

# PARISH COUNCIL OF SANDHURST, KENT

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

## MINUTES Full Council Meeting Tuesday 9 April 2019

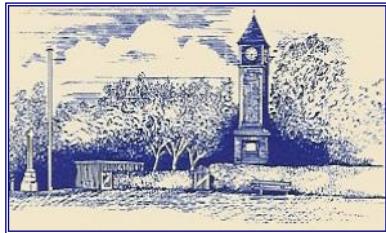
### In Attendance:

Cllr T Hannocks : Chairman	Mrs C Catt : Clerk & Proper Officer
Cllr D Leggett : Vice Chairman	Mr A Crocker : Responsible Finance Officer
Cllr A Kerry	
Cllr E Merritt	<b>Invited Guest</b>
Cllr K O'Brien	TWBC Councillor Godfrey Bland
Cllr J Oliphant-Robertson	
Cllr C Robinson	

### Apologies:

No apologies received	
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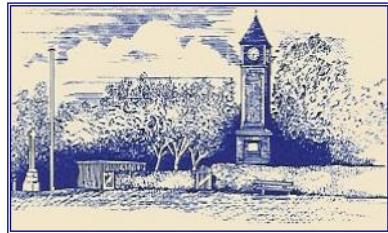
Item No		Actions
04/19/01	<b>Apologies for Absence</b> No apologies were received.	
04/19/02	<b>Declarations of Interest</b> <ul style="list-style-type: none"><li>▪ Cllr Merritt declared an interest as the employed cleaner for the Old School Hall and Pavillion Toilet Block.</li><li>▪ Cllr Kerry declared an interest in the Playing Field from his association with the Football Club.</li><li>▪ Cllr Hannocks stated the dispensation granted on 4.12.2018 was still in effect.</li></ul>	
04/19/03	<b>Approval of Minutes : 13 March 2019</b> <ul style="list-style-type: none"><li>▪ It was proposed by Cllr Leggett; seconded by Cllr Merritt and agreed unanimously by those present the minutes were a true and accurate record of the meeting.</li></ul>	
04/19/04	<b>Accounts : Responsible Finance Officer</b> Mr Crocker had circulated the financial information to Councillors ahead of the meeting.	



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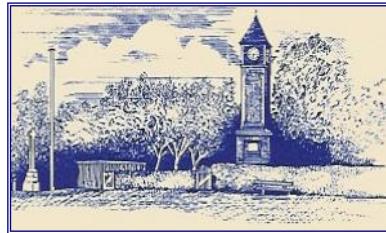
<b>Approval of Accounts for payment</b> Cllr Hannocks noted the Biffa invoices had been paid and asked if this was because the issues with the collection of animal waste had been resolved. Mr Crocker said they had. <ul style="list-style-type: none"><li>▪ It was proposed by Cllr Merritt; seconded by Cllr Oliphant-Robertson and agreed unanimously by those present the accounts for payments made between 01.03.2019 – 31.03.2019 should be approved.</li></ul>			
Date	Payee Name	Ref	Amount
06/03/2019	Benenden Heating	ET619	78.00
06/03/2019	Eventbite [KALC - Planning W's]	ET620	72.00
06/03/2019	Trade UK	ET621	41.07
06/03/2019	Biffa Environmental Municipal	ET622	291.50
06/03/2019	Biffa Environmental Municipal	ET623	97.28
06/03/2019	Rialtas Business Solutions Ltd	ET624	142.80
18/03/2019	EDF Energy	DD	106.00
25/03/2019	RBL	CHEQUE	100.00
27/03/2019	Corporate Card	Corp Card	45.16
27/03/2019	EDF Energy	DD	176.65
27/03/2019	British Gas	DD	485.38
28/03/2019	Castle Water	DD	37.06
28/03/2019	Castle Water	DD	37.80
28/03/2019	HMRC	ET625	873.02
28/03/2019	March Payroll	ET626A	926.64
28/03/2019	Expenses [CC]	ET626B	24.04
28/03/2019	Staff Payroll [March]	ET627	1051.50
29/03/2019	British Gas	DD	96.23
31/03/2019	Unity Trust Bank Limited	DD	18.00
<b>Total Payments:</b>			<b>4700.13</b>



