

HERNE & BROOMFIELD PARISH COUNCIL

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Minutes of the Parish Council Meeting of Herne & Broomfield Parish Council held at Herne Mill, Wootton Room, on Thursday 10th February 2011 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Day, Cllr Blatherwick, Cllr Davis, Cllr Jones, Cllr Hobbs, Cllr Taylor, Cllr Harvey, Cllr Tracey Jones, Cllr Sargent, Cllr Brealy, Cllr Nicholson and Cllr Moore.

24/11 To receive apologies for absence and approve reasons. Cllr Parker due to personal reasons. The reasons were accepted. City Cllrs Sonnex and Vickery Jones have sent apologies.

25/11 To receive declarations of interest on items on Agenda. None

26/11 The minutes of the meeting held on 13th January 2011 were agreed as a correct record.

27/11 To report on matters arising from the minutes, not on the agenda, for information only. It will not be possible to be a recycling centre for the low energy bulbs. Will Lee has started the training sessions on a Tuesday from 5-6pm and they are being well attended despite only having one of the flood lights working. Hopefully all the lights will be back to working order by next week's session.

ADJOURNMENT FOR MEMBERS OF PUBLIC TO SPEAK ON ITEMS ON THE AGENDA. (ANYTHING ELSE AT CHAIRMAN'S DISCRETION)

Members of the public to identify themselves, state their name and address

Seven in attendance, two spoke.

28/11 **Chairman's Announcements.** Cllr Day drew attention to the article in the KALC Parish News on the Localism bill and the S137 increase. He reminded members that the Planning Training Day is on 19th February in the Wootton Room.

29/11 **Warden's Report.** Tom Dailey reported that he had distributed quite a few Data pots. There have been a significant number of metal thefts in the area and he has distributed about 400 leaflets to residents to make them aware. He attended the youth club on Wednesday, which now there are higher numbers he hopes to attend regularly. Tom asked the youngsters if they had seen anyone touching the fencing in the ball court as it had been damaged. One of the youngsters said they saw a man with a tool box around that area; the only description was that he had a beard. He has received complaints from residents about noise from the Upper Red Lion on the Drum and Base nights, unfortunately these residents are reluctant to make an official complaint, which makes it virtually impossible to do anything about it. Cllr Robert Jones asked Tom to do an audit of the dog bins in the area which he has completed. He is trying to get into the schools to talk about dog fouling issues.

30/11 **Police Matters/Crime report.** PCSO Matt Hand attended as Sue Radcliffe was not available. Matt reported that there had been 1 report of criminal damage, 5 reports of theft and 7 vehicle related crimes. There were continuing reports of metal thefts across the whole of Herne Bay and Canterbury. This is a countrywide problem due to the increased price of metals. Patrols in the area have been increased and residents are asked to contact the police if they spot anything suspicious. There has been an increase in anti-social behaviour in the Cherry Orchard, Strode Park and Lower Herne Road areas. There will be another Street Briefing on Monday 21st February between 3.15 and 4pm at Hawe Farm Way shops. This is an opportunity for residents to come and meet their local Neighbourhood and CCC Safety Partnership team to ask questions about the area. The Crime Prevention Officer will also attend. The clerk reported that she had spoken to PCSO Sue Radcliffe about the police website she confirmed that on occasions abandoned vehicles and missing dogs are logged under other in the crime lists.

31/11 **To receive reports from County Cllr Marsh & City Councillors.** County Cllr Marsh told members he would be attending the Joint Transport Board on Tuesday evening and there was a proposal to restrict large vehicles from using the Whitstable

to Canterbury road. This would be objected to as that would be likely to increase the traffic through Herne. The proposed parking regulations should go through unopposed. He was happy to hear that CCC had decided to increase the number of recycling sacks supplied to residents who had registered for additional ones. Nick Chard had worked hard on trying to get this. Nick is no longer a cabinet member and will be missed as he had done a good job. County Cllr Marsh commented on the Localism bill which he pointed out allowed parish and town councils to bid for and run a service and of course they have a right to buy assets. KCC will not charge for street closures for street parties to celebrate the Royal Wedding.

