

HERNE & BROOMFIELD PARISH COUNCIL

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

Minutes of the Parish Council Meeting of Herne & Broomfield Parish Council held at Herne Mill, Wootton Room, on Thursday 8th February 2018 at 7.30pm, for transacting the following business.

Present: Cllr Blatherwick, Cllr Davis, Cllr Harvey, Cllr Sargent, Cllr O'Donnell, Cllr Taylor, Cllr White, Cllr Knight, Cllr Moore, Cllr Mitchell, and Cllr Saunders.

Not Present: Cllr Davison and Cllr Wells

- 018/18 To receive apologies for absence and accept reasons.** Cllr Davison who is ill, Cllr Wells who is working in Reading and will be late back. These reasons were accepted. City Cllr Jones is not able to attend this evening, but he has sent a short report.
- 019/18 To receive declarations of interest on items on Agenda and requests for dispensations.** None
- 020/18 The minutes of the meeting held on 11th January 2018** were agreed as a correct record.
- 021/18 To report on matters arising from the minutes, not on the agenda, for information only.** Cllr Moore did not need to attend the HBAMP meeting as CCC had agreed to bring Herne Car Park permit costs in line with those in the District. Thanks to City Cllr Robert Jones for correcting this injustice. The advert for the clerks position is ready to be advertised, more on this in the clerks report.

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 No's 32 & 2nd 31

Rev Carol Smith made members aware that Herne Street would be closed for up to 5 days next week for the main drainage to be connected for the church toilet. She also reported on the condition of the casualty of a recent accident. The applicant for the planning application at High Rews thanked members for their support for his application, which was successful.

- 022/18 Chairman's Announcements.** Cllr Blatherwick thanked Cllr Davis and the clerk for all the work they had done in order to submit two grant applications. She went on to speak about the [General Data Protection Regulation \(GDPR\)](#) and the onerous amount of work that would be needed to comply with this, she asked if any members could come into the office to help the clerk sort out and destroy any paperwork that was not required it would be most helpful.
- 023/18 Police Matters/Crime report.** None
- 024/18 Warden's Report.** KCC are recruiting, so fingers crossed we will get a new warden by May.
- 025/18 To receive reports from County Cllr Marsh & City Councillors.** County Cllr Marsh said he had concerns about the number of requests CCC were getting for double yellow lines and the fact that one person could request this, the clerk said she had contacted the ward councillors with regard to this. Cllr Marsh also had concerns that the area member panels were going to get to discuss the parking regulation review, before it went to the Joint Transport Board for approval, this will be a 12-month trial. Cllr Blatherwick pointed out that the installation of yellow lines

came at a cost which has to be borne by local residents and then there was the issue of enforcement. Generally putting in yellow lines just pushed the problem elsewhere and the parish council would only support where there were safety issues. County Cllr Marsh was currently looking into all the developments in his area, in order to look at the impact on the highway. He is now the KCC representative for the Quality Bus Partnership.

City Cllr Jones written report

At policy and resources last night it was agreed that council tax would go up to the allowed government level of 3% so the band D will be an additional £5.94pa. The community governance review is in its second phase, so it will be interesting to see what responses we get, there seems to be more interest this time round. Area Member Panels are one of the main items they need to change, but to what, is the question; so, we will have to see where that goes.

It was an interesting planning meeting on Tuesday, well done to Sarah O'Donnell who spoke very well.

I have reported the School Lane car park machine again as it's still not working so hopefully it will be done soon.

The parking review I believe is out to consultation, with some of the proposals going through to consultation and others not.

If you have any issues you wish to discuss, please contact me.

- 026/18 Planning & Highways Issues.** Minutes of the meeting held on 1st February 2018. Copy circulated. Cllr Blatherwick thanked Cllr O'Donnell for speaking at the CCC Planning meeting. Cllr Blatherwick told members that the planning committee had responded to the application for 450 dwellings at Greenhill, as this would impact on Herne as well as increasing traffic on Thornden Wood Road, which was not suitable. The other application where members had some concerns was the Golf Course site and the Redrow application, which members had felt should be looked at together. There was also a block, which they would like to see moved in order that the residents were not in the middle of a parking area.

027/18 Finance

To formerly approve the precept request of £151,495.40. Members resolved to approve the precept amount of £151,495.40.

