

HERNE & BROOMFIELD PARISH COUNCIL

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

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

Present: Cllr Blatherwick, Cllr Harvey, Cllr Taylor, Cllr Moore, Cllr Davison, Cllr Saunders, Cllr Sargent, Cllr O'Donnell and Cllr Sargent.

Not present: Cllrs Mitchell, Davis and White.

- 156/18 To receive apologies for absence and accept reasons.** Cllr Mitchell who has his sister arriving from Australia. Cllr Liz White who is unwell. Cllr Davis who has visitors. Apologies were accepted. City Cllr Jones has another meeting.
- 157/18 To receive declarations of interest on items on Agenda and requests for dispensations.** None
- 158/18 The minutes of the meeting held on 9th August 2018** were agreed as a correct record.
- 159/18 To report on matters arising from the minutes, not on the agenda, for information only.** The bikes reported as stolen, were not stolen but belonged to the house owner who was having a clear out. The camera has been fitted at Broomfield Community Park.

ADJOURNMENT FOR MEMBERS OF PUBLIC TO SPEAK

No one wished to speak

The 100 Club draw

No 10 1st and 42 2nd

- 160/18 Chairman's Announcements.** Cllr Blatherwick told members that Daniel McCann had not signed his acceptance of office so was not officially a councillor yet, the clerk had not heard from him despite sending a couple of emails. She also reminded members about the Christmas Party at the Centre.
- 161/18 Police Matters/Crime report.** None
- 162/18 Warden's Report.** *Mandy reported that it had been a busy month and she was now settling into the Community. One of the biggest issues during the last month, was the closure of the main road through the village and she kept an eye on the situation and visited daily and helped with moving signs and manage traffic, especially when it first closed and the signage was insufficient. She has been working closely with Age UK, supporting them with an art project they are currently doing, each week and also accompanying one of the drivers to assist with deliveries of hot lunches to residents in our area. This has been incredibly useful for building her relationship with Age UK and also getting to know where potentially vulnerable people are and to let them know that she is at the end of the phone if they need to call her. She also had a meeting with the Engagement person and she, along with the Assistant Parish Clerk have updated all the Parish Council notice boards and are trialling a new layout.*

She continues to attend local groups where she can, such as the Broomfield Knitting group, Windmill Over 50's club, and has popped into the exercise class that runs twice a week at the Institute Hall and regular visits to the Friday Coffee Morning and Wednesday Lunch club, to chat to people and get to know them better. She also tries to get over to Greenhill at least once a month if possible, as they no longer have a dedicated Warden.

She had a meeting with the Manager of the GP Surgery and has arranged to have a presence in the waiting room twice a month to chat to anyone who wishes to talk to her.

She has reported small issues in the area to Highways, overgrown vegetation, signage during the road closures and potholes and to Kent Police regarding suspicious activity in Greenhill.

She has done occasional litter picks at the ball court, and suggested it would be helpful to have a sign, reminding people to use the rubbish bins.

She has done reassurance visits to a couple of local residents, Briary Children's Centre and a couple of the local sheltered homes. She attended a family Picnic in the Park at Poppy's Centre in Herne Bay and a Family Fun event at Briary Children's Centre.

There have been issues with cars still parking at the junction of Mill Lane and Mount View Road, even though the double yellow lines have been re-painted. This has been reported to Parking Enforcement, a couple of times and it appears to be improving, she will continue to monitor.

She has been looking into some kind of art group at Broomfield Church and has arranged for local artist David Redfern, to run a session for free if needed.

She has continued planning the Community Macmillan Coffee Morning at Herne Centre on the 27th September.

There is a singer attending between 10.30 and 11.30, Knitted Knockers, Carers Support, Age UK, and Our Kitchen with a Community Warden stand, also offering advice on Benefits for people with Cancer, supplied by Citizen's Advice. She will have leaflets from Macmillan raising awareness on screening. Details have been put on Facebook pages (ours and Faversham Community Centre), in the Centre (including the tv screens), Age UK, Surgery, shops and post offices and Parish Council notice boards. I have also visited the Over 50's Club and contacted W.I. as well as the current Friday Coffee morning group.

She attended Alice's Curious Day out at Strode Park Foundation and with a couple of colleagues ran a craft activity in a small marquee which was incredibly popular. Despite the weather, the event was well attended and was a good opportunity for the Warden Service to support a local Community event and to be visible for more local residents to meet her.

She has been invited to attend the Lady Mayoress BBQ next weekend at Strode Park and will have a stand with a couple of colleagues where they will engage with people and will have some kind of activity to draw people in, such as making labels for a wishing tree. This is predominantly a children's event, so we will be talking to them about road safety and cyber safety etc. Mandy has also been working with Dan Dan's Nursery to try and resolve issues with the neighbours. She is also keeping an eye on the bin situation in Chapel Row.'

Cllr Blatherwick asked Mandy if the volunteers who looked after the noticeboards had been contacted and were happy for her to clean them up etc. She said they had all been contacted and agreed.

163/18 To receive reports from County Cllr Marsh & City Councillors.

City Cllr Jones sent a short report, 'the new Herne Bay forum which has replaced the area member panel took place on Tuesday eve the new format worked well allowing the public to join in the debate through the chairman so it bodes well. As you are all aware the works in Herne Street and Albion Lane have gone, so the issues with bin collection should now longer happen, if residents are still having difficulties, please give them my contact details.'

City Cllr Sonnex reported that 'the proceeds from the Lady Mayoress's BBQ will go to Strode Park and SNAAP CCC Enforcement were looking into complaints from neighbours regarding a property in Hoopers Lane, she was also looking at an application in Peartree Road. There had been 10,000 dog poo bags distributed around the Canterbury District. Funds were being given to a rescue centre in Bullockstone Road, this will go toward the cost of a log cabin which will be used as an educational centre. The new Forum will need some tweaking but hopefully will be better than HBAMP. She spoke briefly about the procedure for the Licensing hearing being held on 18th September.

County Cllr Marsh spoke about the License application for Herne Centre, he told members everything was in place for the Remembrance Service in November.

He had a meeting the following week with Paul Carter Leader KCC, regarding Bullockstone Road Improvement Scheme and the Hillborough development. It had been agreed that planning applications that have gone to KCC Highways for comment will be referred to the local member for the area concerned before the response goes back to CCC.

He spoke about the new set up for the Forum meetings and was pleased that he was now able to speak at the meetings. He then went on to speak about this years Pantomime and gave the dates where residents etc could attend free of charge.

- 164/18 Planning & Highways Issues.** The clerk had been asked to report that the pavement needed clearing near Firwood Court and there was a day burner street light at the junction of Braggs Lane. The next Planning meeting will be on 20th following the defib training.

165/18 Finance

To ratify payments made since last meeting. Kingdom £24.52 Fun day, JRB dog poo bags, £234, Post Office Ltd, £303, SLCC £341.8, Edge IT £930.28. These were ratified.

Payments presented at this meeting, were approved and the bank reconciliation supplied.

To report on income received. Donations Poo bags £41, Sales £4, Newsletter advertising £540, Garden Safari £35, Sponsorship Flower tubs £300, Interest £26.62, Total £946.62

External Auditors report. The report has been circulated, and the clerk brought to the attention of members the comments by the External Auditor, regarding the loan figures had to be amended and a correction for Box 8. No action is required, and Members accepted and approved the report.

166/18 Clerk's Report/Correspondence.

The clerk reported that the office move went quite smoothly, and Kirsty has done a brilliant job of organising the filing and getting all the paperwork straight and filed away. The phone wasn't transferred straight away but was put on divert, but we were only without it for half a day in the end. The computers are in and working, Edge IT worked on this straightaway and also setting up the copiers/printers. The Office 365 allows the two office computers to share the information and this is all set up now thanks to Edge. However, Microsoft did an update today and then the clerk couldn't log in, so had to get IT to sort it out, this is ongoing!

Kirsty now has her own email address assistantclerk@hbparishcouncil.co.uk.

There is still some more office furniture to arrive, hopefully any day now.

Kirsty has been out a couple of times with warden Mandy, giving her a chance to familiarise herself with the area. She is now a paid-up member of SLCC and has registered to do the ILCA course, (Introduction to Local Council Administration, the Essential Knowledge), which hopefully she will get to grips with fairly soon, once that is done she can go on to complete the CilCA (Certificate in Local Council Administration).

A reminder that there is defibrillator training here next Thursday at 7.15pm before the planning meeting.

Kirsty and the clerk were due to attend a KALC training day today, Kirsty made it, but the clerk got caught on A249 which was closed due to an accident, she did manage to turn around and then come into the office, which was as well as there were the issues with the computer.

The clerk has corresponded with a couple of residents re the Strode Farm development.

The clerk was hoping to have received the Insurance renewal documents but only one had arrived, members were asked to delegate the decision on the

Insurance to the Finance & Resources Committee as renewal is due on 1st October. Members agreed to this.

167/18 Environmental Issues including Tree & Pond Warden's Report. None.

168/18 Reports from council representatives on outside bodies and other organisations. Cllrs O'Donnell and Davison had been to the allotments on a couple of occasions to judge the categories ready for their BBQ/Open Day on 16th September. After much discussion they have reached a decision.

169/18 Report and minutes of the Herne Centre meeting held on 23rd August 2018.

The minutes have been distributed previously for the Centre meeting.

The clerk reported that the snagging list is gradually getting shorter for the Centre, as members could see the repair work on the steps has started, the work on the kitchen step is underway, the tarmac is done, and the garden has been weeded, hopefully someone from Faversham will come once a week or so to help with the garden work. The gullies/drains have been redone. The anti-graffiti coating has been applied, and the issues with the air con seem to have been addressed.

The alarms seem to be working OK now. The sensors have been fitted on the side door entrance, another camera has been fitted in the main hall as required by the licensing officer, the push bars and additional acoustic seals around the main hall doors are being fitted. In the gent's toilets there is still an issue with the urinals not flushing and there is also a problem with the work tops in the ladies, the representative for these is due to attend any day now.

There isn't any news on the missing lights, but the electrician is due to come back to fit sensors to the toilet lights and connect the meter up for the display in reception. There has not yet been an indication of when the kitchen cupboard will be completed.

The problem with the monodraught is due to be resolved any day now, they have given a provisional date of 27th September, this will clash with the MacMillan Coffee morning, so may need to be changed.

Cllr Blatherwick and the clerk met with the neighbour who had the issue with the fencing being on his land and BEC have been asked to move it.

The funds raised from Garden Safari were to go to the Centre, Cllr Davis suggested new tables and chairs for the roundel, the clerk asked members if they agreed with this and if they were happy to leave the decision on what is ordered to Cllrs Davis and Blatherwick. They agreed to this.

Details of bookings to date and update on applications for changes to times and Licensing. The clerk went through the bookings for September and these were increasing nicely. The change of times application was approved, and the licensing application is being heard on Tuesday 18th September.

To approve one of the quotes for provision of bar. The bar reception area is needed outside the main hall, as licensing have stated that there needs to be good surveillance to stop people taking drinks outside of the building, when the bar is open. Several quotes have been received the two bespoke quotes seem the most favourable, as they will both be based on the drawings supplied by Matt Judge, the other deciding factor will probably be when the work can be carried out. It is needed as soon as possible. The quotes for both the bespoke bars will include matching the timber to that of the roundel.

After discussing the drawing provided by Matt Judge and what was required, it was agreed that the bar needed to match in with the roundel and also have the right space for the fridges etc. Members then went on to discuss the quotes received. The overall decision was that the cheaper of the two higher quotes should be accepted, following the outcome of the licensing hearing and a site meeting to discuss exactly how it is to be made and fixed. If this is all

satisfactory then the order will be placed with KPS Joinery. The approx. fitting date will be mid-October.

Noticeboards are required for the lobby area and an area opposite the kitchen. The clerk has reported that noticeboards are needed for the lobby area and near the kitchen. Details from Kent supplies have been circulated it may be possible to source elsewhere at a cheaper price, but it is necessary to agree on size and colour and an approx. budget for the items. It is estimated that the cost will be approx. £400. Opposite the kitchen 1200 x 2400 in red. Two in the lobby 900 x 1800 one tamper proof and one open. This was agreed, members thought they should be as big as possible because there was never enough room in noticeboards.

- 170/18 To discuss and approve leasing a new copier (details attached).** Kirsty's report has been circulated and the recommendation is to lease the Sharp copier, it is the best value and does everything we need. It was agreed to lease this model on a three year contract.
- 171/18 Update on Thank You Tea on 30th September and Christmas Fun day.** The invites for the Thank You event have all gone out, the clerk is looking at the quote for supplying sandwiches from Faversham and the cost of purchase from Sainsbury. Attendees have been asked to bring a cake if possible. It will start at 3pm and finish at 5pm. Some of those attending will not have visited the building previously, so there will be a guided tour for those who want it. Members are asked to let the clerk know if they will be attending, if they haven't already done so.
- 172/18 Update on vacation of mill premises.** KCC have informed the clerk that there should have been a letter sent to them 6 months before the premises were vacated as per the conditions of the lease. It had been difficult to get a contact due to the reorganisations at KCC. A response is now awaited, as written confirmation that the premises have been vacated, is needed in order to register with CCC that we have moved premises.
- 173/18 Amendment to Standing Orders and agree to purchase the latest edition of Charles Arnold Baker at a cost of £110.99.** The recommended amendment to Standing Orders has been circulated, the amendments are minor and are catching up with new legislation. Members agreed to these alterations. The clerk explained that Charles Arnold Baker was the parish council bible and the office copy had not been updated for at least 4 years and she recommended that there should be an up to date version. Members agreed the purchase.
- 174/18 Members Reports.** Cllr Harvey reported that there had been some nasty allegations made against him, with regard to his work with HB Pier Trust, on social media, all totally untrue. Cllr Davison reported she was meeting with SGN to discuss them reinstating the flower bed in Herne, hopefully before Remembrance Day. Cllr Sargent reported potholes in Lower Herne Road. Cllr Moore reported a foul smelling discharge from a property in Broomfield Road, the clerk has already reported this to Highways, Cllr Moore said it had now stopped. He also asked if it would be possible to move the dog bin closer to the track in Broomfield Road opposite the Meadows. The clerk will ask.
- 175/18 The next meeting of the Parish Council will be on 11th October at 7-30pm at the Herne Centre.**

Meeting closed at 10.10pm