Written report from City Cllr Sonnex. *“There have been problems in Norton Ave with regards parking and also parking in Canterbury Road on Sunday morning by Cherry Orchard. Parking Enforcement attended and tickets were issued. The clerk and I were contacted on a Monday morning regarding the amount of litter left in Cherry Orchard following the football sessions, with approx 30 plastic bottles strewn around the pitch. Serco were informed as they are responsible for the pitch bookings. There have been road works on both sides of Canterbury Road near the junction with Lower Herne Road, leaving the bus stops unusable. This is unsatisfactory as a number of residents and visitors have mobility problems. Once it was realised that the road works would take longer than expected temporary bus stops were installed. The road works have now been completed. There are a large number of potholes some huge, in Hunters Forstal Road, they have been reported several times but still have not been repaired.”*

- 32/11 Planning and Highways matters.** The clerk reported that there was a KALC Planning training day on 12th March. Cllrs Day & Blatherwick and the clerk will be attending. Hopefully there will be handouts which can be passed on to any other members who are interested. It will also be useful to compare this day with the one on 19th February. KCC Vehicle Activated Signs details have been received on the sites chosen. One will be a permanent Interactive Speed Limit Sign which will be placed close to the junction with Curtis Wood Park and the other will be one of the temporary Speed Indicator Devices which will be placed in Broomfield Road between Honeysuckle Way and Ladyfields. The clerk reported that she had contacted parking services with regard to the parking problems in Canterbury Road and 4 fixed penalty notices were issued on 30th January. The clerk has reported the potholes in Hunters Forstal Road and when she questioned the delay the response was as follows: ‘There are 9 separate orders for multiple potholes on Hunters Forstal Road at the moment. They have all been passed to the external contractors to programme works but we have no say over when they should carry out the repairs. If there were any which are potentially dangerous we would have repaired them previously but all remaining potholes will be fixed externally in due course’. Following a request the clerk has asked CCC to get the path around the school cleared of leaves. Serco have been asked to do this. Members thought it might be useful to ask if the police could do a speed check on Canterbury Road between Braggs Lane and Curtis Wood Park Road. Cllr Davis thanked the clerk for reporting potholes in Braggs Lane they came along the next day and marked them up. Cllr Blatherwick attended the Development Control meeting to speak against the application for 70 Mill Lane but CCC passed it. The clerk reported that the applicant for the Micro Brewery in Braggs Lane had insisted on speaking at the meeting even though members had passed the application, as he wanted on site sales. He was told he would have to re-apply.

33/11 Finance

To ratify payments made since last meeting. Jo Verrico, Legal £200, St Martin’s church hall booking £22.50.

To resolve the approval of payments presented at this meeting; to approve bank reconciliation and earmarked reserves as supplied. The clerk told members that she had cancelled last month’s cheque to Serco for the flower beds etc, as she had realised they had overcharged, a cheque for the correct amount is on the payment list provided. Payments were approved.

To report on income received. VAT refund £303.81, donation £25, newsletter advertising £294.46 a total of £623.27.

Receive minutes of the Finance & Resources meeting and any recommendations. The

expenditure approved for the Royal Wedding celebration be £500. Members approved the increase in newsletter advertising charges. Members agreed to appoint Kevin Funnell as the internal auditor.

The request for a grant from Friends of the Pond towards insurance was approved and this will be paid in full £307.13.

34/11 Environmental Issues including Tree & Pond Warden's Report Friends of the ponds have their AGM on Tuesday 15th February.

35/11 Clerk's Report/Correspondence. Members have received the report on the meetings with Jenny Bradbury and Paul Hornibrook regarding the discussions on funding etc and running of Community Halls.

The clerk reported that it had been a busy month, with not only the various meetings but dealing with adverts etc for the newsletter, the Garden Safari and Fun day organising.

Cllr Blatherwick and the clerk had been up to Broomfield Community Park to look at the work carried out by the contractor, it was presumed that there was still a fair bit of work to be completed. The contractor has emailed to say that all but the planting work has been completed. The clerk has been there this week and considers that what has been done is not satisfactory and she has asked Cllr Blatherwick to take another look and give her opinion.

Cllr Davis and the clerk had a meeting on Tuesday 8th February with those who were opening their gardens. The meeting was very well attended and it was agreed that the donation this year will go to Kent Air Ambulance. Members approved this. There are potentially 20 gardens opening this year, 2 new ones and 3 that have opened previously. The schools and church have also asked to be a part of the Garden Safari again this year. The date was confirmed as 12th June and the gardens will open from 10am to 5pm. There will also be a quiz for the adults, as there was last year with a £25 prize, with the proceeds going towards the children's Christmas party, which was approved Members. All those who are opening their gardens have agreed to sell the quiz sheets and programmes.

It was decided to have a free quiz for the children where they will have to spot items in the gardens. The clerk was asked if mini flyers could be made available to everyone to give out before the event, and she will do this. The clerk was also asked to produce a rota for the week following the safari for everyone to visit each others' gardens.

The clerk reported that she had been contacted by a resident who wanted to be part of the garden safari but did not have a garden, only hanging baskets and troughs outside her property, Members were asked whether we can include this or recommend she enters Herne Bay in Bloom. It was decided to look and see exactly the position of the property before a decision was made.

The clerk attended an SLCC day on 8th February there was Finance training incorporated into the meeting.

This was a very informative session, there was a Power Point presentation by David Buckett who is an internal auditor and KALC Finance Consultant and the subject was Business Planning for Local Councils. It was quite a short presentation but it did explain what a Business Plan was, the purpose, how to gather information, planning a strategy and putting plans into action. He pointed out that councils could do a plan for the council and not just for projects. Most grant funders require a business plan to accompany any grant application. The council Business Plan is a bit like a parish plan, where you look at what is required, what residents have asked for etc; these give you your aims and objectives, and ideally need to be for a period of 1-3 years. You then look at the tactics for achieving these. The results obviously will have an impact on the budget. Once the objectives have been set there is the monitoring of the implementation and evaluation of the performance and control and then you would adjust as necessary. The purpose of the business plan is to describe what the council does, how it intends to achieve its objectives, the benefit to residents, current priorities, what will be the cost and how it will be funded. It will then be necessary to measure the success. It is necessary to gather information by using questionnaires, surveys and SWOT and STEP analysis. Most people will recognise a SWOT analysis as being Strengths, Weaknesses, Opportunities and Threats. STEP is Sociological,

Technological, Economical and Political. Once all the information is in place and has been analysed you can produce the business plan. The things that can also be included could be whether to grow, stay the same or reduce what the council does, which areas should be targeted, is there an area that we need to concentrate on etc. Like the parish plan you need to carry out what is required from the action plan and amend or take remedial action where and when required. Of course it is necessary to look at the risks, what could go wrong, if so what would the consequences be and what can be done to reduce the risk.

The welding on the containers at the Community Park has been completed and Mr Melton also re-fixed the sign on the poles as it had come adrift, he did not charge extra for this. Many thanks to Cllr Brealy for the loan of the welder, which helped to keep the repair cost down. Someone has turned the camera back to the correct position.

The clerk reported that she had contacted Serco regarding the litter left behind at weekends and received the following reply 'City Council WILL soon be monitoring at weekends and offending clubs will face a Fixed Fined Penalty. At this moment in time this complaint is specific to Sunday usage'.

The clerk reminded members that the Wine & Wisdom is being held on 26th March at the Institute Hall.

The graffiti removal chemical has arrived and members were asked to indicate who would be available to give it a try. Cllrs Tracey & Robert Jones, Cllr Taylor and Cllr Nicholson will try cleaning off the graffiti. The clerk will liaise with them as to when. As mentioned earlier there had been damage to a panel on the MUGA the clerk has asked the contractor what can be done as some of the welds are broken.

Correspondence

ACRK Funding Fair will be held on 13 April at Folkestone Academy.

Kentish Stour Countryside Project, Big Blean Walking Trail, Cllr Davis will respond.

BTCV Project to survey and record over 10,000 Kent heritage trees. Courses will be run for volunteers who would like to become Heritage Tree Surveyors. A meeting will be held in Canterbury on 14th June anyone who is interested should contact Virginia Hodge at BTCV. Cllr Davis is already booked in.

CCC Herne Bay Projects & Business Exhibition on 9th March from 2-7pm at the Kings Hall.

Response from Royal Mail Senior Customer Service Advisor. This will be put on the web site.

John Baylis has requested the posts be replaced on Lower Herne Green. An email from another resident in Lower Herne Road asking the same thing but he does have available some posts. Members thought this was a good idea to replace the existing with more substantial ones and the clerk will contact the gentleman concerned.