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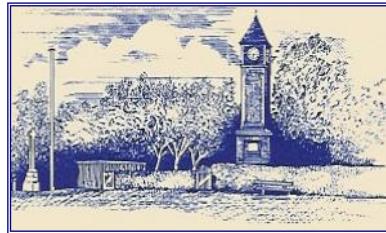
	<p><u>Receipt of Reconciliation of the Council's accounts to the end of March 2019</u></p> <ul style="list-style-type: none"><li>▪ It was noted Cllr Robinson had signed off the reconciliation of the Council's accounts to 31.3.2019.</li></ul> <p><u>Approval for the new Clerk to access the Unity Trust Bank account</u></p> <ul style="list-style-type: none"><li>▪ It was proposed by Cllr Robinson; seconded by Cllr Kerry and agreed unanimously by all present the Clerk should have the facility to view the Council's account and upload data only.</li></ul>	
	<p><b>Cllr Godfrey Bland, TWBC Councillor</b></p> <p>Cllr Bland had been invited to the meeting in his capacity of Borough Councillor.</p> <p>The Chairman suspended the meeting at 19.45 and welcomed Cllr Bland to the meeting. Cllr Hannocks invited Cllr Bland to address the meeting.</p> <p>Cllr Bland gave the following brief update from the recent TWBC Planning Committee meeting:</p> <ul style="list-style-type: none"><li>▪ Cllr Bland reported TWBC were within 27 houses of meeting their 5-year housing supply target which was good news for Sandhurst. Cllr Bland explained this meant TWBC were back in control of what would be built and where it would be built and referred to TWBC's long range plan which will be published in May 2019.</li><li>▪ Cllr Bland noted the Government's local housing target for the next 5 years had already been satisfied due to the new method for calculating demand as the reserve had fallen from 20% to 5%. As a result of this, it had been agreed officers would update the supply figure every month to provide a more accurate picture.</li><li>▪ Cllr Bland asked the Councillors to start to put together a list of priorities for the S106 money which would come from the building of 25 new houses. The Chairman asked the Clerk to put this on the agenda for the next</li></ul>	<p>CC</p>



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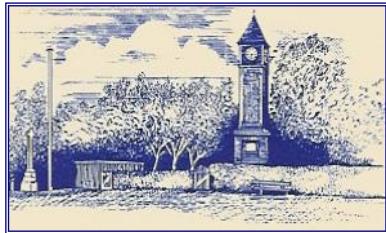
	<p>meeting and to note sending a letter to Mr Baughen once the priorities were agreed.</p> <p>The Chairman thanked Cllr Bland for attending and resumed the meeting at 20.00hrs.</p>	
04/19/05	<p><b>Corporate Governance</b></p> <p>Review and update:</p> <p><u>Standing Orders</u></p> <ul style="list-style-type: none"><li>▪ It was agreed Cllr Legget and Mrs Catt will look at the Council's Standing Orders and make sure they agree with the updated NALC Model Standing Orders. The new version will be circulated as a draft for discussion and approval at the next meeting on 14.5.2019.</li></ul> <p><u>Financial Regulations</u></p> <ul style="list-style-type: none"><li>▪ It was agreed Cllr Robinson and Mrs Catt will look at the Council's Financial Regulations and make sure they agree with the new NALC Model Financial Regulations, paying particular attention to the new requirements about tendering and maintaining company funds. The new version will be circulated as a draft for discussion and approval at the next meeting on 14.5.2019.</li></ul> <p><u>Financial Risk Assessment</u></p> <ul style="list-style-type: none"><li>▪ It was agreed Cllr Hannocks and Mrs Catt will review the Financial Risk Assessment, paying particular attention to the GDPR risk and election expenses. The new version will be circulated as a draft for discussion and approval at the next meeting on 14.5.2019.</li></ul> <p><u>Asset Register</u></p> <ul style="list-style-type: none"><li>▪ It was agreed the Councillors would review the asset register to make sure the assets mentioned are correct and there are accurate purchase price valuations and valuations for insurance. The Councillors will feed back to Mrs Catt who will circulate the revised register as a draft for discussion and approval at the next meeting on 14.5.2019.</li></ul> <p>Consider and approve:</p>	<p><b>DL/CC</b></p> <p><b>CC</b></p> <p><b>CR/CC</b></p> <p><b>CC</b></p> <p><b>TH/CC</b></p> <p><b>CC</b></p> <p><b>ALL</b></p> <p><b>CC</b></p>



