



**Sandhurst Parish Council**  
**Minutes of the Parish Council meeting held on**  
**12<sup>th</sup> June 2018 at 19.30**

**Present:**

**Councillors in attendance:** - Mr T Hannocks (TH) - Chairman, Mr D Leggett (DL), Mr C Robinson (CR), Mrs E Merritt (EM), Mr A Kerry (AK), Ms J Oliphant-Robertson (JOR), Mrs K O'Brien (KB) arrived at 19.33, Cllr H Phillips (HP). Mr M Cope (MC)

**Councillors not in attendance:** N/A

**Tunbridge Wells Borough Councillor:** Cllr G Bland

**Kent County Councillor:** Not in attendance

**Members of the Public:** None.

**Clerk:** Lisa Hale (LH).

**RFO:** Alan Crocker (AC)

	Item	Action
06/18/1	<p><b>To accept apologies and reason for absence.</b></p> <p>Cllr S Holden sent his apologies for absence.</p>	
06/18/2	<p><b>Declarations of Interest on items on the agenda.</b></p> <p>The Chairman asked if there were any interests to declare.</p> <p>EM declared an interest in her employment as cleaner of the OSH, Pavilion and Sports Ground toilet and AK declared an interest in Sandhurst Football Club.</p> <p>AK declared an interest in the planning application 18/01291/FULL and did not participate in discussions and abstained from voting.</p>	
06/18/3	<p><b>To approve the minutes of the Parish Council Meeting and the Annual General Meeting of the 14<sup>th</sup> May 2018.</b></p> <p>The Full Council Meeting minutes of the 14<sup>th</sup> May 2018 were proposed for approval by DL and AK and the Annual General Meeting minutes of the 14<sup>th</sup> May 2018 were proposed for approval by JOR and EM. <b>Decision:</b> The minutes from both meetings were unanimously approved and signed by the Chairman as a correct record.</p>	
06/18/4	<p><b>4.1. To receive a report from the nominated TWBC Borough Councillor.</b></p> <p>GB stated that if the Oaklands Farm planning application was likely to be approved, he was likely to call it in.</p> <p>GB highlighted that KCC had finally made the decision that there is a considerable traffic problem at the Hawkhurst crossroads, following a survey conducted with ANPR (automatic number plate recognition). From analysing the results, it is unlikely that there will be any further large building developments in Hawkhurst.</p> <p>GB informed the council that the TWBC planning group would be meeting at the beginning of July to discuss the call for sites consultation paperwork. GB stated that TWBC were still discussing the possibility of a garden village, which would include 2,500-5,000 houses and supporting infrastructure.</p>	

Signed:

Date:

	<p>GB explained that the Risden Lane licensing application was refused for 365 days a year. The license was approved at Risden Lane for one three-day event every year and nine one-day events every year. There is to be no noise after 11pm and there has been a hotline set up for local residents to complain. GB agreed to send LH the hotline numbers.</p> <p>LH/TH asked GB to chase authorisation at TWBC of the section 106 monies for the sum of approximately £4,000 to cover the costs of the playground equipment.</p> <p><b>4.2. To receive a report from Kent County Councillor Sean Holden.</b></p> <p>Not in attendance.</p>	<p><b>GB</b></p> <p><b>GB</b></p>																					
06/18/5	<p><b>Public Adjournment:</b>  <b>To suspend meeting for any public statement for up to 15 minutes in total. Individual items should not be longer than 5 minutes. Members of the public are encouraged to attend Council meetings and raise any pertinent issues at this point.</b></p> <p>No members of the public were in attendance.</p>																						
06/18/6	<p><b>Planning Application to be reviewed.</b></p> <p>AK declared an interest in Planning application 18/01291/FULL and did not participate in discussions and abstained from voting.</p> <p>The Planning Committee Minutes of 29<sup>th</sup> May 2018 were proposed as an accurate record, unanimously approved and signed as a correct record by JOR.</p> <table border="1"> <thead> <tr> <th>Application Number/Name</th> <th>Location</th> <th>Proposal</th> <th>Decision</th> <th>For</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td>18/01291/FULL</td> <td>Oaklands Farm Bodycam Road Sandhurst Cranbrook Kent TN18 5LE</td> <td>Proposed farmhouse for occupation associated with the existing agricultural/poultry business and removal of temporary mobile home</td> <td><b>Recommendation:</b> Rejection  DL proposed that the application should be rejected. The clerk had attempted to arrange a site visit via the agent, but the applicant had not been in contact. The proposal was seconded by EM. <b>Decision:</b> Unanimously approved</td> <td>6</td> <td></td> <td>1</td> </tr> <tr> <td>18/01561/FULL</td> <td>Field Green House Field Green Sandhurst</td> <td>Erection of a tree house.</td> <td><b>Recommendation:</b> Approval</td> <td>7</td> <td></td> <td></td> </tr> </tbody> </table>	Application Number/Name	Location	Proposal	Decision	For	Against	Abstain	18/01291/FULL	Oaklands Farm Bodycam Road Sandhurst Cranbrook Kent TN18 5LE	Proposed farmhouse for occupation associated with the existing agricultural/poultry business and removal of temporary mobile home	<b>Recommendation:</b> Rejection  DL proposed that the application should be rejected. The clerk had attempted to arrange a site visit via the agent, but the applicant had not been in contact. The proposal was seconded by EM. <b>Decision:</b> Unanimously approved	6		1	18/01561/FULL	Field Green House Field Green Sandhurst	Erection of a tree house.	<b>Recommendation:</b> Approval	7			
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Signed:

Date:



2018	the three day festival at Ridsen Lane	could not be attributed to a name, address and number. A group was not acceptable.	
12. Resident e-mail - 12 <sup>th</sup> June 2018	Informing the parish council that they would finish painting the window and wall at the back of the OSH		
13. Cheeseman's	Radiator re-fitted in the OSH on Friday 15 <sup>th</sup> June 2018		
14. K Stephenson	The ballet Barr will be fixed onto the OSH wall on Thursday 14 <sup>th</sup> June 2018.		
15. Sports Ground	Defibrillator been stolen from Sports Ground on the night of Thursday 7 <sup>th</sup> June 2018.	See below	
<p><b>Actions:</b></p> <p><b>Correspondence 3:</b> LH to send a letter to the resident and inform them that Trafalgar wood would be kept as a semi wild woodland and not a formal garden. The council will continue to strim the area once a year.</p> <p><b>Correspondence 6:</b> LH to contact the resident to inform them of the outcome of the meeting with Anna Alexander-Williams. LH/AK/DL walked around The Moorings and along the Bodiam Road. However, the usual litter and traffic problems were not evident. Anna Alexander-Williams has agreed to send letter to the residents of "The Moorings" and will be asking them to keep their properties clear from rubbish otherwise they billed for the clear up charges. The council would have to provide evidence that the litter has been dropped by one of the residents to take the matter further. All future traffic problems should be reported to Highways Agency as this is not the responsibility of the Town and Country Housing Group.</p> <p><b>Correspondence 15:</b> LH would notify the police of the stolen defibrillator and create a poster to inform the community that the defibrillator has been stolen.</p>			<p>LH</p> <p>LH</p> <p>LH</p>
06/18/8	<p><b>Finance</b></p> <p><b>8.1 To note accounts paid (for which spending approval has already been agreed)</b></p> <p>The accounts for payments made from the 1<sup>st</sup> May 2018 - 31<sup>st</sup> May 2018 were proposed for approval by DL and seconded by EM. <b>Decision:</b> Unanimously approved.</p>		

Signed:

Date:

**Payments made between 01/05/2018 and 31/05/2018**

09/05/2018	Biffa Environmental Municipal	ET463	41.60	6.93	3005	300	34.67	TWE203 [03.18]
09/05/2018	Biffa Environmental Municipal	ET464	166.40	27.73	3005	300	138.67	TWE204 [Mar 18]
09/05/2018	K Jones Electrical	ET465	64.80	10.80	4015	400	54.00	Tripping Problems [OSH]
09/05/2018	Stationery Express	ET467	165.20	27.53	6060	600	137.67	Copies [APM]
09/05/2018	Kent Assoc of Local Councils	ET468	518.83	86.47	6050	600	432.36	Membership Yr end 31.03.2019
09/05/2018	South East Water	ET469	15.86	0.76	3040	300	15.10	Allot Wter 03.10.17 to09.04.18
09/05/2018	K P Stephenson	ET471	45.00		3020	300	45.00	Installation of Dog Bins
09/05/2018	Streetlights	ET473	65.28	10.88	7010	700	54.40	1 of 2 18/19 contract
09/05/2018	Groundscare and Gen Services	ET474	1,380.00	230.00	3015	300	1,150.00	Apr 6 & 20 War Mem wkly
09/05/2018	TWBC	ET475	996.74	166.12	6130	600	830.62	Civic Amenity Services
14/05/2018	Corporate Card	CORP CARD	126.85		256		126.85	Payment Corporate Card
15/05/2018	South East Water	DD	8.00	0.38	4035	400	7.62	OSH Water [IN]
15/05/2018	K P Stephenson	ET470	157.56		3045	300	157.56	Playground[Round Timber Frame]
15/05/2018	Thwaites and Reed Engineering	ET472	892.80	148.80	2005	200	744.00	Annual Maintenance
16/05/2018	Business Stream [Water Out]	DD	67.99	3.24	4035	400	64.75	Water Out [OSH]
22/05/2018	Viking	ET477	59.34	9.89	4010	400	49.45	Towels
22/05/2018	Viking	ET478	47.06	7.84	6060	600	39.22	Office Consumables Paper & Ink
22/05/2018	A J Thomas	ET479	315.00		3015	300	315.00	Harrow and Roll PF [AK]
22/05/2018	Biffa Environmental Municipal	ET483	166.40	27.73	3005	300	138.67	April 2018
22/05/2018	Biffa Environmental Municipal	ET484	41.60	6.93	3005	300	34.67	April 2018
25/05/2018	HMRC	ET480	199.04		6025	600	199.04	Tax & NI ee's and er's
25/05/2018	Staff Payroll	ET481	940.09		6020	600	1,013.01	Staff Payroll - May 2018
					6025	600	-72.92	Staff Payroll - May 2018
25/05/2018	Staff Payroll	ET482	333.28		6025	600	416.48	Staff Payroll - May 2018
					6025	600	-83.20	Staff Payroll - May 2018
30/05/2018	Stationery Express	ET485	31.30	5.21	6060	600	26.09	APM - Name Badges
30/05/2018	Bourne Amenity Ltd	ET486	828.00	138.00	3045	300	690.00	Play Area Bark
30/05/2018	Viking	ET487	37.50	6.25	6060	600	31.25	Ink Catridges
<b>Subtotal Carried Forward:</b>			7,711.52	0.00	921.49		6,790.03	
30/05/2018	Academy Flooring	ET488	<del>1,122.00</del>	187.00	4005	400	935.00	Deposit OSH Water Damage
31/05/2018	South East Water	DD	27.00	1.29	3040	300	25.71	Water In [PF]
<b>Total Payments:</b>			8,860.52	0.00	1,109.78		7,750.74	

**8.2 Emergency spending to be retrospectively approved – Additional bark for the Sport Ground Playground - £585.00, the Clerk additional 15 hours worked in May 2018 (Licensing application complaints) and the electrical problem at the Pavilion - £143.70**

The emergency spending of £585.00 for the playground bark, Clerk's overtime and the electrical invoice of £143.70 were proposed for approval by AK and seconded by EM. **Decision:** Unanimously approved.

Signed:

Date:

### 8.3 To identify additional expenditure for forthcoming month – Pavilion Memorial Clock

It was agreed that the Parish Council would purchase the Cricket Club Memorial Clock, in order that they have overall control and ownership of the clock. The Cricket club would make a donation to the parish council.