To ratify payments made since last meeting. Chris Roe £1,092, HMRC £44,939, Arjo £2,977.20. These were approved.

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

To report on income received. VAT refund £43,854.89, Newsletter advertising £300, Children's Party grant £300, Refund £65.83, Map sales £4, Hall hire £425, Donation Community Centre £25,000 Total £69,949.72

To receive report on quarterly audit. Copy distributed.

028/18 Clerk's Report/Correspondence.

It has been a busy month with meetings for kitchen requirements at K2 and meeting with Security company to discuss cameras and security of the new building.

There has been more discussion with the AV contractor and a few changes needed to be made.

The monthly meeting with BEC has resulted in us being informed that there had been hold up with the AV and security cameras etc, there was also an issue with information regarding the lights in the main hall. Hopefully these issues have now been resolved but it has resulted in a delay.

There have been changes made to the drainage and how the soakaway is being constructed and Cllr Blatherwick has been involved with this, ensuring that what is proposed has been approved by the structural engineer.

It will be necessary to close the existing building while this work is being done, currently scheduled for the Easter holiday. It may well be necessary for the building to remain closed until the new building is ready for occupation. The old building needs to be demolished and the landscaping work carried out, this would be difficult to do with anyone other than contractors on site.
All hall users have been notified.

The clerk reported that the advert for a replacement clerk is ready for advertising KALC will advertise FOC, NALC charges £25 per week plus VAT and SLCC charge, for their Gold advertising, which includes listing on its web site, social media including twitter, full details of job advertised and on bi monthly bulletin every 2 weeks, they expect to reach 3,700 parish, town and community clerks. Cost £195 plus VAT for 2 weeks. The advice received is to advertise as widely as possible within the sector to satisfy transparency, as we are advertising for a qualified clerk it does not need to be advertised elsewhere. This matter will be discussed in more detail by the Finance Committee at next weeks' meeting and they will make the decision on the advertising. KALC already have the advert, as there was no charge for this.

Cllr Davis and the clerk have spent many hours sorting out what equipment is required for the new building and getting 3 quotes to apply for a Viridor Grant, and then doing similar for an Awards for All grant. Many thanks to Cllr Davis for all her hard work with this.

County Cllr Marsh has kindly agreed to be the third-party contributor for Viridor, both grants are for approx. £10,000, we will not hear about these until around the end of March.

A resident emailed with a name suggestion, hUb, putting You in Herne And Broomfield. Other names have also been suggested.

The clerk has received several calls regarding bookings for the new hall and quite a few enquiries from current users, which is encouraging.

The hoist specialist company have been in touch and have now been paid for installing the hoist.

As you are aware I attended a KALC day where the new regulations for GDPR were discussed and a report on this has been sent to all members, once everything is finalised re the legalities, it will be necessary to discuss how the parish council is going to take this forward.

The clerk also had attended a Pension Training Forum for the end of year paperwork. The issue with the VAT overpayment has now been resolved, and a cheque for the amount requested by them has been sent.

The clerk reported that she had dealt with a vehicle parked on a driveway but obstructing the pavement, reported some potholes and dealt with several highways queries.

029/18 Environmental Issues including Tree & Pond Warden's Report. Cllr Davis reported that she had tried to deal with the issue of the trees that have been removed at The Oaks Herne Common, this is an SSSI site and they should not have been removed without permission. CCC Planning don't want to know as they say it isn't a planning issue. It has now been reported to Natural England.

Cllr O'Donnell reported that The Friends of the Ponds have their AGM on 20th February.

030/18 Reports from council representatives on outside bodies and other organisations. Cllr O'Donnell had attend the KALC meeting (minutes will be distributed once received), there had been a discussion on GDRP and she agreed it was very onerous and there was an awful lot to it. There had been a recommendation that all councillors had an email address linked to the parish council. Due to the fact that there are so few

wardens now it was suggested that more areas needed to have Neighbourhood Watch. The clerk said this had been encouraged previously but the take up was not good. Cllr Harvey had attended the Allotment meeting on 24th January and he said how good the committee is, they are proactive with regard to collecting fees and make sure plots are kept to a good standard. Sarah Witney was back and is dealing with the Health and Safety and Risk Assessments. He reported that the clerk had audited the accounts and had found a 4p discrepancy, which had been rectified. The container roof has needed some repairs, the cesspit has been emptied but the trees belonging to Batchelors still need some work. The AGM is on 24th March.

031/18 Receive minutes of the Community Centre meeting held on 25th January and any issues arising from this. Copy circulated. There were no queries regarding the minutes

Cllr Blatherwick added that she had been on site to check progress and the cladding was going on the roundel and the rear of the building and there was boarding and plastering going on. It is hoped the floors could be screeded soon, this is weather dependant. The site manager is trying to reduce the delays to get the project back on schedule. The clerk suggested that a site visit for current users would be a good idea, members agreed. This would be in about 3 weeks' time, when the scaffolding was down.

There was some discussion regarding the name. The business name will remain Herne Community Centre but it needs a strap line for marketing purposes.

Cllr Davis has contacted British Heart Foundation to discuss defibrillators and it may be possible to get a discount if a recommended one is used.

Alan and Linda King have been notified that they are being made redundant, they will be given redundancy pay and the clerk has had advice from ACAS on how to deal with this. Alan has indicated that he would like to stay employed and he is willing to carry out the equipment inspections. It will be an Agenda item for the Finance meeting next week.

032/18 To discuss the implications of GDPR. Report on KALC training day has been circulated. The clerk went through everything that was going to be required to meet this legislation and it was going to be very time consuming and impossible to do by May. Much of the paper copies could be destroyed but everything would need to be looked at before that was done. Then there was the issue of making the computer safe, along with laptops, iPads and phones. Councillors who held information would need to ensure it was secure. Any paper copies or removable drives with personal data would also need secure storage. Any data held would require the permission of the person whose data it is. A message with a tick box could be attached to the bottom of email messages, these will then need to be retained, in order to record that permission has been agreed. All forms for Fun Day etc will also need a tick box so that the information can be retained. There was an enormous amount of work to do and the clerk said with everything else that is going on she did not have the time to do it.

033/18 To discuss the likely, rise in the cost of the rent on the allotment area by Hoath PCC and how this impacts on HBAS. Hoath PCC had indicated that they will be looking to increase the rent on the allotment site for the next three years. The clerk did not know how much the increase would be but thought possibly in the region of £100pa. Cllr Harvey said the Allotment Society had notified plot holders that the rent would go up by £1 which would give an extra £60. The clerk thought that the PCC would discuss at their next meeting and she would report back.

034/18 To discuss the tenders received and agree a company to appoint and then agree to proceed on to the contract stage. Only one tender was received, and the details

have been circulated. The company need to be formerly appointed and an agreement by members to appoint a solicitor to deal with the formal contract, as soon as possible. After much discussion it was Resolved that West Faversham Community Association be appointed as the management company for Herne Community Centre.

A meeting would be arranged in order to put a contract together, the clerk was asked to find out if they already had a contract with the cricket club, that they currently manage. There were discussions around the percentage they would be paid, and whether this would be paid on existing users, also exactly what their responsibilities would be, especially Health and Safety and Insurance. There was discussion on how they would be incentivised. Cllr Blatherwick said they would get a percentage of the bookings so the incentive would be to increase the bookings as they would then increase their share. There followed some discussion on performance, accountability and responsibility.

KALC recommended that a solicitor who is used to working with Local Authorities would be an advantage.

The clerk reported that she had made inquiries and SLCC use a company Nicholas Hancox, who are supposed to be good. The clerk has contacted them for an idea of cost and this would be between £1,500 and £3,000. The clerk suggested that the cost of this could come from the earmarked fund for professional fees. The solicitors also set out what they see is required and they were happy with the wording of our tender. They have stated they are experienced with this type of work.

Two other parishes have come forward with suggestions, one is LGS Law and the other is the KCC solicitors Invicta Law, both have been contacted.

Invicta Law has asked for any paperwork we have re the tender etc and this has been sent. The clerk proposed that Cllrs Blatherwick, Davis and Harvey, along with herself start work with the solicitors as soon as possible. As soon as a draft contract was prepared it would be sent to members to look at and comment. The contract would need full council approval before being signed. Members approved this course of action.

035/18 Members Reports. None

036/18 The next meeting of the Parish Council will be on 8th March 2018 at 7-30pm at Wootton Room Herne Mill.

Meeting Closed 9.15pm