

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 13th March 2025 at 7.30pm, for the purpose of transacting the following business.

Present:

Cllr Davis (Chairman)

Cllr Wilson (Vice-chairman)

Cllr Binstead

Cllr Blatherwick

Cllr Checksfield

Cllr Collins

Cllr Hill

Cllr Maslin

Cllr White

Michele Nicholson (Clerk/RFO)

036/25 To receive apologies for absence and accept reasons.

Cllr Davison and Cllr Strong. Apologies and reasons for absence were accepted.

037/25 To receive declarations of interest on items on the agenda and requests for dispensations.

None.

038/25 To confirm the minutes of the meeting held on 13th February 2025.

The minutes were agreed as a correct record.

039/25 To report on matters arising from the minutes, not on the agenda, for information only.

The clerk reported that the issue of vegetation encroaching on and growing through the footpath along a section of Canterbury Road had been reported.

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

One member of the public was present.

040/25 Chairman's Announcements.

Cllr Davis congratulated Grace Paget on becoming the new Canterbury City Council (CCC) Councillor for Herne and Broomfield, following the by-election held on 6th March 2025.

Cllr Davis thanked Cllr White for producing the latest newsletter and said that she appreciated the amount of work involved.

041/25 Police Matters/Crime report. Circulated prior to meeting if received.

No report had been received prior to the meeting.

The clerk reported that there had been issues reported via Facebook regarding teenagers firing catapults in the Forgefields/Ridgeway Road area. Residents had been advised to report any issues to the police. The clerk said that PC Melia would be attending the Herne Centre on 14th March 2025 for Coffee with a Cop and would raise it with him then. **Action: clerk.**

042/25 To receive reports from County Cllr Marsh and City Cllr Jones.

County Cllr Marsh

County Cllr Marsh provided some information regarding the proposed devolution, for circulation among members. KCC was working closely with the Kent Association of Local Councils (KALC) to support parish/town councils with the transition process. **Action: clerk.**

The Sturry Relief Road is expected to be fully operational by 2027.

County Cllr Marsh said that this would be his last meeting with the parish council.

Cllr Davis thanked County Cllr Marsh for all his support over the last 20 years.

City Cllr Paget

City Cllr Paget reported that dog mess in the parish is a major issue. She has reported the missing dog poo bin at the junction of Hawe Farm Way/Broomfield Road. She will be working on producing a full audit of the public waste bins in the parish. One consideration could be to replace the missing dog poo bin with a general waste bin, if this would be more appropriate.

Concerns regarding an Oak tree in Lower Herne Road have been reported by City Cllr Jones.

The possibility of placing a Tree Preservation Order (TPO) on it is being considered.

She attended the Community Groups Day on 9th March 2025.

City Cllr Jones

City Cllr Jones reported that the catapult incidents had been passed on to the police.

He thanked Victoria Binstead for organising the hustings that were held at St. Martin's Church.

The next meeting of the Joint Transport Board is due to be held on Tuesday 18th March 2025.

CCC will be having a meeting on 17th March 2025 to discuss devolution. Ultimately, KCC will make the final decision on how devolution is implemented.

At the CCC Planning Committee meeting on 4th March 2025 objections to the planning application for 233 Canterbury Road were raised but permission was granted.

043/25 Clerk's Report/Correspondence. Circulated prior to meeting.

The tree planting at Cherry Orchard took place on 27th February 2025. The trees have been planted across the top of Cherry Orchard, in line with the existing trees. Thank you to everyone that helped with the planting.

The Community Groups Day was held on 9th March 2025, with 24 groups/organisations attending. Unfortunately, less people attended than last year, but it was still a good event. The cafe was open, and a raffle was held. Thank you to everyone that helped on the day, particularly the admin assistant for organising the event.

The parish council has been awarded a grant of £15,000.00 from the National Lottery towards the works on the MUGA. The company that was approved to undertake the works, Trevor May, has been notified and has been asked to provide potential dates for completing the works. The remainder of the costs will be funded from Concurrent Function Funding and earmarked reserves. CCC has agreed to a bench being installed, to replace the metal shelter.

