ▪ Cllr Griggs suggested we could use it to reach a wider audience, for example notices of meetings, allotment vacancies and councillor vacancies. ▪ Following discussion it was proposed to trial the use of social media using the Sandhurst Community page rather than creating a new one. Cllr Erwood volunteered to do this working with the Clerk. ▪ Cllr Griggs proposed; Cllr Oliphant-Robertson seconded and those present agreed unanimously to trialling the use of social media. 	LE/CC
9.	5-Year Maintenance Plan	
	<p>To receive the draft 5-year maintenance plan prepared by Cllr Rogers</p> <ul style="list-style-type: none"> ▪ Cllr Robinson thanked Cllr Rogers for pulling the plan together and the following comments were made: <ul style="list-style-type: none"> ▪ Cllr Griggs asked for the investigation into damp in the Old School Hall be brought forward ▪ The Clerk reminded the meeting the maintenance plan should be included in the business plan ▪ Cllr Rogers agreed to get quotes for electric tests to be carried out as soon as possible ▪ Cllr Robinson asked for the refurbishment of the old toilet block to be added to the next agenda. 	CC DR CC
10.	Planning Applications	
	<p>Cllr Robinson chaired this item as Cllr Griggs had declared an interest.</p> <p><u>21/00728/FULL</u></p> <ul style="list-style-type: none"> ▪ Conversion of two detached single storey outbuildings to form two holiday lets ▪ Cowbeach Farm, Back Road, Sandhurst TN18 5JX <p>The Clerk read out the email from Julie Griggs which raised concerns about Residential Amenity and Condition.</p> <ul style="list-style-type: none"> ▪ Cllrs Erwood and O'Brien agreed with the comments made in the email. ▪ Cllr Robinson noted the Conservation Statement claims there are no changes to the exterior appearance of the building but feels this is not correct as the plan shows new doors and windows which had not been there before. ▪ Cllr Rogers expressed concern that some of the new features did not appear to comply with fire regulations. ▪ Following discussion the Parish Councillors said they were not against holiday lets in principle but could not support the application in its present form. <p><u>21/00795/FULL & 21/00796/LBC</u></p> <ul style="list-style-type: none"> ▪ Proposed canopy over front door, replacement windows and painting of roundel ▪ Boxhurst Oast, Boxhurst, Sandhurst TN18 5PE 	

	<ul style="list-style-type: none"> ▪ Councillors expressed concern about the 'look' of the proposed changes but felt this would be dealt with by the Conservation Officer. ▪ There were no other comments. <p><u>21/00381/FULL & 21/00382/LBC</u></p> <ul style="list-style-type: none"> ▪ To be discussed at the Planning Committee meeting to be held on 27 April 2021. <p><u>21/00825/OUT</u></p> <ul style="list-style-type: none"> ▪ To be discussed at the Planning Committee meeting to be held on 27 April 2021. 	
11.	Correspondence to the Clerk & Points of Information	
	<p><u>Quotation Barrett Fencing from Cllr Kerry</u></p> <ul style="list-style-type: none"> ▪ Cllr Kerry had requested a quotation from Barrett Fencing to install bollards along the grass strip at the bottom of Megrims Hill to prevent HGV parking. Some of the bollards will be removable to allow the cherry stall to operate in June/July. The quote received was for £1,991 - the 'cherry man' will contribute £591, leaving the Parish Council to pay £1,400. ▪ Cllr Robinson explained this is part of the effort to clean up the entrance to the village. ▪ Cllr Rogers was happy about using a local contractor and pointed out work was also needed around the War Memorial and Village Greens. ▪ Councillors agreed with the request in principle but asked for more information about the number and size of the bollards. 	CR/AK
12.	Public Intervention	
	There was no public intervention.	
13.	Councillor & PCSO Intervention	
	<p>The meeting noted Election Purdah was in place so nothing political could be discussed.</p> <p><u>KCC Councillor Holden</u></p> <ul style="list-style-type: none"> ▪ Environment& Transport – it has been agreed to extend the lorry clamping regime piloted in East Kent to cover the whole county. ▪ Cllr Holden has joined the working group for Environmental Crime which deals with fly tipping especially. The current initiative is to lobby magistrates for stiffer sentences – higher fines and increased use of prison sentences; and to make the public more aware of their responsibility to make sure the person getting rid of the rubbish has a licence ▪ Cllr Hiscock thanked Cllr Holden for getting the drain repaired. 	

	<ul style="list-style-type: none"> ▪ Cllr Robinson asked about the initiative to restrict lorries on country roads. Cllr Holden explained the route had not been set as yet but current indicators suggest the key routes will be A274 and A249. ▪ Cllr Robinson asked about markings on the A268 and Sponden Lane. Cllr Holden explained the latest pothole blitz was just starting. ▪ Cllr O'Brien asked Cllr Holden if the Parish Council should be thinking about cameras to monitor lorries. Cllr Holden said there will be cameras but the County would have to create its own inspectorate to carry out the enforcement – this is work in progress. ▪ <p><u>TWBC Councillor Bland</u></p> <ul style="list-style-type: none"> ▪ Nothing to report from the Planning Committee as far as Sandhurst was concerned. ▪ TWBC had hoped to reach their 5-year planning target but this was set back by Secretary of State calling in the major development in Cranbrook. ▪ Cllr Bland reported he had been nominated to be Deputy Mayor of the Borough. <p><u>PCSO Fuller</u> Did not attend due to annual leave.</p>	
14.	Date of Next Meeting	
	<ul style="list-style-type: none"> ▪ 27 April 2021 : Planning Committee Meeting ▪ 18 May 2021 : Annual Parish Council Meeting ▪ 8 June 2021 : Parish Council Meeting ▪ 22 June 2021 : Annual Parish Meeting 	

CATHERINE CATT
Clerk to Sandhurst Parish Council

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