

HERNE & BROOMFIELD PARISH COUNCIL

Parish Office, Herne Mill, Mill Lane, Herne, Herne Bay, Kent CT6 7DR

Minutes of the Parish Council Meeting held at Herne Mill, Wootton Room, on Thursday 14th June 2018 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Blatherwick, Cllr Davis, Cllr Saunders, Cllr Mitchell, Cllr Taylor, Cllr White, Cllr Sargent, Cllr Moore and Cllr Davison.

Not present: Cllr Harvey, Cllr Knight, Cllr O'Donnell

098/18 To receive apologies for absence and accept reasons. Cllr Harvey is away, Cllr Knight who has family commitments. City Cllr Jones away.

099/18 To receive declarations of interest on items on Agenda and requests for dispensations. None

100/18 The minutes of the meeting held on 10th May 2018, were agreed as a correct record.

101/18 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.

Draw for 100 Club

1st 22 2nd 54

102/18 Chairman's Announcements. None

103/18 Police Matters/Crime report. None

104/18 Warden's Report

Here is a brief overview of what my last few weeks has looked like since starting as Herne and Bloomfield's Community Warden.

I am going through a settling in period currently, where I am getting to know the area and having the opportunity to meet the community and for them to get to know whom I am. Therefore I have attempted to have a strong visible presence where I can and balance it with commitments that I have with on-going training.

I have been made to feel very welcome and it is clear that the local community are happy to have a Warden again.

I have appeared in the Parish Council Newsletter, which has meant that many people have recognised me and know who I am which has been a great help.

I attended the opening of the new community centre, where I was able to meet further members of the Parish Council and members of the public.

I have reported various things such as fly tipping and Highways issues, which have been addressed.

In my first week I made contact with the Surgery and briefly introduced myself to the Practice Manager. My intention is to meet with her to discuss having a regular presence in the waiting room. I am also going to look in to if there might be an opportunity to use the venue for wellbeing groups and such if they have a suitable room as this would work nicely within the Social Prescribing model. I have experience of working with the Thanet Surgeries to have regular drop-ins in the waiting room to publicise the project I was previously the Engagement Officer for so hope that this might be a good place to hold a regular surgery to reach potentially socially isolated people.

I have made contact with the manager at Strode Park and attended the Opening of the Spa garden and been introduced to staff and clients. I have also had a meeting with Sarah Bingham and have information about all the things they have coming up to share with people. I will be supporting them where I can.

I have met the vicar and found out about various groups linked to the church, which I will make contact and engage with.

Will be attending the school summer fair in June and Fun day in July.

Have been dropping in every week to the Herne Bay Age Uk.

I have met with the PCSOs in Herne Bay Police Station and have attended Operation Heron on Herne Bay seafront area during the half term break.

I have introduced myself to the schools and am in the process of trying to arrange a meeting with the Head Teachers to see how I can engage with the schools. I have previous experience with Road Safety and running art workshops etc so am hoping to be able to have a presence at the school from time to time and spot an opportunity for the children.

I have been working with Enforcement to deal with a situation up at Cherry Orchard Playing field and a loose dog, which is something I am monitoring.

Have been working with Highways to clear the footpaths next to the school of stinging nettles, because of several complaints regarding this.

Have attended wider things such as Neighbourhood Day with Canterbury City Council in Canterbury and will be attending things such as a Road Safety day and alcohol awareness day at various schools over the coming weeks.

I am currently in contact with a couple of cases where local residents are having issues with neighbours, which is an on-going situation.

People are starting to call me with issues or concerns and I am starting to have people approach me for a chat, which is nice.

105/18 To receive reports from County Cllr Marsh & City Councillors.

City Cllr Sonnex explained she did not get to the opening of the new centre as she was at Estuary View. There is a proposal to put a MUGA in one of the tennis courts in Herne Bay, the clerk was asked what the cost of a MUGA would be, but the clerk explained that the one in Cherry Orchard had been installed a long time ago and it would be best to look on line. Cllr Sonnex had dealt with an issue of a bin not being emptied and there had also been reports of door knockers in School Lane. Sharron had been asked to help with the Lady Mayoresses Charity Fund Raising committee this years charities are SNAAP and Strode Park Foundation.