The parish council has been contacted by several concerned residents regarding some of the trees being removed on the Strode Farm development. These concerns have been raised with CCC Planning and the developers.

An internal audit has been arranged for 18th March 2025. This will form part of the preparations for the financial year end on 31st March 2025.

The clerk and admin assistant will be attending the Society of Local Council Clerks (SLCC) Kent Branch AGM and Mini Conference on 20th March 2025, 10.00am until 1.00pm, at Lenham Community Centre. Topics for discussion will include Community Engagement: making your website work harder, and Local Government Reorganisation. The parish office will be closed.

The admin assistant attended the initial webinar for the CiLCA qualification on 12th March 2025.

A reminder that the Annual Parish Meeting is due to be held on 17th April 2025 at 7.00pm.

Nominations for Outstanding Contribution to the Community are being collected.

The clerk has booked annual leave from 24th March until 27th March 2025.

CCC Parish Engagement meeting on 11th March 2025

Attended by Cllr Davis, Cllr Wilson and the clerk.

The meeting began with a presentation, most of which has already been circulated.

CCC has an Extraordinary Council meeting on 17th March 2025 to discuss its response to the Local Government Reorganisation. They will be reviewing the models that have been proposed so far, although no definitive decisions are likely to be made.

After the presentation the people attending were split into four groups, facilitated by a CCC officer, to discuss four questions; initial thoughts, shaping the future, support, and neighbourhood plans. The responses will be collated and reported back to the Extraordinary Council. The slides and responses will be circulated once received.

Steve Bailey (Chairman KALC Canterbury Area Committee) spoke regarding the response from KALC. KALC is working hard with other unitary council areas, to identify good practice and what went wrong. KALC are not aware of any plans to change parish boundaries currently. They are considering the possibilities of unparished areas merging with existing parished areas. There will be more responsibility placed on parish councillors, and this will need to be acknowledged.

044/25 Finance.

To ratify payments made since last meeting.

HMRC: £2,457.45

Invicta Concert Band (booking refund): £60.00

Supermaids (tablecloth laundering): £53.55

Martin Farbrother (event): £200.00

Total: £2,771.00

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

Payments were approved.

To report on income received.

Bookings: £3,145.55

Adverts: £518.40

Craft Fair stalls: £70.00

Quiz Night: £30.00

Sum Up: £1,248.68

Total: £5,012.63

045/25 To receive the draft minutes of the Planning & Highways Committee meeting held on 6th March 2025 and to discuss any matters arising, and other planning and highways issues.

The draft minutes were received.

Cllr Blatherwick thanked Cllr Davis for providing comments regarding tree works applications, in her capacity as Tree Warden.

Cllr Checksfield said that vehicles parking on the Broomfield grass triangle was still an issue.

Cllr Checksfield was asked to provide photographs, if possible, to support finding a solution to this issue. **Action: Cllr Checksfield and clerk.**

Cllr Davis reported that she had reported the potholes in Braggs Lane to KCC Highways again. The potholes have now become dangerous, for both pedestrians and vehicles.

046/25 To receive reports from council representatives on outside bodies and other organisations.

Cllr Davis reported that she, Cllr Wilson and the clerk had attended the CCC Parish Engagement meeting. The clerk will continue to forward any information regarding devolution on to members.

Action: clerk.

Cllr White reported that she had attended the KALC Canterbury Area meeting.

047/25 Environmental Issues including Tree & Pond Warden's Report.

Cllr Davis thanked the 11 volunteers that assisted with the tree planting in Cherry Orchard Playing Field. She thanked the clerk for taking delivery of the trees and providing water for them. Cllr Davis commented that there had been several tree work applications to respond to as Tree Warden.

