

HERNE & BROOMFIELD PARISH COUNCIL

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

Minute of the Parish Council Meeting of Herne & Broomfield Parish held at Herne Centre on Thursday 13th December 2018 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Davis, Cllr Moore, Cllr O'Donnell, Cllr McCann, Cllr Taylor, Cllr Mitchell, Cllr Saunders and Cllr Sargent.

Not present: Cllr Blatherwick, Cllr White, Cllr Knight, Cllr Harvey and Cllr Davison.

Cllr Davis chaired the meeting in Cllr Blatherwick's absence.

- 212/18 To receive apologies for absence and accept reasons.** Cllr Blatherwick attending a parents evening, Cllr Davison, it's her daughters' birthday and Cllrs White & Knight who are both working. Cllr Harvey is in London. City Cllrs Jones & Sonnex
- 213/18 To receive declarations of interest on items on Agenda and requests for dispensations.** None
- 214/18 The minutes of the meeting held on 8th November 2018 were approved** County Cllr Marsh pointed out that there was the word 'not' missing in his report, that was amended.
- 215/18 To report on matters arising from the minutes, not on the agenda, for information only.** None.

ADJOURNMENT FOR MEMBERS OF PUBLIC TO SPEAK

Members of the public to identify themselves, and confirm they are resident in the parish.

A resident asked for a letter that was sent to the parish council regards single use plastic be passed on to Herne Centre Management

Draw for 100 Club

No's 13 & 7

- 216/18 Chairman's Announcements.** Cllr Davis presented the clerk and assistant clerk with a Christmas gift from all the Members and on behalf of herself and Cllr Blatherwick she wished everyone a Happy Christmas and New Year.
- 217/18 Police Matters/Crime report.** None
- 218/18 Warden's Report.** Mandy reported she had dealt with suspected bogus callers and also done some welfare checks, she had attended the Remembrance Service and several Christmas events. She has been involved with Road Safety week and attended training. She has worked with Highways as well as her work with Age UK and the drop-in surgeries. She has also done a leaflet drop to residents in Herne Street and Chapel Row regarding the refuse bins.
- 219/18 To receive reports from County Cllr Marsh & City Councillors.** City Cllr Marsh thanked those who attended the Remembrance Service and Cllr Davis thanked him for organising it. He reported that he had secured £6.6M for the Adult Social Care budget when he attended the Conservative Conference. The members grant was to be reduced for 2019. He reported that he had been involved with setting up the new parish council at Hersden and they had had 45 applicants for the 9 vacancies. He said Purdah would start mid-March. Many things were on the back burner at the moment because of Brexit. He told members that the panto tickets were going well and if any were required to contact him soon. He wished everyone a Happy Christmas.

City Cllr Sonnex sent a written report

'After repeated complaints I proposed to the Annual Parking Review that the parking issues in Peartree Rd be looked at. I have many photos evidencing pavement parking, also the obstruction of the three car parks.

Both these issues have been accepted in principle and the suggestion of a pavement parking ban be implemented, in addition to the installation of short double yellow lines adjacent to the car parks to improve the vision splay.

There have been many bus shelters smashed including two within the ward. These

have been reported and the glass cleared and are awaiting replacement glass.

I completed the Santa's on the Run last Sunday and have raised nearly £200 for the Pilgrims Hospice. There were over 1100 of us taking part last Sunday with over £31,000 pledged and we are expecting further contributions coming in. I thank everyone who has sponsored me. It was an amazing morning and by the way, I was the one wearing red!!! I wish everyone a Merry Christmas and a Happy New Year'.

220/18 Clerk's Report/Correspondence. New pay scales have been distributed by KALC for April 2019, there is a 2% increase they have also amended the scale points. Kirsty will be on scale point 23 and the clerk will be on scale point 34 from 1st April 2019.

It's been a busy month with contractors continually in and out of the office and the Christmas Fun day and the Children's Party.

The travellers eventually left Broomfield Community Park on 13th November, we are most grateful to City Cllr Jones for all his hard work and the officers at CCC who issued the S77 notice and also to Serco for clearing the site once they had gone. They went to the medical centre at Chestfield but were reported to be back on land beside Sainsbury earlier this week. Conor O'Reilly, chairman of Broomfield Bikers, has installed the drop-down posts at Community Park, so hopefully we won't have an issue with the travellers again.. Trevor Wain at Goldfinch Farm has agreed to hold the keys for the Community Park as an emergency contact when the office is closed. We will need to put up signs to that effect.

The Remembrance Service was well attended and thanks to County Cllr Marsh for laying on refreshments at the Smugglers.

Cllr Sargent has cleared a path in the wildlife area, many thanks to him for doing that, the clerk will try to get down there to take a look around. Kim and Jimmy Melton have also attended to repair the fence again. Serco have been out to sort the lights on the ball court, it was a problem with the timer.

The annual safety inspections on the play equipment have been carried out.

All the newsletters went out before the Christmas Fun Day, thanks to Cllr Davis and all the deliverers.

The float brought Father Christmas to the children's party, it will tour Herne on 22nd December and Broomfield on 23rd December. There is councillor cover for the 22nd but there is room for a couple of councillors to accompany the float on 23rd.