### 8.4 To receive a budget update and anticipated end of year position.

AC gave an overview of the budgets and the anticipated end of year position. At present AC stated that there would be approximately £10,800 left at the end of the year. This amount is under the previously agreed reserve. AC recommended that the parish council should be conservative with their spending this year in order to increase the reserve.

LH confirmed that the £3,000 KCC members Grant has been transferred into the unity trust bank account to cover some of the playground equipment costs.

### 8.5 Agree the process or financial reporting or this year.

CR/AC discussed the process for monthly financial reporting for 2018/2019. It was agreed that AC would send CR the budgetary figures on the 1<sup>st</sup> of the month even if reconciliation had not taken place in order to allow enough time to create the reporting spreadsheet.

AC highlighted the risk of transferring the information without carrying out a reconciliation, but CR felt the risk was low and acceptable in order to be able to analyse the figures before the meeting.

### 8.6 Inform the council of the Internal Audit Finding (report circulated) and agree the inspection process for playground equipment and defibrillator to meet audit requirements.

TH thanked LH and AC for successful internal audit report. No problems were reported

A recommendation was made by the auditor to carry out documented weekly/monthly playground checks. It was agreed that LH would investigate the possibility of TWBC or another playground company carrying out these checks and report her finding at the Full Council Meeting in July.

LH

### 8.7 Approve and Sign the revised Annual return for 2017/2018. The council will discuss and approve the annual return in the following order:

- **Annual Governance Statement (This will be read in full at the meeting)**
- **Accounting Statement 2017/2018**

AC explained that the figures on the annual return for 2017/2018 had been revised slightly following the internal auditors visit on the 16<sup>th</sup> May 2018. Minor variances were found between the alpha system and the internal auditors figures.

TH read the revised annual Governance statement in full and the councillors had access to the paperwork and figures prepared and signed by the RFO on the 16<sup>th</sup> May 2018 following the visit from the internal auditor.

After a discussion the Accounting Governance statement for 2017/2018 and the Accounting statement 2017/2018 was proposed for approval by CR and seconded by EM. **Decision:** Unanimously agreed.

The accounting Governance statement 2017/2018 and the Accounting Statement 2017/2018 was then signed by TH – Chairman and LH – Clerk and the minuting reference and date noted.

### 8.8 Discuss and review the hours currently worked by the Parish Clerk/RFO

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Date:

	<p>TH stated that the RFO and Clerk were working more than their contracted hours on a regular basis especially since the introduction of GDPR, increased correspondence and paperless planning meetings.</p> <p>After a discussion it was proposed by DL that the Clerk's contracted hours would be increased by five hours and the RFO hours would be increased by 2.5 hours. This would come into effect from the 12<sup>th</sup> June 2018. The RFO would now work 10 hours a week and the Clerk 21 hours a week. This proposal was seconded by JOR. <b>Decision:</b> Unanimously agreed.</p> <p>This decision would be reviewed in one year. In the busy periods overtime would be approved on a monthly basis.</p> <p><b>8.9 Discuss and approve the request for a donation of £80 to Sandhurst Primary School for plants and accessories for the pond garden and confirm councillor attendance at the official opening on the 6<sup>th</sup> July 2018.</b></p> <p>A proposal to donate £80 to Sandhurst Primary school for plants and accessories for the pond garden was made by EM and seconded by AK. <b>Decision:</b> Unanimously approved.</p> <p>TH and JOR agreed that they would happily attend the official opening of the pond garden on the 6<sup>th</sup> July 2018. LH agreed to inform the Primary school of the approval of the donation and inform them that TH and JOR would attend the Official opening on the 6<sup>th</sup> July 2018.</p>	LH
06/18/9	<p><b>Discuss and agree the amendments to the following policy documents: Standing Orders, Complaints procedures, Press and media Policy, Disciplinary policy.</b></p> <p>This agenda item would be deferred and discussed at the July Full Council Meeting.</p>	
06/18/10	<p><b>Statement from Chairman on the Ridsen Lane License application</b></p> <p>TH stated that the council had received many complaints via the Clerk about the Ridsen Lane Licensing application. TH explained that parish councils take no part in determining licensing applications and, as such, the Parish Council were not notified of this licensing application.</p> <p>TH explained that in order to facilitate the channelling of Sandhurst residents' view to their Borough Councillor, Sandhurst Parish Council arranged for the local residents to use the Old School Hall for the meeting on Tuesday 15th May 2018.</p>	
06/18/11	<p><b>Consider and agree, if required any action following a letter received from Mrs C Coe and laboratory results received from Benenden School regarding the Sandhurst Open toilet block.</b></p> <p>TH stated that the council had received a letter from Mrs C Coe regarding the condition of the public toilets which contained a laboratory report with samples taken from the Sandhurst public toilets and Benenden public toilets. These samples and laboratory report were provided by a laboratory technician, Verity Thorpe who works at Benenden School. LH informed the council that three additional complaints regarding the condition of the toilets had been received and circulated.</p> <p>TH explained that he had written to the Head teacher of Benenden School, Mrs S Price asking for confirmation of the authenticity of the report. Mrs Price advised the council that the tests had not been sanctioned by Benenden School and the use of Benenden School official notepaper had not been authorised. A letter of apology from Ms Thorpe was received by the council on the 12<sup>th</sup> June 2018 and circulated to councillors.</p> <p>In light of the fake and unhelpful report, it was agreed that no further action would be taken at present and a decision on the future of the public Sandhurst toilets would be decided at the November Full Council Meeting as previously agreed. A statement would be drafted and sent to all residents who sent the clerk a letter of complaint.</p>	

Signed:

Date:

06/18/12	<p><b>Update the council on the red telephone box refurbishment/re-location and the installation of the new playground equipment.</b></p> <p>LH confirmed that the new red telephone box had been located on the Lower Green on the 15<sup>th</sup> May 2018 and now housed a defibrillator. The company Xconnect had encountered electrical problems with the red telephone box at Sandhurst Cross and LH was waiting for a date for its removal.</p> <p>TH confirmed that the new playground equipment at the Sandhurst Sports Ground was now fully installed and bark had been laid. The playground was now open to the public.</p>	
06/18/13	<p><b>Update the council on the Big lottery grant application to fund a zip wire at the Sports Ground.</b></p> <p>TH stated that the lottery grant application was still being drafted and would be submitted by the next Full Council Meeting.</p>	
06/18/14	<p><b>Discuss and confirm arrangements for Encryption Training on the 11<sup>th</sup> July 2018 and the possibility of running a First Aid Training Course.</b></p> <p>LH confirmed that Encryption Training would be held by KALC in the OSH on Wednesday 11<sup>th</sup> July 2018. It was confirmed that LH, AC, TH and JOR would attend the training.</p> <p>Discussions regarding facilitating a First Aid training course was postponed until the July Full Council Meeting.</p>	
06/18/15	<p><b>Discuss the WW1 Commemoration arrangements and how the council can mark the occasion.</b></p> <p>LH explained that she had received Correspondence from Cllr S Holden on the 10<sup>th</sup> June 2018 about the British Legion Silent soldier campaign, which involved the council ordering a silhouette. Cllr S Holden had proposed to fund the silhouette via the KCC Members Grant.</p> <p>The Parish Council agreed that LH should order a silhouette of the WWI Tommy, but the Parish Council agreed to fund the project themselves in order to mark the commemoration celebrations. The total cost would be £250.00. This proposal was made by EM and Seconded by AK. <b>Decision:</b> Unanimously agreed.</p> <p>LH agreed to speak to GB regarding his work on the WWI soldiers who lived in Sandhurst and investigate producing a booklet of his work.</p> <p>It was agreed that a discussion would be held at the next meeting on how the council could commemorate the 100<sup>th</sup> anniversary of WW1.</p>	LH
06/18/16	<p><b>Update the council on the installation date for the OSH Flooring.</b></p> <p>LH confirmed that academy flooring would be carrying out repairs to the OSH Flooring between the 6<sup>th</sup> -12<sup>th</sup> August 2018. All OSH users had been informed via e-mail.</p>	
06/18/17	<p><b>Update the council on the printing of Sandhurst Footpath maps</b></p> <p>TH/LH confirmed that photographs of Sandhurst had been sent to KCC to be included in the footpath Map. The maps should be received by the next Full Council Meeting.</p>	
06/18/18	<p><b>To receive Committee Reports comprising brief updates and requests for items requiring full council approval.</b></p>	