County Cllr Marsh reported he was having a meeting at KCC with Friends of the Mill to discuss the work required. He asked when the parish council would vacate the office at the mill, Cllr Blatherwick said that would be discussed later. There was to be a reduction of £430,000 on bus services but £500,000 had been spent on a consultation. There was a new planning officer dealing with the Bullockstone Road application, Victoria Soames. Cllr Blatherwick said there had been contact with her already.

106/18 Planning & Highways Issues. Report on planning meeting held on 7th June 2018. (Minutes previously circulated). Lots of complaints about the footpaths to the school, our Highways Steward Dan is coming in first thing tomorrow morning, on his day off, in his own time to cut the nettles etc along the paths to the school, he has been asked, if he has time to include Chapel Row. The clerk had been contacted by a local resident who was concerned that a property in Hoopers Lane was now being used for residents with mental health issues, one of whom had been aggressive towards him and had required police attendance. The clerk recommended he contacted planning at CCC. The Planning Inspectorate had been notified about the Air Quality issues 4in Herne Village, by CCC.

107/18 Finance

To ratify payments made since last meeting. Canterbury Garden Centre £233.33, AJL Engineering £360, CTA Fire £140.98, Cardiac Science £1,944, Westmead £1,536, Pineapple Leisure £1,275.40, Garden Street £1,799, Big Dug £563.76,

Firesafe Solutions £474, Betteridge & Milsom £1,494, BEC £262,932.35, Sarah O'Donnell £138.78, plants, Chris Roe £2,544, Judge Architects £2,479.50

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

To report on income received. VAT refund £35,676.75, Grants £347.50, Newsletter advertising £18, Funday £300, Interest £23.86, Allotment Rent £800, 100 club £96. Total £37,259.11.

Report from Internal Auditor (Previously circulated)

108/18 Clerk's Report/Correspondence. Obviously been a very busy month, a newsletter to get distributed, thanks to Cllr Davis for producing it. Many meetings and issues to deal with regarding the Centre and ordering, chasing items, as well as dealing with contractors. Some very long days.

There was also, of course the preparation for the Garden Safari.

The internal auditor came out to check that everything had been completed and was correct and all the paperwork has now gone off to the District Audit. The notices have gone up in the notice boards and on web site.

VAT submissions are up to date and the clerk has applied to go back to quarterly submissions.

An Emergency call was received on Sunday, when we had started to clear up at the end of the garden safari, asking if the gates could be opened at the Community Park to give an ambulance access as there had been an accident. Cllr Saunders attended and unlocked the gates for them. This raises the issue of having a key holder and it has been suggested that perhaps the Huntsman & Horn might keep a key for emergencies. There was also a suggestion that Kent Logs might hold a key.

The Notice of a Vacancy has gone up in the noticeboards and on the web site and the clerk thinks there are 2 people interested in being a councillor.

Preparations are under way in earnest for the fun day. Cllr Harvey, Mitchell and Moore met up with the clerk and the warden to check all the gazebo's. Sponsorship has been concerned for the dog show prizes and rosettes. Chris West and Wilbee have also agreed sponsorship. Prizes have been agreed from WAHL and Cllr O'Donnell will collect, she will also contact the school to request donations again this year. The Fire Brigade will attend but probably not until 2pm as they have to have lunch between 1 & 2pm!

On Wednesday Cllr Blatherwick and the clerk met with KCC Highways officers Barry Stiff and Victoria Soames, to discuss the Bullockstone Road Relief scheme.

The clerk has prepared the invoices and necessary forms for Viridor for payment of the grant. Cllr Davis has submitted them.

The Annual Parish meeting was well attended, unfortunately not in our lovely new building, as there wasn't safe access, but in St Martin's Church, thanks to Revd Carol Smith for saving the day. It was really interesting hearing what all the groups and organisations have been doing throughout the year.

The clerk reported that she would be on Annual Leave from 15th June until 2nd July, she asked for a volunteer to check the Community Park and the warden will refill the bag dispenser.

109/18 Environmental Issues including Tree & Pond Warden's Report. Cllr Davis reported on the land that had cleared trees next to Wildwood, English Nature has asked her for a statement regarding the response from CCC, they are also going to try and get SSSI sites logged with land registry details. She thought Curtis Wood Park may have got a new Green Flag. The pond at Broomfield is looking a bit sad at the moment.

110/18 Reports from council representatives on outside bodies and other organisations. Cllr Harvey had circulated details of the Allotment meeting.

**111/18 Update on new Centre and report on handover and opening.
Report on Opening of Herne Centre**

There was a bit of a last-minute panic as at lunch time on Friday it did not look like we were going to be ready. Thanks to James Browning and his team everything was

tidy and set up ready for the opening. They set up a PA system outside and their caterers had spent many hours baking and preparing everything for the opening. People started to arrive at about 12.15 and by 1pm there were more than 200 people on site. Radio Cabin were on site and interviewed many people, they recorded the opening and afterwards, this was aired on Monday.

Cllr Blatherwick welcomed everyone and thanked them for coming, and then she introduced the vicar Revd Carol Smith who then blessed the building.

Cllr Blatherwick then went on to talk about the build process, before introducing Cllr Davis and ex Parish Councillor and past Chairman Bill Whiffen.

Bill talked about how the parish council came into existence and how much had been achieved by the parish council since 1996. He praised the current council for their efforts in getting the new building to this stage, he said he knew how much hard work had gone into getting the project to fruition, he also thanked the clerk for all her hard work with the project, fitting it in alongside all the normal clerk's duties.

He then handed over to Cllr Davis, who gave some history of why the parish council had decided to work towards providing a new community building, and how that had been achieved, it had been quite a journey. She thanked the many people who had helped the parish council to achieve what is a state of the art building, it is hoped the local community will be extremely proud of this achievement. Following the speeches Cllr Davis and Bill Whiffen cut the ribbon.

After this everyone went into the building and enjoyed looking into every nook and cranny, checking out what was going to be available in the centre as well as enjoying tea, coffee and home-made cakes.

People came and went; many questions were answered and everyone seemed impressed with the building. It is light and airy and is a beautiful design, some commented it was like a Tardis, much bigger inside than it looked from the outside.

The catering team were working flat out, without the aid of the dishwasher as that has not yet been fitted. They worked through until after 3pm providing the refreshments and clearing crockery.

Once everyone had left the management team got ready for the evenings event which started at 7pm.

13 tables were booked 11 attended and they were treated to a lovely hog roast with salads, followed by cake. The quiz then followed and the winning table won £100, there were some issues with the PA which will need sorting out.

Speaking to people afterwards the feedback on the day is very positive and the majority of people really like the new building and there have been inquiries for booking the centre following the opening.

There have been issues with the new phone system that has been installed at Faversham Community Centre and the local number for our centre is continually engaged, hopefully this has now been rectified.

With regard to the phone connections we have been promised the work will start on Friday, so hopefully we will have internet and a working phone system soon.

The CIC company managing the Centre are going to amalgamate with West Faversham Community Centre giving them Charity status, making grants easier to achieve. Members approved this proposal. The letter will be attached to the original contract.

Report on hand over of building

Unfortunately, the contractors did not do quite as well as the management side. The handover took place on Friday at about 5pm, however there is a fair bit of work still to do. There is quite a long snagging list and some more major issues regarding the car park. Due to the lateness of laying the tarmac the car park could not be used for the opening, which was a nuisance as there was also a wedding at the church at 2pm. James was given the wrong keys and therefore could not lock up on Friday evening, so the clerk had to go back with the correct keys. The remote controls for the Velux windows were not handed over, nor was the alarm code, therefore the alarm could not be set. The clerk had to call out the alarm supplier on Saturday to sort out the alarm

system. Toilet roll holders have not been fitted, along with some door stops and some other niggly things. Some of the planting has been done but due to the timing will need to be kept watered.

The handrail outside the building has not yet been fitted. Some lights are still missing. Cllrs Davis, Blatherwick and the clerk had a meeting with the signage company on Monday to sort out all the signage required, having been let down by the company that was supposed to be supplying. Luckily the company that supplied the disks to go over the main room doors, acknowledging those who had supported, have agreed to provide ideas and designs for the signage. The curtains and blinds are on order and will hopefully arrive soon. There is some equipment on order which is still to arrive, bouncy castle, gazebo, storage units and tables.