Quite a lot of activity at the Centre, more on that later. Bookings are coming in for the Quiz night which is good, hopefully members will also support it.

The Office will be closed from midday on Friday 21st Dec and will re-open on 2nd January 2019.

A letter has been received regarding recycling of plastic at the Centre also asking why the dessert was served in a plastic container not in a dish or ramekin, they would like to see a ban on all one time use of plastic. This will be sent to WFCa.

Assistant Clerks Report. Kirsty had circulated details of the presentation on creating Plastic Free Communities, and she is looking into progressing this. She has also sent out details of another meeting regarding the Community Resilience Plan and that is ongoing. It is hoped to have an event to encourage residents to sign up and tell what skills they can offer in an emergency. It was suggested that this could be done at the Community Fun Day. She had also had meeting with regard to the Fun day and had previously circulated the minutes to Members. There is to be another meeting in January. There was a question regarding how the stalls would be operated and it was explained that there would not be independent stalls for the three parties involved with running the event, they would all be part of the joint venture. There was also a query about holding a service on the field before the event and whether that would be practical with stall holders etc setting up and vehicles moving about. The meeting was with Sarah Bingham and Lisa.

221/18 Finance.

To ratify payments made since last meeting. Heron Workwear ££168, Mobile Tyres £96, Carol Bosworth £80, St Martins £100. These were ratified.

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

supplied. After a couple of queries these were approved.

To report on income received. Donations poo bags £14, Refund £118.80, Fundraising £342, Sales £32, 100 club £72 Total £578.80

- 222/18 To discuss internet banking.** Reports on this have been distributed prior to the meeting. Everyone has received the information that the Assistant clerk sourced. Following on from that the clerk reported she had spoken with both banks. We are currently registered for on line banking with Unity Bank, and the clerk has login details and a PIN and can access statements etc on line, it is not currently set up for electronic payments, but this can be added. With Unity we would need their triple authority, which would allow the Responsible Finance Officer (RFO) to move funds between accounts, set up payments etc. these payments would then be authorised by two of the members listed to do so. This then complies with Financial Standing Orders. Each member would be sent their own log in details and the RFO would contact them to say the payments were ready for authorisation. It might be good to have six registered, in case of illness or holidays etc. The Co-Op option is to have two signatories, one will have to set up the payments and the other will authorise. The clerk can be one of these but that means the clerk can authorise and that would not comply with our Financial Regs, as there would only be one councillor that is authorising. It also leaves it a bit open to abuse as the two signatories could make payments that have not been authorised by full council! The information on-line is aimed at businesses rather than parish councils, which is why they were phoned to clarify the situation, the answer was different. Members who are authorised to approve payments on line, must be very careful that they only authorise payments that have been approved by full council, at the meeting and they will need to check carefully amounts and payees. It is a bit different to signing cheques at a meeting. If a payment needs to be made between meetings, a cheque can still be issued. Following a discussion with David Buckett, who is KALC's finance advisor, he suggests setting up payments with Unity, the RFO to input payments and two members to authorise. Keep accounts with Co-Op for any standing orders and Direct Debits. The precept could still be paid into the Co-Op and then funds transferred over to Unity as needed, which negates the need to change the details for the accounts that are already there, other payments could of course be paid directly into Unity, i.e. payments for advertising, income from events etc. The Direct Debits that are set up can still come out of the Co-Op account. This is a good starting point with online banking. Keeping the two banks also spreads the risk of having all the funds in one place. If 6 members, is acceptable to members, to authorise the payments, I would suggest that the chairman, Vice chairman and chair of Finance should be on the list, this would leave 3 others to be confirmed. In order not to have to keep changing signatories it would be useful to have members who will re-stand at the election. These members would need to supply their full name, Date of birth, Nationality, Current home address and previous address if they have moved within 3 years. Members approved this action and Cllr Saunders offered to be one of the authorised members

- 223/18 Planning & Highways** to receive the minutes of the planning meeting held on 15th November and 6th December 18. City Cllr Sonnex contacted the clerk about the latest Parking Regulation Review which is going to consultation in January, the parish had not been asked if we had anything to add. I had received a request for yellow lines in the corner of Windmill Close as people are parking on the corner of the junction and causing visibility issues. The clerk has asked for this to be added. Albion Lane has re-opened, this closure caused a lot of issues as the diversion was along Curtis Wood Road.

- 224/18 Environmental Issues including Tree & Pond Warden's Report.** Cllr Davis confirmed that a Pond Group meeting will be held in January and there are a few potential new members to re-invigorate the group. The group hope to employ someone to clear the brambles so that members can then continue with maintenance.

- 225/18 Reports from council representatives on outside bodies and other**

organisations. KALC AGM, Street Monitors.