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Date:

**18.2 Sports Ground Committee - Discuss Beckley Rangers request to use the Sports Ground on a regular basis between September -May and replacing the Sport England Lottery funded sign at the Pavilion.**

AK agreed to measure the Sports Ground to ensure that requested smaller pitch would be viable at the Sports Ground. Following the visit AK/LH/TH would discuss the possibility of Beckley Rangers using the Sports Ground as the Baptist Church and Football Club/Cricket Club will also be using the Ground.

AK/TH/LH

A proposal was made by DL and seconded by JOR that the damaged Sport England sign should be replaced at the cost of £84.25. **Decision:** unanimously approved.

AK suggested that another defibrillator should be purchased and stored in the Pavilion following the theft of the Sports Ground Defibrillator. Following a discussion, it was agreed that LH would send a letter to all the OSH users to ask if they would be willing to make a contribution towards a new defibrillator.

LH

**18.2 Planning Committee – Nothing to Report**

**18.3 Infrastructure**

CR confirmed that the new Speed watch volunteer would start next week.

**18.4 Transport Accessibility Group Update**

MC confirmed that he would be attending the next Transport Accessibility Group meeting scheduled for the 22<sup>nd</sup> June 2018. LH confirmed that the agenda had been circulated to all councillors.

**18.5 Allotment Society Update.**

LH confirmed that the fence repairs had been arranged by Town and Country Housing and scheduled to be carried out on the 21<sup>st</sup> June 2018.

LH confirmed that Rydon Homes had agreed to clear the area bordering the allotments in the next couple of weeks.

**18.6 Website Update – Nothing to Report.**

**Date of next meeting.**

The next Full Parish Council meeting will be at 19.30 on Tuesday 10<sup>th</sup> July 2018 in the OSH, Sandhurst.

The meeting closed at 21.26

Website: [www.sandhurst-kent-pc.gov.uk](http://www.sandhurst-kent-pc.gov.uk)

**Summary of actions:**

1. GB to send LH the Ridsen Lane festival hotline numbers.
2. GB to chase authorisation at TWBC of the section 106 monies for the sum of approximately £4,000 to cover the costs of the playground equipment.
3. DL, JOR and KB would review the Tunbridge Council Borough Council Local Green Space proposals document and send comments to the Clerk by Friday 22<sup>nd</sup> June 2018.
4. LH to send a letter to the resident and inform them that Trafalgar wood would be kept as a semi wild woodland and not a formal garden. The council will continue to be strim the area once a year.
5. LH to contact the resident to inform them of the outcome of the meeting with Anna Alexander-Williams

Signed:

Date:

6. LH would notify the police of the stolen defibrillator and create a poster to inform the community that the defibrillator has been stolen.
7. LH would investigate the possibility of TWBC or another playground company carrying out weekly/monthly checks at the Sandhurst playgrounds and report her finding at the Full Council Meeting in July.
8. LH to inform the Primary school of the approval of the donation and inform them that TH and JOR would attend the Official opening on the 6<sup>th</sup> July 2018.
9. LH to speak to GB regarding his work on the WWI soldiers who lived in Sandhurst and investigate producing a booklet of his work.
10. AK/LH/TH to discuss the possibility of Beckley Rangers using the Sports Ground.
11. LH to send a letter to all the OSH users to ask if they would be willing to make a contribution towards a new defibrillator.

Signed:

Date: