

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 8th November 2018 at 7.30pm, for the purpose of transacting the following business.

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

Not present: Cllr White

- 194/18 To receive apologies for absence and accept reasons.** Cllr White who is working and City Council Cllr Jones who has a meeting in Canterbury.
- 195/18 To receive declarations of interest on items on Agenda and requests for dispensations.** None.
- 196/18 To confirm the minutes of the meeting held on 11th October 2018.**
- 197/18 To report on matters arising from the minutes, not on the agenda, for information only.** The clerk asked if there was an update on the Allotment meeting. Cllr Harvey reported that it was being held this evening.

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

28 & 27

- 198/18 Chairman's Announcements.** The chairman reminded members that help would be needed with the float and Cllr Knight said she would help with the lights. Cllr Blatherwick reminded members when emailing the clerk to copy Kirsty in, so that she was in the loop. She then thanked Cllr Davison and Mike Tilton for all their work on the flower bed in Herne Street.

- 199/18 Police Matters/Crime report.** None

- 200/18 Warden's Report**

Mandy reported that she had passed her six-month probationary period so will be sending a summarised report of relevant activities in the Herne & Broomfield area from now on. If anyone wants any further information on anything she has done this month, please ask.

Harvest Festivals for the schools and nurseries. She attended these celebrations and was made to feel like a welcome guest.

Modern Day Slavery Conference

Age UK Dementia Drop in Clinic to advise, assist and signpost. Still assisting with meal deliveries on Mondays with an Age UK representative, this is helping to identify possible vulnerable people in the area and they are getting to know her.

She still has a presence in the waiting room of the doctors surgery every 2 weeks and this has been a great success. It is a great opportunity to really reach possible socially isolated people and because of the nature of a waiting room, people are keen to come and chat. Information has been given out, reports of issues noted and more people made aware of what support there is available.

Helped volunteers with the weeding and planting of the flowerbed opposite the church in preparation of Remembrance Sunday. Thanks to Julia and Mike, this now looks lovely. There was help from KCC Highways to make the area safe for them with bollards etc.

Social Service, Trading Standards and NHS referrals have been made and visits in the area. Also reassurance visits to some residents from time to time.

TRAINING

Full day Welfare Centre Training.

Next week Liason Officer Training.

These courses will help to assist and work with Assistant Clerk, Kirsty, on the Resilience and Emergency Plan for Herne and Broomfield Parsh that she is working on.

DEVELOPMENT

There is a meeting coming up with deputy head of Herne Juniors and a representative of KCC Highways to discuss plans around a design for signage on Mill Lane for trying to slow traffic through there. The schools will hold a competition for the design and hopefully engage the parents with an exhibition of the work to raise awareness as they are usually the motorists who are driving too fast. The sign will be paid for by KCC Highways.

She continues to look into setting up a Men's Shed in the area. She has met with the Friends of the Mill to discuss that as a possible venue. They have decided that this would be a suitable venue, so we are just looking in to possible cost implications and funding opportunities.

She continues to liaise with Reverend Carol Smith to identify people, who may be struggling over Christmas, to invite to a free lunch at the First and last Pub. Posters have been distributed to places such as the school, Age UK and the doctors surgery as well as the notice boards and at the Centre. I have already heard from the school with families they have identified and Age UK.

HIGHWAYS

Two of the signs that were damaged in front of the church have been repaired along with the wooden bollard by the flower bed.

Issues with regards to damaged wooden bollards and overgrown vegetation have been reported, also a couple of instances of fly tipping, that have now been cleaned up.

There is a long road closure of Thorndon Wood, Greenhill for 6 weeks.

She has contacted SERCO and they have cleared the underpass of rubbish a few times. She has also done litter picks around School Lane, BMX track and MUGA in Cherry Orchard.

201/18 To receive reports from County Cllr Marsh & City Councillors. City Cllr Jones reported that he was working with officers at CCC to get the travellers removed from the Community Park, he also thanked County Cllr Marsh for getting the road closure for the Remembrance service. City Cllr Sonnex reported damage to some cars in School Lane. She said she would be attending the opening of the new Sainsbury at the end of the month. She reported that she was taking part in Santa's on the Run raising money for Pilgrims Hospice on 2nd December and if anyone would like to sponsor her to let her know. The animal retreat in Bullockstone Road is asking for donations of fruit & vegetables.

County Cllr Marsh reported that as Chair of planning at County he had received any applications for Herne & Broomfield. He told members he would be attending the Remembrance Service on Sunday and had laid on some refreshments afterwards at the Smugglers. He had not got any further information on the Judicial Review but did say the cost of the highways works for the Sturry bypass had increased. Cllr Blatherwick thanked him for organising the No Through Road sign in Ridgeway Road.

202/18 Clerk's Report/Correspondence. Assistant Clerks Report on KALC Finance Training Day and an update on Community Resilience.

The clerk thanked Kirsty for covering while she was on holiday and also at the Race Night, she did a great job with both. As members will have seen the bar area has been installed and they have made a really good job of it. The clerk also congratulated Kirsty on completing her ILCA course. When the clerk was on holiday she heard about an incident a radio listener had had with Office 365, all the info is stored in the cloud and this person had lost everything, Microsoft didn't know what had happened and were not able to recover the last 3 years of documents that had been lost. It is

therefore being recommended that an external back up device be used! Something to investigate. The office has a wonderful new photocopier.

The clerk told members we have an illegal encampment at the Community Park. City Cllr Robert Jones has asked CCC to get a S77/78 issued, which will require those who are occupying the area illegally to remove themselves. She thanked City Cllr Robert Jones for all his help with getting the enforcement team on site. It is hoped that this will be completed by this time next week. CCC are also working with KCC. There is likely to be a charge to the parish council towards the cost of removing the travellers, even if it is a voluntary contribution. Parishes, CCC and KCC need to work together when these issues arise. The clerk was very grateful for all the support from CCC and KCC. We don't know what damage will have been done on site or how much rubbish will need to be cleared. The clerk recommended installing bollards at the entrance gate, to prevent this happening again. As one group have now gained access, the likelihood is others will follow. Members agreed that bollards be installed and the clerk was asked to get a price and then move it forward.

The clerk reported that she had received an email from Tracy Lovatt at Strode Park, after 24 years she is leaving, at the end of January, to relocate to the West Country. She will be greatly missed.

The clerk received an email from Will Lee, who does the football coaching, to say the floodlights aren't working, She has contacted Serco to see if they can take a look. Will said sessions were going well and he had two volunteers from the local community helping and learning to coach. He had a few fireworks this week for the youngsters. The clerk thanked Cllr Sargent for clearing a path into the wildlife area. As soon as possible the clerk will go down and take a look around, the tree survey was done this year so another will be required next year,

The clerk thanked Cllr Davis for getting the newsletter to the printers and Cllr Harvey for collecting them. They will go out to the deliverers next week. Kirsty had circulated her report on the KALC Finance training day and members did not have any questions.

Kirsty then went on to give members an update on what was happening with the Community Resilience. She attended Community Resilience Workshop on Saturday 6th October 2018. Gleaned lots of information from the Kent Resilience Forum and other parishes regarding Emergency planning and forming a resilience plan for our own parish.

Nadine Permaul, Emergency Planning Officer at Canterbury City Council attended Herne Centre on Monday 29th October and met with Kirsty and Andy to discuss adding the Herne Centre to the Welfare Centre directory. Following this meeting Kirsty sent Nadine the information on the centre that was required. Nadine has confirmed that the images and specifications are almost ready to be added directory. Nadine will attend to take photographs.

We also discussed working on an emergency plan for the Herne and Broomfield community. Nadine is willing to support us in doing this and suggested that Kirsty draft a document in the first instance and then she will work through building it up with us.

Andy will work with Kirsty once a draft plan is in place.

Herne and Broomfield Parish Council will have to commit to delivering Community Engagement events with the support from the Community Warden and other services to ensure the community are engaged and aware of the plan.

Canterbury City Council need to be clear that the Parish Council are leading on this and that Kirsty is the main point of contact as there have been miscommunications with Nadine sending details to Mandy instead.

Kirsty suggests that HBPC hold a workshop in January/February, inviting service providers and emergency planning officers in order to make the community aware of the process and to gather information from the community. Nadine will be supportive of this approach.

Kirsty reported she had spoken with the insurance company regarding the trees and it was recommended that a survey be carried out next year.

203/18 Finance.

To ratify payments made since last meeting. None

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

To report on income received. VAT £2,087.37, Poo bag donations £12, Grants £220, Newsletter advertising £120, Fund raising incl Race Night £813.90, Interest £30.34, sales £2, Fund raising sale of chairs £100. Total £3,385.61.

To accept Internal auditors report and respond to any questions. Members had all seen the auditors report and there were no questions.

204/18 Minutes of the Finance Committee meeting, (circulated) and discuss and approve budget for 2019-20, and any other issues arising from the meeting.

The minutes of the fiancé meeting had been circulated and were accepted. The budget as proposed by the Finance Committee was discussed and members then resolved to approve the budget and set the precept for 2019-20 at £160,035.

205/18 Environmental Issues including Tree & Pond Warden's Report.

Flower bed. Dan our Highways Steward has a couple of companies that are interested in taking over looking after the flower bed in the village, he would like to know if the parish council would prefer that, to relying on volunteers. The clerk recommended making a decision as it would start in January. Cllr Davison told members it was too time consuming and she did not wish to continue. There were questions as to whether the parish council would have any control over it if someone else looked after it, the clerk said that was unlikely. She also pointed out that anyone could apply for a licence to look after the bed and the parish council would not have any control over it. The WI had wanted to plant the bed up in 2019, they would need to be informed if there was to be a change in who was looking after it. The clerk would try to get more details from Dan. Cllr Davis reported that there had not been any work done on the ponds due to a bereavement. Cllr O'Donnell asked if the parish council could buy some litter pickers for residents to purchase, this was agreed.

206/18 Reports from council representatives on outside bodies and other organisations.

None.

207/18 Planning & Highways. Next meeting is on 15th November. The plans for the Plough have not been validated yet and are not on the agenda for the next meeting. HB Golf club have submitted new plans and will attend the planning meeting to talk them through with members.

208/18 Report on the Race Night held on 20th October 2018, update on future events.

The Race Night was held in the main Hall at the Herne Centre on Saturday 20th October 2018, between 6.30 pm and 10.30 pm. Kirsty set up and managed the event with help from Alex, WFCa on the night. Alex assisted with the technical set up and ran the bar, which was open from 6.30 until 10.00pm.

Kirsty welcomed all the guests to the event, checked them off the list, directed them to their tables and handed out the free bet tokens. During the event, Kirsty checked that everyone had everything they needed, cleared away and continued to manage the event until everyone had left.

70 tickets were sold at £8.00 per ticket. Only 4 people did not attend on the night due to illness. One additional person turned up on the night and paid at the door.

Brian Samuels hosted the event and had 5 helpers in attendance to act as cashiers. Ella also helped with this task.

Sue Davis managed the raffle, which was drawn towards the end of the evening. Last orders at the bar were called at the start of the raffle.

Prior to the raffle, Cllr Davis thanked everyone for coming and helping to raise money for the Kent Air Ambulance and the Centre. She also thanked Kirsty for setting up the event and Brian and his team for hosting.

Sausage and chip suppers were delivered at 7.50 pm and were distributed promptly. The Herne Bay Fish Bar provided an excellent service and supplied vinegar, salt and ketchup along with the sausage and chip suppers.

Approximately 50% of people made use of the bar on site, which made £81.80. On this occasion the event advertised bring your own drink. To ensure we have WFCAs support at any future events, the Parish Council might want to consider solely using the bar on site going forward.

The race night concluded with Music Bingo which proved to be a jolly end to the evening.

Kirsty and Alex cleared tables and chairs and left and locked the building at 10.45pm. Total raised £684.60. This will be split equally between the Community Centre and Kent & Sussex Air Ambulance. Cllr Davis told members that there had not been any ale available at the bar, which disappointed some.

Christmas Fun Day, plans are going well thanks to Cllr Davis who has put in a lot of work on it so far, we could do with a few more helpers for the day. We need to get some signs made to advertise the event and we have ordered an A3 laminator to help with getting signs up.

The Children's Party, the bookings are going well and we have 80 booked already, so if anyone is free to help it would be much appreciated, especially as we need someone to cover the entrance doors to make sure none of the children escape! We have our Father Christmas and the clerk has ordered a new hair and beard set to go with the rest of the outfit. The presents for the children are being sorted out between the clerk and Cllr Blatherwick.

Some help with the float will be needed, at the moment both tyres need replacing, Cllr Sargent will arrange for Mobile Tyres to come out and replace them, once that is done he will take the float home and we can sort it out for the 1st, he will probably need some assistance, we still need to sort out the music for the float and the clerk reported that Paul will drop the snow machine off and the clerk has ordered the fluid. Cllr Knight told members her husband would sort the music out for the float and she was happy to help with the lights.

There had been an offer from Brian Samuels who ran the Race Night to hold a Quiz Night for us so this has been booked for 19th January, please support it and fill a table. The tickets will be £10, we will provide sausage and chips and a dessert. Any profits would be split equally between K&SAA and Community Projects.

209/18 Update on outstanding works on Herne Centre and provision of Christmas decorations at the Centre. There is a meeting on Monday to discuss lights and other outstanding issues. A Formica rep has been to look at the issue with the worktops, in the toilets. The monodraught issue has been resolved. The cupboard in the kitchen has not been completed yet. The sensors on the lights in the toilets have been fitted but those in the upstairs toilets are being monitored, the noise limiter has been connected to the power socket next to the doors into the garden. The Solar display unit has not been connected as the meter has gone missing. The grouting in the Gents toilets has now been completed. There was an issue with the heating and the contractors have attended. The ladies toilet cubicle had come apart and is awaiting repair. There were still questions around the feed in tariff and the clerk told members that electricity bills were high and she was concerned. A thermostat will be fitted in the parish office in order to be able to control the temperature.

The Centre will need decorating for Christmas, we have one tree that will go in the medium room, we need a 12ft for the main hall and one for the landing they will all need lights etc. Members agreed that up to £600 could be spent on this. Not sure if there will be room in the main hall to put it up for the Fun Day.

210/18 Members Reports. Cllr Davison reported that she had attended the NHS meeting, along with Cllrs O'Donnell and Taylor, there was an on-line consultation and she urged members to complete it. Cllr O'Donnell asked if the children's play area was open, Cllr Moore told her that his wife had been in the park earlier in the day and he believed that it was, but he would check and let the clerk know.

211/18 The next meeting of the Parish Council will be on 13th December at 7-30pm at the Herne Centre.

Meeting closed 9.20pm