- 226/18 Report on the Christmas Fun day.** The event was very well attended and, as always, the volunteers took up their positions on the various stalls. There was a steady flow from opening time until about 3pm and if it becomes an annual event, I think we were agreed that 11-3 would be better. Father Christmas was busy during his 2 hour stint with a continuous stream of children wanting to talk to him and take a small gift, we did not charge for this, he was very good with the children and enjoyed talking to them. WFCA ran activities for the children during the whole event and were kept very busy, they provided this free of charge. They also looked after the refreshments there was soup and a roll and jackets with fillings and salad. Tea, coffee and mulled wine with a mince pie were available from the bar. The majority of items on the stalls were either donated, or left over from the fun day in July, Cllr Davis had also continued to attend boot fairs for cuddly toys, and the hook a cuddly stall was extremely popular. The bug man was kept busy all day, he certainly seemed a popular attraction! Stall holders were given a £2 voucher towards their lunch and they all seemed to enjoy the event. It was a great event, no worrying about weather, gazebo's, organising traffic movements etc, it was a breeze and a lot less stressful. The clerk thanked all the councillors who attended and helped on the day with setting up, helping on stalls and putting away at the end. A special thank you goes to Cllr Davis who, once again, sorted the tombola prizes and hook- a- cuddly items and decorated the bags, she also sorted out the floats and worked out the site plan. Thanks also to Kirsty for all her help before and during the event. This sort of event could not happen without the volunteers. It was a very friendly happy event and excellent PR for the Centre as many people had not been in the building before and the feedback on the building was really good. The centre staff have had quite a few enquiries since, regarding before and after school clubs and party bookings etc. There were some comments about there not being enough seating, some did not stay for lunch because there weren't any spare seats, perhaps the roundel could be used for people to sit next time. I believe all the expenditure has been covered and the profit on the day was £1,099.68 well done to all concerned, it will make a good annual event! There is another £22.50 to add to the total for some late sales.

227/18 Report on the Children's Party.

The party was well attended although there were about 20 children who didn't turn up, which is very annoying when we had had a waiting list. Linda White who normally ticks the children off the list as they arrive didn't come and Cllr White stepped in. The disco was a disappointment very unlike what Paul Parker used to do with the children, he talked to them and got them doing lots of different dances etc but all we got on Saturday was music. Which at one point got so loud the noise limiter cut it off and they weren't sure how to get it back on! The day was saved by Sue Davis who stepped in and got the youngsters organised. The clerk said she had contacted Paul and asked him to do the party next year and has given him the date 7th December, hopefully that will be OK. The food followed, there was enough to go round and unlike previous years there weren't many sandwiches left at the end. We did less jam and added tuna and egg as well as the usual cream cheese and ham, followed by cakes and biscuits etc. The helpers did a great job serving the children with the sandwiches and drinks. The clerk thanked those who made the sandwiches and provided cakes. When the children had finished the food, they were entertained by Pip and then went into see Father Christmas to receive a gift before going home. During this time, some of the room was cleared as there was a function in the evening. It was enjoyed by those who attended, a great many parents stayed and had tea and

coffee served by the volunteers in the kitchen and they also helped to eat some of what was left over and helped to clear away after the children had eaten. Well done to all those involved, another good party with lots of satisfied children. Many thanks to Cllr Sargent for towing the float and of course Father Christmas, who distributed more than 80 gifts. Pip did seem to lose the children's interest after a while, so perhaps something different for next year. A new building, so a bit of trial and error as to what works and what doesn't. Our army of volunteers did us proud and there was plenty of help. A big thank you to all those who attended to help.

A proper debrief will be carried out at the next E & L meeting in the New Year.

228/18 To Approve Training Policy and Sickness and Sick Pay Policy. The clerk had circulated the policies prior to the meeting, Cllr Davis suggested that Cllrs should not attend training for 6 months before an election, in case they do not get elected, Cllr O'Donnell also asked if members could be required to attend training sessions within the first year of being a parish councillor. Cllr Davis thought it would not be appropriate to compel members to attend as it may not always be possible for them to do so. It was agreed that the 6 month rule would be added and a recommendation that members should attend training. The sick pay policy was approved without alteration apart from removing the wording under the table, which just repeated what was in the table.

229/18 Update on outstanding works on Herne Centre. Things are moving as you will have seen, there are hand rails and railings in situ, at the front of the building. The lights in the railings are still to be fitted and there is a light to be replaced in the car park. The landscaping has been finished, the repairs in the toilets have been done; not the worktops, the supplier has looked at the worktops and his opinion was that they had been repaired either during or before fitting and had lost the top coat. This information was to be passed to Formica and BEC. The leak over the doors has now been sealed, this had caused water to enter one of the alarm sensors. Individual thermostats are to be fitted to the rooms to make it easier to control temperatures. This will be done on Monday.

There has been a problem with the heating and hot water, this issue will be looked at on Monday a well.

The issue of the meter is ongoing, it has been changed but we are still not sure that it is working properly, although it is now registering something. The clerk has requested that the original electrician attend to check it, the display unit is not set up properly yet. We are still waiting for the kitchen cupboard. The car park signs have been put on the railings today. Cllr Davis requested a Community Centre Committee meeting to be held in January.

230/18 Members Reports. None

231/18 The next meeting of the Parish Council will be held on 10th January 2019 at 7-30pm at the Herne Centre.

Meeting closed 8.50pm