Concerns have been raised regarding an oak tree in Lower Herne Road. An application to place a TPO on the oak tree had been made in the past but had been unsuccessful due to the tree being in a conservation area. Cllr Blatherwick commented that the approved plans for the Strode

Farm development indicate that the tree should remain. She was concerned that adequate protection is given to the roots and will raise this at the next development update meeting.

048/25 To discuss the co-option of a new councillor.

Cllr Davis reported that she, Cllr Blatherwick, Cllr Wilson and Cllr Collins had interviewed Brian Austin on 27th February 2025.

Cllr Wilson commented that Brian was a strong candidate, with good professional experience. It was the recommendation of the interview panel that Brian be co-opted on to the parish council. It was proposed that Brian Austin be co-opted on to the parish council. All members agreed to the co-option of Brian Austin. **Action: clerk.**

049/25 To discuss the quotes to repair the wooden floors in the halls, the bar worktops and the Glulam supports at the Herne Centre.

The clerk read through the two quotes that had been received. One just provided a quote for the repairs to the wooden floors in the halls.

She explained that quotes were being obtained for redecorating some areas of the Herne Centre, including quotes for treating the bar worktops and the Glulam beams. It is likely that the works would be completed during the quieter August period, therefore, there will be time to consider all the quotes together.

The clerk was asked to investigate the availability of capital grant funding. **Action: clerk.**

050/25 To discuss upcoming events and the allocation of income raised between the parish council and the Herne Centre.

The clerk read through the report produced by the admin assistant.

The proposal was to contribute part of the income raised from parish council events, held at the Herne Centre, to the Herne Centre funds. This would be to offset a proportion of the potential booking income lost.

There was some discussion and members agreed that the report be amended, with a more detailed breakdown of the income likely to be raised at the events.

The clerk to add to the agenda for the next council meeting for further discussion. **Action: clerk.**

051/25 Update regarding the progress of obtaining quotes to repair the Herne Centre heating system.

The clerk reported that the company that assessed the heating system is still working on putting together a quote for undertaking the repairs.

They have asked for information regarding various building specifications, which has been provided to them. The company is working on an amended system design and has contacted another company for a second opinion.

The clerk commented that given the level of information requested, the company appears to be compiling a very comprehensive scheme and working hard to keep the quote as fair as possible.

052/25 Update on the applications received to date for the positions of Herne Centre Weekend Events Supervisor and Herne Centre Cleaning Assistant.

The clerk reported that one enquiry regarding the Weekend Events Supervisor position had been received. They had been sent the job specifications but had not replied.

The vacancies will continue to be publicised via social media and the parish council website.

Action: clerk.

053/25 To agree changing the date of the May council meeting from 8th May 2025 to 15th May 2025. This is necessary due to the VE Day anniversary events.

The clerk reported that it would be necessary to change the date of the May council meeting due to the VE Day anniversary events.

It was proposed to change the date of the council meeting to 15th May 2025. All members agreed to change the date to 15th May 2025.

Cllr Davis commented that this would be the 29th Annual Parish Council Meeting.

054/25 Members Reports.

Cllr Hill reported that there was fly tipping along the length of Owls Hatch Road. She continues to report this to CCC.

Cllr Wilson reported that the VE Day event details had been updated. The event will run from 10.30am until 4.00pm and will be a drop in event. The national broadcast will be shown on the screen, with displays by the art group, sewing group, and local history group. The Royal British Legion, SSAFA, and Herne Junior School choir will also be attending. **Action: Cllr Wilson.**

Cllr Blatherwick reported the contractors undertaking work at 71 Albion Lane are parking on the double yellow lines and half on the footpath. This is causing damage to the footpath. The existing double yellow lines need reinstating. The clerk to report to CCC Enforcement.

Action: clerk.

Cllr Checksfield reported that the planter by the Herne Gateway sign, which had been removed during the recent roadworks, had reappeared. She asked whether this was being re-sited.

Action: clerk.

055/25 The next meeting of the Parish Council will be on 10th April 2025.

Meeting closed at 8.55pm.