NALC have asked KALC to get responses to the Consultation on the future of the Public Forest Estate from parish and town councils.

36/11 Reports from council representatives on outside bodies (KALC, Street monitors, etc), and any meetings attended by members on behalf of parish council. Cllr Taylor is attending a Play Provider meeting next week.

37/11 To report on Youth Club There was good attendance again at the last meeting, but the newer members are not interacting much with the older members so that needs to be addressed. There is a new fund raising initiative which was explained by Steve Orwin the Field Officer for Voluntary Organisations in the Canterbury District. This is Bags for Sport, charity bags given by Kent Youth.

38/11 To receive minutes of Environment & Leisure meeting and deal with any issues arising from the meeting. To approve Megan Taylor being awarded the Positive Person award at the APM. This was approved. To propose that parish council oppose the sell off/leasing of Forestry & Woodlands.

39/11 To discuss the Governments proposal to sell off Forestry & Woodland sites. It was agreed to object to the sell off and to ask Roger Gale MP to attend a public meeting to enable residents to ask questions regarding this proposal. A suggested venue was Kent Enterprise House if Mr Gale is available before the end of the consultation period. It was agreed that the cost for holding this should not exceed £150.

- 40/11 To discuss a celebration event for the Royal Wedding.** Cllrs Tracey Jones and John Moore told members of the ideas for the Picnic in the Park. They had invited Herne Bay Carnival Court, Belles Stage School, there could be stalls a Coconut Shie a Penalty Shoot Out, Fancy Dress. The clerk confirmed she had provisionally booked Pip the Clown (£70) and St John's Ambulance (£140), she had not found a Face painter yet but the normal charge is £30ph, the Ice Cream van had not yet been booked. Members felt that this event should not get too big and be another funday. It was agreed that there should not be stalls but craft things for the children to do along with Pip and Face Painting, Fancy Dress etc. The clerk told members that CCC was now charging £40 to process applications to use Cherry Orchard.
- 41/11 To update members on the progress of the lease for the allotment site.** The clerk reported that things were moving slowly the PCC has been contacted but the fact that the intention is to use the land for allotments apparently makes it more complicated.
- 42/11 To discuss any flooding issues in the parish.** The Environment Agency held a meeting today on the Isle of Sheppey, this was a flood protection exhibition. The event showcased flood protection products and provided information. Exercise Watermark is a nationwide exercise to help communities develop and test their own community flood plans. It was agreed the parish council did not need to produce a flood plan.
- 43/11 To discuss the progress on the land purchase and any other relevant issues to progress this matter. This item will be discussed without the public or press present, Under Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business being discussed.** The clerk updated members on the progress of the purchase, which was slow. Cllr Day asked members for their approval for the existing group to become a steering committee and look at running costs, business plan, access, consultation, grants and funding etc. This was agreed. Any major decisions would then come back to full council for discussion. The clerk asked for clarification as to whether once the parish council and the seller had exchanged contracts the details of the site could be made public, especially if this was to happen between meetings. This was agreed.
- 44/11 To propose items for the next agenda.** Cllr Hobbs requested a donation to sponsor a class in Herne Bay in Bloom at a cost of £60.
- 45/11 Member's Reports** Cllr Brealy reported that the potholes in Lower Herne Road had been filled. Cllr Hobbs reported on the Herne Bay in Bloom meeting that she had attended. There were funding concerns for this year. Canterbury and Whitstable were both entering this year; Whitstable will enter the small town category. More community entries will be encouraged and the area outside the Institute Hall will be planted by Julia Davidson with plants from Canterbury Garden Centre. Herne Bay High School students were making 4 sculptures out of recyclables. Cllr Blatherwick asked about the yellow lines in Albion Lane that were worn out and had a vehicle parked on them. There was also damage to footpaths in Ridgeway Road/Forgefields/ Albion Lane area. Cllr Moore said that the road works had caused problems for residents in Strode Park. Cllr Sargent confirmed that the football teams had received letters telling them to take their litter away
- 46/11 To confirm the next meeting of the parish council will be on 10th March 2011 at 7-30pm at Wootton Room Herne Mill.**

Meeting closed 10pm