

HERNE & BROOMFIELD PARISH COUNCIL

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

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

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

- 037/18 To receive apologies for absence and accept reasons.** Cllr Knight who has a hospital appointment. Cllr Wells who has a bad cold and doesn't want to pass it on. Reasons approved by members. City Cllr Robert Jones
- 038/18 To receive declarations of interest on items on Agenda and requests for dispensations.** None
- 039/18 The minutes of the meeting held on 11th February 2018** were agreed as a correct record.
- 040/18 To report on matters arising from the minutes, not on the agenda, for information only.** The hoist has been installed in new building.

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

Winning Nos. 1st 27 2nd 42

- 041/18 Chairman's Announcements.** None
- 042/18 Police Matters/Crime report.** None
- 043/18 Warden's Report** None
- 044/18 To receive reports from County Cllr Marsh & City Councillors.**
County Cllr Marsh did not attend.
City Cllr Sonnex reported that the planning application for High Rews, had consent as did 14 Albion Lane, the vote on both was close. She said the road closure in Herne Village was a bit chaotic. There hadn't been any further details on the bus which had hit the Butchers Arms, damaging the building.
City Cllr Robert Jones reported that there had now been agreement to litter pick the length of the Thanet Way which is within the Canterbury District, the object is to clear the rubbish before everything starts to regrow, this will be done by the end of June. There are issues with pavement parking especially in Peartree Road; Cllr Blatherwick said the planning committee would look at this at the next meeting. Lidl were refused their application.
- 045/18 Planning & Highways Issues.** Report on CCC planning meeting for 14 Albion Lane. Cllr Blatherwick reported that the decision on Albion Lane was to grant; the vote was close. Big thank you to Dan our Highways steward for coming out with the lorry to ensure the salt bins were refilled on Saturday. Cllrs Harvey and Sargent said there were 3 that hadn't been filled, the clerk will pass on to Highways. Cllr Davis reported that she had been told that the field opposite Canterbury Garden Centre where they had been refused planning consent had gone to appeal. She had also been informed that another area in the same piece of land was likely to have an application for 4 eco houses. The clerk confirmed that she had not, yet, been notified of either. Cllr Davis reported there is a lot of litter all the way down Bullockstone Road.
- 046/18 Finance**
To accept minutes of Finance meeting held on 15th February 2018. These were accepted.

To ratify payments made since last meeting. CPRE £36 annual membership.
To approve payments presented at this meeting; schedule and bank reconciliation supplied. All payments were approved.
To report on income received VAT refund £31,666.01, Newsletter advertising £405, fun day £60, Hall hire £672.70 Total £32,803.71

047/18 Clerk's Report/Correspondence. The clerk reported that it had been a bit of a strange month with the extreme weather conditions that we have had. Due to the weather the clerk reported that she had worked from home Wednesday, Thursday and Friday.

The bad weather had stopped work on the community centre site, more on that in the report later, the old hall had also been closed due to the water freezing, the heating and the safety of the access ramp.

The advert for the clerk's position has been circulated and there has been one request for an application form and job description.

Alan King has decided against taking on the post of Community Caretaker due to family commitments.

There have been several complaints regarding pavement parking and a request from Mr Saunders for a 20mph speed limit in School Lane at school times.

Car show application forms have been sent to those who attended last year and who had supplied an email address, and the clerk has started to send forms to stall holders etc.

The clearance of unnecessary paperwork from office files has started and it will take some time.

The clerk reported that she had come in to 18 answerphone messages when she got into the office on Monday, one of which on Thursday was asking when the refuse bins would be emptied!! There were also several calls re the salt bins, but the clerk had already asked for them to be refilled.

The clerk reported that she had training on letting off a fire extinguisher this morning, when the man came to service the ones at the Mill.

Request for suggestions as to who the award should go to for an outstanding contribution to the community, this will be given at the APM, in May.

There is a meeting for those opening their gardens for the Garden Safari on Saturday 10th March at 10am.

The clerk has received a request for a grant from Reculver Cricket Club, members considered that as it is outside the parish they could not support them with a grant, they have to be careful how they spend residents money, although they did of course wish them well, the clerk was asked to respond and give them other suggestions for raising funds.

048/18 Environmental Issues including Tree & Pond Warden's Report. Cllr Davis reported that the ponds were now filling up and she has been asked to give some advice on a Hazel Tree.

049/18 Reports from council representatives on outside bodies and other organisations. Street Monitor meeting minutes for December have been circulated.

050/18 Update on new Centre and report on last monthly meeting.
Report on monthly progress meeting with contractors February 2018

A question was asked about the AV, this has now all been agreed, and the alarm system has also been agreed, there was query as to whether panic buttons are being installed and that the office alarm could be set independently to the rest of the building.

There are some issues surrounding the drop-down stairs for the storage area, which were wooden and need a mechanism to lift them up and down and to keep them locked in the up position when not in use. This now appears to have been resolved by using

a metal ladder that concertinas up above the loft hatch. There were also questions around the hoist to get things into the upstairs storage area. This is being looked at. The demolition of the existing hall was discussed and if they can get on with that following Easter, they will get the programme back on track, hopefully, and that will save the parish council about £5,000 per week.

It is hoped that the new building will be ready mid-May, a revised programme will be sent out soon.

There was a query regarding external lighting in the disabled entrance area as to whether this needed additional lighting where it slopes away.

The building is really starting to take shape now and it is hoped that all the scaffolding will be down by mid-March. Another meeting will be arranged for everyone to look at the new building, including all current users. This has now been arranged for all those that want to visit the site, on 24th March at 10am.

Any equipment will need to be removed from the building after the 29th March, help will be required and storage of our equipment, until it can be relocated in the new building. This equipment can be moved on Thursday 29th March please let the clerk know if you and a vehicle can help.

Work stopped for 2 days last week due to the weather, so let's hope they can make up the time.

There is good news on the kitchen, the design and appliances have now been approved and also the fitting, which hopefully will take place in early April. Huge thanks to Michael Head for supplying all of this free of charge.

Awards for All have approved our grant for some of the furnishings etc for the centre, there was a visit from a representative of Viridor who seemed suitably impressed with the project, so fingers crossed on that grant as well and thanks to County Cllr Marsh for providing the third party contribution of £1,000 for the grant. The clerk thanked Cllr Davis for putting the applications together at short notice.

The Bowls club have found somewhere to store their equipment until the new Centre opens.

The clerk reported that she had contacted the VAT office to check what the situation is with the management company and VAT, they have confirmed that if the management company are doing everything, bookings, invoicing, collecting fees etc, they will not charge VAT, but the parish council share of the bookings fees will be liable for VAT.

James Browning will come and talk about their vision for the new building, he will be there on Thursday next week at 7.30pm before the E & L meeting begins. All councillors are welcome.

Cllr Davis said she was looking into the renewable heat grant and the feed in tariff.

051/18 Update on Management contract. The basics of the contract has gone to the solicitor, Nicholas Hancox, he has agreed to cap the cost of the legal work at £3,000. Once a suitable draft has arrived it will be circulated to members.

052/18 Results of the vote on the name of centre. Cllr Davis told members that the vote on the name for the new building was HuB 6, Herne & Broomfield Community centre 5, Herne Centre 11. It was agreed that the name is to be the Herne Centre.

053/18 Update on GDPR. This is ongoing, the privacy notices are done and have been sent to Cllr Davis to go on the web site, one for the general public and one for councillors, staff, volunteers etc. The clerk explained that as she understands it, the privacy notices are for publication and then individuals need to give written consent for keeping their details and all information needs to be kept either in a locked cabinet or if on the computer encrypted we have to ensure they are kept in a safe manor. The consent forms are in progress, thanks to John Rivers. who is the chair of KALC and has helped to make sure we have the correct wording. The clerk has also spoken to John Rivers

about encryption etc and he says as we have Office 365 on the computers that is easier re encryption and safety of data. He is doing a training day for KALC on how this can be done and also the setting up of councillors own email addresses using the parish domain on Outlook. The date for the encryption workshop is 28th March and the cost is £50 for the 2 hour session which is limited to 12 people, the clerk has enrolled! A data protection officer will need to be appointed before May. Members queried the logistics of having to ask every single person whose details are held, to sign a form giving consent. The clerk said that she had been told that was what should happen but she will look into it further.

054/18 Members Reports. Cllr O'Donnell asked about brambles and whether they could be cleared as the resident did not know the owners of the land concerned.

055/18 The next meeting of the Parish Council will be on 12th April 2018 at 7-30pm at Wootton Room Herne Mill.

Meeting closed 8.45pm