A meeting was held Tuesday evening with Matt Judge, Peter Thorpe and James Browning, Cllrs Blatherwick and Davis and the Clerk. They discussed the outstanding issues and how to deal with them.

Cllr Blatherwick spoke about some of the snagging issues and reported that the steps were wrong and would need to be redone.

To also discuss when and how the moving of the parish office will be managed.

The clerk suggested that as she will not be back in the office until early July and with the Funday at the end of the month it might be well to wait until beginning of August, the clerks' assistant will also have started then. Members approved this, it was also agreed that the parish council would retain the shed that they had built for storage as most of the storage area upstairs at the Centre was a plant room.

112/18 Report on Garden Safari. It was a very busy weekend with the Safari following the Centre Opening! Thanks to Cllr White who helped the clerk put up the direction signs after the opening of the Centre.

Cllrs Taylor, Mitchell and Saunders help put the gazebo up at 8.45am Sunday morning, ready for selling programmes, raffle tickets and other items. Cllr Davis also helped and did well selling the raffle tickets. It was steady all day, everyone was really friendly and all those who opened their gardens really enjoyed the day.

Unknown to us the schools closed at 3pm, which did annoy one or two people!

Numbers were down on previous years, 265 against 363 last year, mainly we think due to Monkton, Fordwich and Whitstable having open gardens as well. It was also a cold start to the day. The amount raised from entries so far is £1,032, donations for sales of food, plants etc is £825, and £86 was raised from the raffle.

At the end of the afternoon the clerk collected up the direction signs. The weather wasn't so good early in the day, but the sun did come out about 3pm. As always, a good day and thanks to all those who took part and helped out.

There was a suggestion from The Friends of the Mill that perhaps anyone with a programme would get half price entry to the mill and they would open in the morning.

113/18 To receive minutes of E & L meeting held on 5th June. (Minutes previously circulated). Approved, no one had any questions.

114/18 To approve the recommendation to appoint Kirsty Ash as Assistant clerk. Kirsty's application detail have been circulated and the references. Members agreed to approve this appointment, although Cllr Davison wanted the position to be re-advertised as she stated not all local people were aware of the position. Cllr Blatherwick explained it had been in the local paper, in the newsletter and on the Indeed website, there had been a lot of applications, many from the local area, but most were not suitable. The clerk pointed out that she had been offered the post subject to full council approval. Members approved the appointment, with one vote against.

115/18 To discuss employing a Village Lengthsman. The clerk reported that she had been looking at an article in Clerks magazine about another parish council that had appointed a lengthsman. Their yearly cost was about £17,500, this included salary and the hire of a van. He checked play areas and open spaces doing some maintenance, litter picked and swept, kept an eye on PRoW and helped clear, removed graffiti, removed weeds, did some hedge cutting, and maintained village signs. This particular council owned and maintained land, which our parish council doesn't. He works 25

hours a week. We probably wouldn't need that many hours but with all the cuts it might be something to think about, and the clerk suggested running a questionnaire in the Funday newsletter to see what residents think about paying extra to get the jobs around the village done. Perhaps Cllr Davis could look at an increase of say £15,000 and what that would be on a Band D property, if this was supported, it would need to be included in the budget that is set at the end of the year. Members liked the idea, but they agreed that it should wait and be discussed again at a later stage.

116/18 Members Reports. Cllr Davison had attended the consultation meeting re the air quality issue in Herne and advised that the Parish Council needed to respond. As the clerk is going on Annual Leave Cllr Davison was asked to put together a response and circulate it to members before the closing date of 22nd June. Cllr Davison thanked Mike Tilton for his help with the flower bed in the village and the resident who was watering. She asked if she could purchase plants for the trough, and this was agreed. There was glass reported in the underpass, this will be passed to the warden. Cllr Sargent reported that the verges were being cut, Cllr Davis reported that Keith Harding is surveying footpaths, again.

117/18 The next meeting of the Parish Council will be on 12th July at 7-30pm at Wootton Room Herne Mill.

Meeting closed 9.35pm