

HERNE & BROOMFIELD PARISH COUNCIL

Parish Office, Herne Centre, St Martin's View, Herne CT6 7AP

Minutes of the meeting of Herne & Broomfield Parish Council held at the Herne Centre on Thursday 12th October 2023 at 7.30pm, for the purpose of transacting the following business.

Present:

Cllr Davis (Chairman)

Cllr Wilson (Vice Chairman)

Cllr Blatherwick

Cllr Checksfield

Cllr Collins

Cllr Davison

Cllr Harlin

Cllr Saunders

Cllr Strong

Cllr White.

Michele Nicholson (Clerk/RFO)

191/23 To receive apologies for absence and accept reasons.

Cllr Hill. Apologies and reasons for absence were accepted.

City Cllr Howes.

192/23 To receive declarations of interest on items on the agenda and requests for dispensations.

None.

193/23 To confirm the minutes of the meeting held on 14th September 2023.

The minutes were agreed as a correct record.

194/23 To report on matters arising from the minutes, not on the agenda, for information only.

None.

ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO SPEAK ON ITEMS ON THE AGENDA

Draw for 100 Club.

1st: 10, 2nd: 6.

195/23 Chairman's Announcements.

Cllr Davis thanked all those who helped in any way with the Volunteers Thank you Tea on 8th October 2023.

196/23 Police Matters/Crime report.

No report had been received.

197/23 Warden's Report.

Lisa Harrison – Kent County Council Community Warden Herne and Broomfield.

I continue with welfare visits which are requested by various agencies including social services, GP, Hub etc in the Herne, Broomfield and Herne Bay Area. Welfare visits and support do take up quite a lot of my time as demand is getting higher with limited services and various social pressures. I am really pleased with the positive outcomes we have been achieving. I work closely with the GP surgery and attend their Multi-Disciplinary Team meeting every week to discuss residents that may be of concern, which has been working well to establish residents that need extra support and agree, as a group, who needs to support them.

I have supported various residents with a variety of issues from applying for a blue badge, applying for free hospital transport, care support in the home, gaining medical attention for some, and helping residents to access a variety of support groups.

I have also been busy visiting and supporting both old and new community groups, using these groups as an opportunity to advertise various other groups and activities within the community. They are also a good source of information on local issues and obtaining information on what support residents need within the community.

It was Community Week at Herne Junior School the week beginning 11th September, so I gave my annual talk in assembly about being a good citizen in their community and being kind to each other. Also supported the school with school crossing at the church for their annual Harvest Festival Service.

Reported two issues of fly tipping.

Supported two residents with neighbourhood issues.

Supported three residents with nuisance youths.

Completed two welfare checks on residents that had not been seen by neighbours for a period of time.

One tree dispute resolved.

I completed the last of the evening walkabouts, as both myself and the Police had not seen any issues. Unfortunately, I only stopped a couple of weeks ago and youth issues have started again, so will have to book another set of early evening visible presence sessions. I have informed our local police of incidents and concerns about some individuals.

Tried to source a donation of sweets from the Co-op and Sainsburys, for the annual Halloween event at Herne Mill, but my contact at the Co-op has left and has not been replaced. Unfortunately, I keep leaving messages and no one is getting back to me, and Sainsburys policy is to only give out healthy products at present.

198/23 To receive reports from County Cllr Marsh, City Cllr Howes and City Cllr Jones.

City Cllr Jones.

City Cllr Jones thanked the parish council for the Thank you Tea on 8th October 2023.

The next Parking Review is expected to end in December, with the Joint Transport Board meeting in April 2024.

Both City Cllrs Howes and Jones, had a public meeting with representatives from Redrow and the estate management company regarding ongoing problems. It was attended by over 70 unhappy residents, who have been experiencing lots of antisocial behaviour, among other issues. The City Councillors will be meeting with the KCC Community Wardens regarding the antisocial behaviour, and are also planning a site meeting regarding problems with the footpaths.

Cllr Blatherwick asked whether the problems with the footpath are due to the roads not being adopted, and will the same thing happen with the Strode Farm development.

Cllr Davison said that CCC Planning needed to think seriously about the provision of recreational facilities in new developments.

Cllr Harlin said that the 20mph speed limit across the Redrow estate is not being adhered to.

County Cllr Marsh.

County Cllr Marsh reported that Sessions House is now up for sale. The deficit in the budget for KCC will impact the services that it provides.

All the arrangements have been made for the Remembrance Sunday service on 12th November 2023, at St. Martin's Church.

130 tickets for the pantomime have been issued to families at Herne Junior School.

199/23 Clerk's Report/Correspondence.

The clerk reported that she had attended the online CCC Parish Charter/Parish Engagement Session on 21st September 2023.

There were various speakers:

Alison Small (Senior Voluntary Sector Development Manager): CCC's Capital Grants. There will be £20,000.00 available from April 2023.

Katherine Bescoby (Senior Electoral Services Manager): Polling district review.

Done every five years, due on 2nd October 2023. It will be looking at the position and viability of the current provision. CCC have the power to make a school available, but it is difficult to find suitable space within schools.