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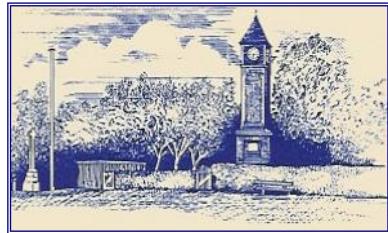
	<p><u>Level of reserves</u></p> <ul style="list-style-type: none"><li>▪ Mr Crocker explained the reserves held currently are £12k, ie: 3 times the gross monthly outgoings. Cllr Robinson felt they should be increased to £17k for the next financial year in view of major spends which had occurred during 2018/19, ie: Old School Hall floor repairs - £10k and playground repairs - £8k.</li><li>▪ It was proposed by Cllr Leggett; seconded by Cllr Robinson and unanimously agreed by all present the reserves should be increased from £12k to £17k for 2019/20.</li></ul> <p><u>Assets to be included on insurance schedule</u></p> <ul style="list-style-type: none"><li>▪ Cllr Kerry expressed concern about the level of insurance for the Sports Pavillion following its refurbishment and feels the insurance figure should be increased.</li><li>▪ See above discussions – Asset Register.</li></ul> <p><u>Confirm the Council's compliance with the Transparency Code</u></p> <ul style="list-style-type: none"><li>▪ Mrs Catt was asked to find the most recent copy of the Transparency Code and circulate it ahead of the next meeting on 14.5.2019.</li></ul>	AC
		ALL
		CC
04/19/06	<p><b>Training</b></p> <p><u>Approve CILCA Training for the new Clerk</u></p> <ul style="list-style-type: none"><li>▪ Cllr Hannocks asked for the CILCA training to be approved as it would provide the Council with additional skills and enable it to retain the General Power of Competency when making decisions.</li><li>▪ It was proposed by Cllr Merritt; seconded by Cllr Oliphant-Robertson and agreed by all present to approve the Clerk's CILCA training. It was noted this would include additional hours which the Clerk will record for approval and payment.</li></ul>	CC
04/19/07	<p><b>Items for Information</b></p> <p><u>Funding for Village Halls - Cllr O'Brien</u></p> <p>Following discussion it was agreed:</p>	



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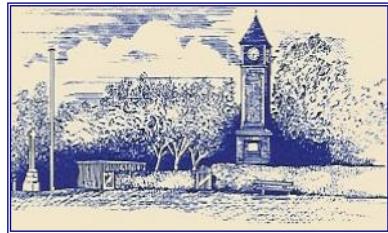
	<ul style="list-style-type: none"><li>▪ People would be asked for suggestions about the Old School Hall and generally what they would like to happen in the village at the Annual Parish Meeting.</li><li>▪ Mrs Catt will carry out research into funding opportunities once the needs have been identified.</li><li>▪ The Council will discuss what it would like to achieve during 2019/20 at the next meeting on 14.5.2019.</li></ul> <p><u>Litterpick – Cllr Kerry</u></p> <ul style="list-style-type: none"><li>▪ It was agreed this year's Litterpick will take place on Saturday, 11.5.2019 and people will meet at the Swan at 08.30 hours. Cllr Kerry asked Mrs Catt to contact TWBC so items of equipment can be delivered to the Old School Hall on Thursday, 9.5.2019.</li><li>▪ Cllr Robinson felt the Litterpick should be ideally be carried out date in March and asked for the 2020 date to be agreed earlier.</li></ul> <p><u>Website Update – Mrs Catt</u></p> <p>Mrs Catt has looked at a number of websites for content and format and asked the Councillors to consider the 'look' and information provided by Benenden and Staplehurst Parish Councils' websites – one is paid for and one is free – as a first step and to let her have their comments so she can start to pull together a 'map' for the new Sandhurst Parish Council website.</p> <p><u>Consider speakers for the Annual Parish Meeting – Cllr Hannocks</u></p> <ul style="list-style-type: none"><li>▪ It was agreed to invite Cllr Bland (TWBC councillor) and Mr Holden (KCC member) to speak at the meeting.</li><li>▪ It was noted the new PCSO, Simon Hughes, has already agreed to speak at the meeting.</li><li>▪ Mrs Catt will pull together an agenda with timings which she will circulate as soon as possible.</li></ul> <p><u>Schedule to inspect play equipment - Cllr Robinson</u></p> <ul style="list-style-type: none"><li>▪ Cllr Robinson agreed to resurrect the schedule for inspecting the playground and will carry out monthly inspections with Kevin who will be able to carry out routine maintenance and repairs.</li></ul>	<p><b>CC</b> <b>ALL</b></p> <p><b>CC</b></p> <p><b>ALL</b></p> <p><b>CC</b></p> <p><b>CC</b></p> <p><b>CR</b></p> <p><b>CR</b></p>
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	<ul style="list-style-type: none"><li>▪ A recent complaint was noted and Cllr Robinson will make sure this is addressed as soon as possible with Kevin.</li><li>▪ During discussions the Councillors identified a number of areas which require attention including the main pedestrian gate; replacing fencing; issues of dog fouling and petty vandalism. Cllr Robinson was asked to pull together a schedule for budgeting purposes and further discussion.</li><li>▪ It was suggested people could be asked for their suggestions at the Annual Parish meeting.</li></ul>	CR
04/19/08	<p><b>Reports</b></p> <p><u>Allotments : Cllr Oliphant-Robertson</u></p> <ul style="list-style-type: none"><li>▪ The annual meeting is being held on 17.4.2019.</li></ul> <p><u>Clock Tower : Cllr Hannocks</u></p> <ul style="list-style-type: none"><li>▪ The clock has been repaired and is now running fine. There had been issues with the pendulum and a broken spring but these have been resolved. Cllr Hannocks will check the invoice for work carried out before it is paid.</li></ul> <p><u>Lettings : Mrs Catt</u></p> <ul style="list-style-type: none"><li>▪ A new booking schedule has been devised by Mrs Catt and Mr Crocker so an accurate record of lettings can be kept.</li><li>▪ Mrs Catt will ask all people who book the hall on a regular basis to complete a new contract.</li></ul> <p><u>Old School Hall : Cllr Merrittt</u></p> <ul style="list-style-type: none"><li>▪ Cllr Merrittt is looking for a replacement to the 'red' carpet and feels a narrower one would be a better buy.</li><li>▪ Problems had been reported with the mobile microphone and on checking the foam 'bubble' was found to be missing. Cllr Merrittt agreed to buy some new ones.</li></ul> <p><u>Speedwatch : Cllr Robinson</u></p> <ul style="list-style-type: none"><li>▪ 2 sessions have been held in the past month when 8 drivers were found to be driving too fast. Cllr Robinson reported he has found 2 new recruits to help out.</li></ul>	TH
		CC



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	<p><u>Sports Ground</u> : Cllr Kerry</p> <ul style="list-style-type: none"><li>▪ Dog fouling is a big problem – see above – Cllr Kerry asked Mrs Catt to contact the PCSO for suggestions about what can be done from a legal point of view to stop this.</li><li>▪ The field has been harrowed and rolled ready for the cricket season.</li><li>▪ There is a large hole at the entrance to the playground car park which needs to be repaired properly as soon as possible. It was agreed Cllr Kerry would look into this and provide costs.</li><li>▪ There has been some vandalism – palisade next to pavilion, dog poo bin – but Cllr Kerry said this was less than usual.</li><li>▪ Claremont School do not appear to have used the ground recently and Cllr Kerry asked Mrs Catt to find out why – especially if it is because of the amount of dog fouling.</li></ul> <p><u>Transport</u> : Cllr Cope did not attend.</p> <ul style="list-style-type: none"><li>▪ Cllr Hannocks raised the notice about the closing of Bodiam Road for 4 days from the junction A268 Queen Street to the County boundary, Mill House. He asked Mrs Catt to circulate the KCC notice.</li></ul> <p>All business completed the Chairman closed the meeting at 21.18 hours.</p>	CC AK CC CC
	<p><b>Dates of Next Meetings</b></p> <p>14 May 2019 : Annual Parish Council Meeting 4 June 2019 : Annual Parish Meeting 11 June 2019 : Parish Council Meeting 9 July 2019 : Parish Council Meeting</p>	

**CATHERINE CATT**  
Clerk to Sandhurst Parish Council

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