Matthew Archer (Head of Corporate Governance): Boundary Commission review.

It will be looking at the total number of councillors in the district, the number of wards, the boundaries between the wards, the names of the wards, and the number of councillors elected in each ward.

Matthew Archer: Parish Charter.

The charter was launched in November 2022, to build trust and understanding between CCC and the parish councils. It is divided into seven themes and reviewed every four years, or the first year of a change in CCC party leadership. It is a living document, with a commitment to at least two meetings per year.

Matthew Archer: Live consultations.

Two currently:

1. proposals for a new Dog Control Public Space Protection Order
2. Connected Canterbury – Unlocking the Tales of England highway proposals.

Alex Ricketts (Cabinet Member for Tourism, Movement, and Rural Development).

CCC will help groups of parishes working together on a particular issue to access external funding. The new Local Plan will be open for consultation later in the year. He will liaise with the chairman of the working group to arrange a meeting with the parishes.

Jack Brabham (Chairman Hersden Parish Council).

He said how good the parish council get together was and that future events are being planned. He suggested that CCC councillors could attend some of these.

The Volunteers Thank You Tea was held on 8th October 2023. Although the invitations were slightly late going out, over 60 people attended. A cheque for £1,000.00 was presented to Canterbury Food Bank, the proceeds of last year's Garden Safari. £650.00 will be sent to the Alzheimer's Society from this year's Garden Safari. Thank you to everyone who helped to make the tea a successful event.

Arranged for the shortlisting and interviewing of the Herne Centre staff. 3 candidates, out of the 4 selected, attended for interview for the positions of Amenities Manager and Amenities Assistant. 2 candidates were selected and interviewed for the position of Herne Centre Cleaner.

Worked on putting together booking documents; Standard Conditions of Hire, Regular Hirer Agreement, and Booking Form.

The clerk reported that an email had been received from Andrew Harvey regarding Herne Bay Parochial Charity. He and Peter Moore have been trustees for some years, originally as representatives of the parish council. Andrew will be stepping down as a trustee, and with Rev Carol Smith's retirement, the charity is looking for two new trustees to join the board. It involves attending a couple of short meeting each year and a few emails to manage the charity's funds and grants. Would any councillors be prepared to do this? Cllrs Davison and Wilson offered to become trustees.

Action: clerk.

200/23 Finance.

To ratify payments made since last meeting: None.

To approve payments presented at this meeting; schedule and bank reconciliation supplied:

Payments were approved.

To report on income received: £185.00 Barn Dance tickets, £30.00 Booking deposit, £215.00 Total.

201/23 To consider the External Auditor's report for the financial year 2022/23.

The Annual Governance & Accountability Return and External Auditor's report had been circulated prior to the meeting.

The clerk reported that the External Auditor had raised one point. This was regarding the report from 2021/22 not being recorded in any of the minutes.

Cllr Davis asked whether the notification of the conclusion of the audit had been posted as required. The clerk confirmed that this had been done.

Members accepted the comments in the External Auditor's report and that no remedial action is required.

202/23 To receive the draft minutes of the Herne Centre Committee meeting held on 20th September 2023.

The minutes were received.

203/23 To receive the draft minutes of the Staffing Committee meeting held on 9th October 2023.

The minutes were received.

204/23 To receive the draft minutes of the Planning & Highways Committee meeting held on 5th October 2023 and discuss any matters arising, and other planning and highways issues.

The minutes were received.

Cllr Blatherwick reported that there were no planning reasons for the committee to object to the planning application for stables in Braggs Lane.

Cllr Collins reported that there were trees obscuring a streetlight in Ellis Way. The clerk said that it can be reported online to KCC Highways. **Action: Cllr Collins and office staff.**

205/23 Environmental Issues including Tree & Pond Warden's Report.

Cllr Davis said that she understood that further reports had been requested regarding the oak tree in Broomfield Road.

Cllr Davis reported that there is an issue regarding Public Right of Way (PROW) CH26, with a bridge missing over the ditch on Home Farm, which Cllr Davison confirmed. The clerk said that this can be reported via the KCC website. **Action: Cllr Davison and office staff.**

Cllr Checksfield reported that the hawthorns donated by the parish council will not be planted around Broomfield Pond, as the Friends of the Pond group has refused them.

Cllr Davison asked whether a date had been set for the planting of the silver birches at Broomfield Community Park. Cllr Davis proposed setting a date within National Tree Week. Members agreed.

Action: Cllr Davis.

206/23 Reports from council representatives on outside bodies and other organisations.

None.

207/23 To discuss the quote for further repairs to the Herne Centre heating and cooling system.

The quote had been circulated prior to the meeting.

The clerk explained that two engineers will be needed on site to look at the various parts of the system. The Building Management System may need to be reset after the repairs have been completed.

Cllr Blatherwick wondered whether any money could be claimed from the building contractors or from the building's insurance.

Cllr Harlin suggested that surge protection is installed at the Herne Centre, especially as the

problems with the heating and cooling system arose following a power cut. He will visit the centre to assess what is needed. **Action: Cllr Harlin.**

Members agreed to accept the quote of £1,593.00 for the repairs.

208/23 To discuss the quote for the repairs to the wooden floor in the small hall at the Herne Centre.

The quote had been circulated prior to the meeting.

Cllr Saunders reported that he had met with the someone from the floor company, who had explained what work needed to be done. The floor will need 3 coats of sealant applied over 5 days.

Members agreed to accept the quote of £2,292.00 for the repairs.

209/23 To discuss the recommendations of the Staffing Committee following the interviews for the Amenities Manager, Amenities Assistant, and Herne Centre Cleaner (Closed session).

This item will be preceded by a resolution Under Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press due to the confidential nature of the business being discussed.

Cllr Davis went through the shortlisting and interview process. She put forward the recommendations made by the Staffing Committee.

These were Amenities Manager Liz Sinacola, Amenities Assistant Kealy Ward-Shaw, and Cleaner Jackie Keen.

Members agreed to these appointments.

Members agreed to employ the Amenities Assistant for 25 hours per week initially, and the Herne Centre Cleaner for a minimum of 15 hours per week.

Cllr Checksfield said that there were inconsistencies in the holiday entitlement in the contracts.

The clerk will make the necessary amendments. **Action: clerk.**

210/23 To discuss the progress of transferring the management of the Herne Centre to the parish council (Closed session)

This item will be preceded by a resolution Under Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press due to the confidential nature of the business being discussed.

To discuss the alcohol licences, insurance, and website.

Cllr Davis proposed that for the purposes of the alcohol licence the Amenities Manager is named as the Premises Supervisor.

Members agreed that the Amenities Manager would be the Premises Supervisor.

211/23 To discuss the quote for the PPL and PRS licences.

The quote had been circulated prior to the meeting.

Cllr Davis explained that these licences are needed to allow music to be played at the Herne Centre. They are now combined in one Music Licence.

Members agreed to the quote of £293.20 for the year for the Music Licence.

212/23 To discuss the quotes for deep cleaning the premises.

The quotes had been circulated prior to the meeting.

The clerk reported that the first quote is for all internal areas of the Herne Centre to be cleaned thoroughly. The quote is for a team of 4 to 5 people to do this over one day.

Members agreed to accept the quote of £960.00 for the deep cleaning of the internal areas.

The clerk reported that the second quote was for cleaning the external sides of the windows and the guttering. The company had quoted originally for cleaning the internal glass as well. This item had been removed from the quote, but the amount had not been changed.

Members agreed not to accept this quote. The clerk will clarify the figures. **Action: office staff.**

213/23 To discuss and agree the booking documentation.

The booking documentation had been circulated prior to the meeting.

The clerk explained that items highlighted in red needed to be agreed upon. Cllr White said that some of the wording used in one of the points was unclear and needed to be clarified. The clerk

said that she would look at the wording again.

Members agreed to accept the items highlighted in red, with the inclusion of some additional wording.

Cllr Davis said that she had some amendments to make to the Standard Conditions of Hire and would send them to the clerk. **Action: Cllr Davis.**

The clerk will make the necessary amendments. **Action: clerk.**

214/23 To discuss the quotes for the necessary additional equipment.

The clerk had circulated a list of quotes prior to the meeting.

The clerk explained that there was little difference in the two quotes regarding the supply of the detergents and salt for the Herne Centre dishwasher.

Members agreed to use both suppliers and choose depending on best price at the time of ordering.

The clerk reported that the quote for the dustbins was from the existing refuse collection company. Another company had been asked to provide a quote but had yet to respond.

Members agreed to accept the quote of £1,599.00 for the year, for two 660 litre and one 240 litre bins, if no other quote is available.

Cllr Davis provided a quote of £25.00 (per 5 litre container) for the specialist cleaner required for the wooden floors.

Members agreed to find other quotes.

Cllr Davis had circulated a list of quotes for additional equipment prior to the meeting.

Cllr Davis reported that Cllr Blatherwick had purchased 7 cafetieres, of various sizes.

Cllr Davis explained that additional equipment would be needed for catering for large events.

Members agreed to purchase a hot cupboard, card reader with printer, four optic measures and a wall mounted rack, new oven trays and tins, and additional tablecloths. Some money would be coming from the KCC Members Grant.

Members agreed to set a maximum budget of £6,000.00, to allow for some contingency funds to replace damaged or missing equipment. **Action: Cllr Davis.**

Cllr Davis proposed that any questions regarding bookings is delegated to herself and Cllr Blatherwick, as another Herne Centre Committee meeting has not been planned.

Members agreed to delegate this responsibility. **Action: Cllrs Davis and Blatherwick.**

215/23 Members Reports.

Cllr Harlin reported various issues regarding the underpass in Mill Lane; graffiti, missing waste bins, and a streetlight not working. **Action: office staff.**

Cllr Checksfield reported that she and Cllr Collins have arranged to meet at the Herne Centre on 25th October 2023, to clean the outside areas and asses the garden. **Action: Cllrs Checksfield and Collins.**

216/23 The next meeting of the Parish Council will be on 9th November 2023.

Meeting closed at 9.35 pm.