

HERNE & BROOMFIELD PARISH COUNCIL

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

Minutes of the meeting of Herne & Broomfield Parish Council held on Thursday 12th November 2020 at 7.30pm, for the purpose of transacting the following business. The meeting was held via Zoom.

Present: Cllr Blatherwick, Cllr Harvey, Cllr Saunders, Cllr Hill, Cllr Davison, Cllr White, Cllr Collins, Cllr Davis, Cllr Cheeseman, Cllr Checksfield and Cllr Strong.

Not Present: Cllr Sargent.

- 211/20 To receive apologies for absence and accept reasons.** Cllr Sargent who is working. This reason was accepted.
- 212/20 To receive declarations of interest on items on the Agenda and requests for dispensations.** Cllr Davis 230/20.
- 213/20 The minutes of the meeting held on 8th October 2020,** were agreed as a correct record.
- 214/20 To report on matters arising from the minutes, not on the agenda, for information only.** The clerk reported that a video for the website had not been completed yet, Cllr Davis said that she was writing a script.

ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO SPEAK ON ITEMS ON THE AGENDA

Draw for 100 Club, the draw was for months, October and November, Michele apologised she had left all the numbers in the office, the clerk suggested that the wardens be asked to draw the tickets next time they were in the office.

- 215/20 Chairman's Announcements.** Councillor Blatherwick reminded members they were attending an official meeting and to be mindful of how and what they say.
- 216/20 Police Matters/Crime report.** None.
- 217/20 Warden's Report.**

'I have recently been liaising with Canterbury City Council Parking Enforcement Officers and have done some joint working with them around the schools. I was also requested by their co-ordinator if it would be ok for them to use the Herne Centre as a base when they are in the area. This has meant better communication with them and a chance to see the team regularly to share any local issues and to make arrangements with them to target certain problem areas.

I worked with the PCSO and did a speedwatch, which we rolled out to do regularly involving the CCC Parking Enforcement team. I sent a case study in to KCC of us out doing the speedwatch with photos which was shared on Public Protection social media and Police social media. Unfortunately, the PCSO was called away from the last one so we are in the process of arranging the next session. This has been publicised locally so people are aware that we will be doing intermittent checks. The Parish Council also requested ideas from the community with regards to areas to concentrate on.

There have been multiple reports of graffiti and tagging around various locations, I have been working with CCC Enforcement and graffiti team to get them removed and reported.

One of the banners that I had made to be displayed by the school crossing was destroyed so I have removed it and arranged for a replacement using some funds that I had left from Anne Dekker. This is on order and when it arrives, I will replace it.

I continue to work 18.5 hours as a Community Warden and 18.5 as a Community Connector although while we are in the lockdown this might be able to be more flexible dependent on commitments and needs.

I have written an article which will be coming out in the Net magazine along Canterbury Coast about the Canterbury Coast Community Wardens, the wider service and advice about TSChecked the new Trading Standards checking scheme for

trades people and businesses. I have been invited to do an article every month for the magazine with updates, advice and good news stories.

I am in the process of making a short film for adult safeguarding week to be put on the Parish Facebook page etc with some advice on staying safe, getting help and how to download and use the Country Eye app.

Funding was secured for the Christmas float so have been liaising with the Parish Council regarding what items to spend the money on.

I am liaising with Monica (Parish Clerk) regarding the goody bags which will be distributed around the community to people who have been nominated for their caring during the Covid crisis. I have also been continuing to deliver monthly goody bags to 10 residents with Rural Kent.'

Mandy said she was doing adult safeguarding in the coming week and she advised that non urgent police issues should be reported to the police via 101. She also wanted to get the message out that residents can report graffiti, dog fouling and fly tipping themselves.

218/20 To receive reports from County Cllr Marsh & City Councillors. County Cllr

Marsh said how pleased he was to see everyone after such a long time, he hadn't been able to use Zoom on his KCC equipment so had purchased a laptop and downloaded Zoom in order to attend meetings. He was pleased that Herne & Broomfield were able to work with their elected representatives when it came to planning proposals. He spoke about the Remembrance Service and how it was very different and no road closure was allowed, there were some residents who did attend at the war memorial for the 2 minute silence and the laying of wreaths, Cllr Blatherwick attended and laid a wreath on behalf of our residents.

He went on to talk about KCC budget, the current deficit is £145M and not one service was guaranteed to be protected. They would do everything they can to prevent a 114 Notice, which basically means a council is bankrupt. Any members that hadn't spent their grant money have to return it and it is unlikely that there will be any next year. He was pleased however that KCC would not have to fund the vouchers for the low-income families during school holidays, as the government has now stated they will do so. Members allowances will be reduced by 8%, some members of staff have taken early retirement and may not be replaced.

City Cllr Dekker also spoke about the budget meetings that CCC had held and how they can meet the deficit. No working groups or committees are working during lock down apart from planning and budget committees. The Park & Ride buses have stopped. Serco's contract ends in January and they will be replaced by Canterbury Environmental Company which is under CCC's umbrella, there have been so many complaints recently about Serco and the staff now are mainly agency. The new year will bring good vehicles and employed staff. The planning backlog has now been cleared. Anne is looking at ways of giving residents a way to raise issues now that the Forums have stopped, she is suggesting that the ward councillors along with some parish councillors, could hold an open meeting three times a year for residents to attend.

She attended a reduced service in the Memorial Park for Remembrance Sunday which was live streamed there had been good feedback from those who attended. She attended the war memorial at St Martin's on 11th November for a two minute silence and the laying of a wreath.

She has been into Herne School with a request for the children to produce Christmas card designs. She was dressed in the Sheriff's regalia and answered many questions put by the children. As soon as it is allowed, she hopes they will be able to see how things work at CCC.

City Cllr Howes spoke about the Concurrent Funding meeting which will be held on 25th November, the meeting will be streamed and comments can be submitted before the meeting.

There will be another meeting in December for parish councils.

The new planning system has now started and the ward councillors will look at the responses from parish councils for planning applications and discuss them with officers and if necessary call them in. Parishes need to involve their ward councillors

especially if they are objecting to an application. He had received details for the proposed crematorium and was going to ask for a meeting with the developers and if a councillor would like to attend to let him know, Cllr Hill offered to attend.

The budget is going out to consultation, one of the options is to close 3 public toilets, but there is no specification stating which ones. He urged members to look and respond to the consultation. He had received complaints about the parking in Streetfield, at weekends, when the football is on at the school. There were issues over the parking and the people who sit for long periods with their engines idling. He had spoken with the schools and is looking at further signage. Mandy said she had spoken to the schools and the officer at CCC responsible for pollution.

219/20 Clerk's Report/Correspondence. Report from Assistant clerk.

Clerks Report

It has been a busy month for meetings, as members will be aware from all the reports that they have received.

Local Plan Transport Conference, Concurrent Funding Meeting, SLCC Conference, and Data Protection Webinar.

A request from Council Leader Ben Fitter Harding was received to attend a pc meeting just for a general chat and he will answer any questions. The clerk suggested the December meeting and is waiting for confirmation of the date.

The warden has been helping the clerk sourcing gifts for the Goody Bags.

There has been an outbreak of graffiti with damage to signs, Mandy's banner by the school and the Covid signs in Cherry Orchard and Broomfield Community Park.

Cllr Blatherwick and the clerk will be attending the annual Kent Highways Parish Seminar on 19th November.

The clerk responded to a communication sent in by a local resident requesting various traffic calming measures, tree and shrub planting and complaints about residents not being able to have free use of the centre car park, and the cost of the parking in School Lane car park.

The clerk thanked Michele for covering while she was on a week's annual leave.

Michele and the clerk have decided to keep working from the office during the current lockdown, as it is a base for the wardens, enforcement officers and Highways steward. The centre staff are finishing at 9am and are not back in until 2pm.

The posts at the entrance to the centre car park are being installed on Sunday, so there will no doubt be lots of complaints about that.

The clerk said for the first time since working as parish clerk, she did not attend the Remembrance Service on Sunday, Michele and the clerk did however attend at 11am on 11th November when City Cllr Dekker placed a wreath. Cllr Blatherwick did attend on Remembrance Sunday and placed a Poppy Wreath on behalf of the parish council and residents.

The clerk has also been keeping in close contact with City Cllr Dekker with regard to various issues relating to CCC and the parish.

Assistant Clerks Report

1. Website.

- Cllr Saunders and I have had another meeting. We worked through putting a post onto the website. Unfortunately, he was unable to finish the post due to the way he is set up as Editor.
- I have emailed Eyelid to ask how to change the Editor settings. I have also asked about a couple of other minor things I have picked up.
- Another meeting to be arranged for Cllr Saunders and I to work on the website together once issues have been dealt with.

2. Webinars attended and booked.

- SLCC Rights of Way on 24th September 2020.

Report circulated prior to meeting.

- SLCC Kent Branch meeting. Elisabeth Skinner, one of the CiLCA trainers, gave a very good presentation on the Community Governance qualification and the CiLCA.

- SLCC VAT For Local Councils on 3rd December 2020. This replaces the webinar that was not completed.

Report to be circulated for the next meeting.

3. CiLCA.

- I attended the second virtual session on 21st October 2020. This covered Unit 2, which is the big Law and Legislation unit.
- I have been working on my answers for Unit 1, which are nearly complete. The trainers have given me some positive feedback and advice, which I have used. I will begin Unit 2 very soon.
- The presentation at the SLCC Kent Branch meeting highlighted that four of the attendees are currently undertaking the CiLCA. Two have been doing their training through KALC and two of us have started with the SLCC. We are going to set up a Whatsapp group to support each other, which will be very useful.
- The next session is on 21st October 2020.

220/20 **Finance.**

To ratify payments made since last meeting. Stormflame Graffiti remover £46.61 Royal British Legion Poppy wreath £25. These were ratified.

To approve payments presented at this meeting; schedule and bank reconciliation supplied. Circulated prior to meeting. The payments were approved and the clerk went through the reserves and bank reconciliation.

To report on income received. VAT refund £816.12, Donations £15, Newsletter advertising £72, Sponsorship £125, Hire Fees £217.28, 100 club £180. Total £1,431.73

221/20 **Planning & Highways.** To receive the minutes of the meeting held on 5th November 2020. There was only one application that was objected to and that was 18A Albion Lane. The clerk reported that the application for the improvements to Bullockstone Road had been submitted and was now open for consultation. It was agreed to put on social media to inform residents, we will also try get some flyers delivered to the most affected residents. The application will be discussed at the next planning meeting.

222/20 **Environmental Issues including Pond and Tree Wardens Report**

Cllr White attended online fungi courses which were interesting and informative.

Cllrs Davis and White visited Broomfield Community Park to discuss tree and hedge planting and at Broomfield Pond on 9th October 2020 to survey the trees etc. with regard to updating the Management plan (please see separate document) this has been sent to Debbie Checksfield (chair of the Friends) for comment. It is hoped to include a survey of residents in the newsletter.

Both councillors met up with Cllr Davison at Goldspots pond to discuss potential management of the area.

Cllr White attended a Zoom training session on 'Tree Seed Collection', and all are collecting fruit and nuts from the local area and encourage other councilors to also do so.

Cllr White visited Broomfield Community Park again with Cllr Harvey and David Carey (Kent Tree & Pond Partnership) to discuss the tree and hedge planting. Living Henge Project revived and launched! This is a plan to plant 30 Silver Birch trees in a circle in the pre-existing sculpted area, to form a Henge at the Community Park. A small survey has been taken of visitors to the park and the plan has so far had very positive feedback.

Cllr White applied and has been successful in winning a special Commemorative 30 year Anniversary tree, which is a disease resistant Elm tree from the Tree Council. Only 30 trees are being donated to the whole of the Country so we are fortunate in being selected. This will mark the North point from the Henge and Liz has invited Cllr Davis to plant it in celebration of The Tree Warden Scheme, 30th anniversary. Cllr White applied to the Woodland Trust for MORE hedges scheme, which covers 70% of the costs of planting and protection of native trees and shrubs to create a

hedgerow to enable enhancement and enrichment of the Eastern side of the Community Park. The plan is to have a hedge of edibles for wildlife and the community. Liz has just heard that she has been successful in this application. Cllr Davis was contacted by a resident in Broomfield Road regarding an Oak tree that is cited as responsible for causing subsidence. Both Highways and the resident deny ownership of the tree. Cllr Davis was surprised that this tree has been highlighted as causing subsidence, as in her opinion it is too far away.

Cllr Davis spoke with Kent Wildlife Trust reps at Bleangate, regarding PROW CH4 and its permissive path that was created after CH4 was blocked, where it met the A291. They don't own that part of the woods and believe it belongs to Wildwood. So KWT's plan to fence off the Blean for their Wilding project will not affect this area. It is planned for the Bison and other animals to be in the Blean by 2022. The project area includes West Blean, part of Thornden Woods and the adjoining woodland owned by Southern Water towards the south (towards Blaxland Farm).

KWT have been meeting up with neighbouring landowners regarding fencing the boundaries. Unfortunately, it appears that many mature trees will be felled to make way for the metal boundary fences. They intend to contact user groups of the Blean woodlands. If Covid-19 restrictions allow they hope to arrange information consultation events in the Spring.

Cllrs White and Davis attended a Zoom training session on Tree Nurseries, which encouraged Tree Wardens to save seed from local healthy tree seeds to increase tree planting in our local areas. Cllr White started enquiries into setting up a local tree nursery. She met with Lin White at the Allotments to select and arrange for a plot to be a designated tree nursery for future planting of local trees to help combat climate change and pollution.

Cllrs White and Harvey cleared an area at Broomfield community park to locate the water source and check the fittings were in good working order.

Keeley Atkinson (KWT) has contacted Cllr Davis, Keeley is working on phase 2 of the Wilder Blean engagement plan and is really keen to offer all the parish councils around the Blean site (or those nearest) an opportunity to meet with the Blean Team. Keeley would like the parish councils to be able to talk to the team, ask questions, explore ways in which to get their residents involved and to develop ideas around co production of certain aspects of the work. A private Zoom meeting for our councillors has been arranged on Tuesday 24 November 2020 at 7.30pm.

Cllr Davis took part in an on-line tree warden training session on Trees & Fungi, which was fascinating and very informative. Not all are harmful to trees, some are edible. She also attended an interesting on-line training session on Ponds & Algae. She was surprised to see how beautiful Algae are under a microscope. Blue-green algae can be harmful to humans and animals. The Golden algae can kill fish. Blanket weed can use up the oxygen in the pond overnight.

Both Cllrs Davis and White have booked to take part in the following on-line Tree warden sessions: 'Planning your tree planting events this winter and during National Tree Week' and a training session on 'How should Tree Wardens advocate with councils, organisations and individuals for retaining urban trees?'

223/20 Reports from council representatives on outside bodies and other organisations.
None

224/20 To discuss the responses re the bollards in Mill Lane. Michele reported that the responses were fairly even, it was decided that in the current climate, this would not be taken any further, the parish council will request some signage indicating pedestrians on the road.

225/20 To discuss suggestions for a Community Christmas for residents.

Report on Zoom meeting with Michelle Kerly, Cllrs Cheeseman, Saunders and Blatherwick, Michele (Assistant Clerk) and Monica (Clerk)

Michelle Kerly explained she was working with the people she had met up with to arrange the Halloween Trail. They were covering Greenhill, Herne Bay, Hampton areas and she was looking after Herne and Broomfield. She had already set up a Facebook page for Christmas.

She hoped to include a Santa colouring competition, children would download a picture to colour in and put in their house windows for everyone to see.

The idea is that as many properties as possible in the areas will be asked to light up and dress their houses. The ones that really go to town will be included in a route for people to visit throughout Herne Bay. It is also planned to have a day when the lights will be switched on throughout the area, possibly the first Saturday in December.

With regard to other things for the Community she has suggested that low income families could be given an advent calendar each, residents would be asked to donate and they could be left at the Herne Centre for those in Herne and Broomfield. There was also the possibility of food parcels to be given out to the low-income families, again residents could be asked to donate for these, they could also include selection boxes, crackers as well as food stuffs. This could hopefully be done in co-ordination with Faversham Community Centre. If members agree James Browning (WFCA) will be asked to help.

Residents could be asked to nominate those in need as well and perhaps Rev Carol could suggest some people as well. These people could then receive some gifts.

The supermarkets will be asked to donate. Warden Mandy will be asked to speak to Sainsbury and Cllr Cheeseman said he would ask the other supermarkets.

It might also be possible to give the children who would normally attend the party, their gift. They would have to put their names forward and it would be on a first come first served basis. Possibly 100 to be given out. If it was possible perhaps Father Christmas would be able to give them if an appointment system was set up.

If members are in favour of supporting some or all of the ideas, it will be passed to Environment & Leisure (E & L) committee and Michelle Kerly did say she was willing to attend. Cllr Cheeseman fully supported helping the low income families and also the residents who lived alone.

Following the announcement today that free meals would be provided during school holidays by the Government, the suggestions around meals would not be required, but the clerk expected the low income families and some of the older residents would still benefit from a Christmas parcel. It was agreed that Members supported the suggestions in principle and were happy for E & L committee to take this forward.

226/20 Clerks Report on Local Plan Transport Conference 21st October. (Circulated)

The meeting was hosted by deputy leader Rachel Carnac, the introduction was by Simon Thomas and the KCC representative was Colin Finch. Rachel Britton was the planning officer in attendance along with Ruth Goudie who is involved in Highways planning at CCC.

Simon Thomas told those present that the previous consultation details are being assessed and that the next consultation would be in the Spring.

The ring road in Canterbury was obviously a priority and one of the speakers said that there needed to be a comprehensive approach to deal with any traffic issues, and Canterbury has declared a Climate Emergency.

Colin Finch compared Canterbury with other university cities, Oxford, and Cambridge. It was also stated that the population of Canterbury was higher than Oxford and Cambridge.

There are obviously concerns regarding the ring road in Canterbury and they really don't want people driving into the city, they may introduce a congestion charge.

He went through a slide show (we were told that this presentation would be circulated) there were traffic flow graphs, but it appeared that the A291 was not there. The only time Herne was mentioned was when they were talking about air quality or when the clerk raised issues.

We split into workshops and ours was led by Richard Moore, with 8 people and a note taker, we also had a couple of councillors.

The clerk did get a chance during the meeting to point out that there were other areas that have traffic issues other than Canterbury!

Sturry station is being used more and there are talks about extending the platforms to reduce the time that the barriers are down, but the estimated cost for both platforms is £2M.

Kevin Brown from Highways England said they would not be building lots of new roads but there would be some improvements, it was generally felt that if the number of lanes increased on the roads then the amount of traffic using them increased and this was not sustainable.

He also said that the number of bus passes sold for children was down 75%, I said that was because they are too expensive and parents find it cheaper to take their children to school.

They are looking at changes to the roundabout at the junction of M2/A2, it could be the roundabout will be removed and M2 would continue onto the A2, there were a variety of options in the Manual for Roads and Bridges, which is what they work from.

There was a discussion on the traffic issues going into Whitstable and the lack of parking etc, the clerk did say she didn't understand why a Park and Ride was not being planned for the coastal towns, it could be on the A2990 and buses could run to Whitstable and Herne Bay. There was a discussion as to whether rail travel at a reduced cost, could be provided from Herne Bay/Whitstable to Canterbury via Faversham. It was also stated that in the Local Plan schools should be factored in, near new developments, to cut down the need to travel.

Cycling was discussed, we all know there are very few safe cycling routes into the city and the clerk said even if they got them in the city you had to get there and cycling on some of the rural roads was a scary experience, especially as the roads were narrow and there were a lot more and much bigger vehicles using them (4 x 4's).

Someone asked about the Park and Cycle, Richard said this had been stopped due to the vandalism and that CCC were looking into more secure storage.

227/20 Clerks Report on Concurrent Funding meeting (Circulated)

This was not a formal council meeting but a meeting just for the parishes with some ward councillors present.

There will be a report on this meeting which will go to council in November.

There was a brief overview of the Concurrent Funding Grant the current budget was £134,500 which is split between 24 parishes, this is to help towards the cost of services that the parishes provide, which CCC do in the unparished areas.

There was a run through of previous proposals and then it was announced that CCC had decided to leave it at the current level for 21/22 but there will be an audit of what the parishes supply and the cost. They are also talking about an audit of usage, which will be quite difficult for our equipment. It may mean that councillors will need to attend at certain times of the day, count numbers and ask where people are from!

CCC may move away from the ownership of facilities and look at how they are distributed. There are great pressures on financial provision and they will look for different ways of funding certain things.

The audit will include volunteer time, litter pickers etc. Ben Fitter Harding did say he supported the provision the parishes give to the District and he wanted to see that supported.

The time scale for this audit is ridiculously tight December 2020-January 2021, CCC will draft options for discussion by March 2021.

I said our parish council would be pleased that CCC had listened to the concerns of parishes and that they were going to maintain the status quo for the coming year. In an ideal world the parishes would be fully reimbursed for what they provide, especially as they often get good prices for the work carried out. Residents from the urban areas often use facilities provided by the parishes. We have people coming from all over to use the BMX track, and the Multi Use Games Area is well used as it is floodlit. Not all the facilities provided are covered by Concurrent Funding.

It was also announced that regular meetings for parishes, like this one, would be held on a regular basis, these will be closed meetings. This will replace the forum meetings. There will be consultation with residents to see how they would feel about losing some services. The point was made that the council was struggling to pay for services and that some of the services might have to be removed.

228/20 Clerks Report on Data Protection webinar (Circulated)

If councils do not hold any data, there is nothing to comply to, but of course this is not practical.

Data protection only applies to personal data, it does not cover anything else, unless data held could identify a person.

Obvious details are name, address, email address, phone numbers.

Members of the public addressing a meeting should not be identified in the minutes unless they specifically request it.

Parish councillors speaking at public meetings should expect their details to be in the public domain.

The parish council should have a Privacy Notice/Policy.

It was suggested that bcc on emails did not make them secure enough and that there was an email tool that should be used that would send a separate email to all recipients. I am currently looking at what is available, that is safe to use.

Any information collected, must be for a specific purpose and once that purpose has been dealt with the information held should be deleted/destroyed.

If any sort of investigation is instigated re a breach, it is illegal to delete any information that might be part of that investigation.

No personal details relating to parish council business should be held on personal email accounts, clerks, pc staff and councillors should not send data containing personal details, to anything other than a parish council email.

If there is a breach, then as long as it can be shown that the parish council has done its best to ensure that this did not happen, then it will be less liable.

Councils should have a data retention policy, all employment data to be deleted as soon as it is no longer required, all personal data for past employees, should be deleted once they have gone, unless there are any legal proceedings taking place. The website should have its own privacy notice.

Facebook should be used cautiously, personal email addresses should not be requested through Facebook, users can be asked to email the office directly.

So, any councillors who have emails on their personal email addresses with residents personal details on, need to delete them immediately and if you have any hard copies of correspondence with personal information then these should be destroyed, unless it is an ongoing issue. Members should also delete any emails with personal information, that are on the parish council email address, when they are no longer required.

Remember also to delete sent emails!

It also means that in the office, we will need to go through hundreds of emails, on the office computers, deleting any that are no longer current. We are also going through lists of advertisers, volunteers, and previous attendees to events etc and deleting anything that is no longer current, as you can imagine there is a lot and it will be very time consuming.

229/20 To Discuss whether the Parish Council should declare a climate emergency and set up a Climate Emergency Working Group. After much discussion and a vote which narrowly approved the climate emergency and the setting up of a climate working group. It was suggested this could dovetail with a Parish/Neighbourhood Plan, also a Tree Strategy, it is hoped that the group could work with CCC. They will also look at what other parishes are doing to deal with this.

230/20 To discuss the quotes for the Herne Centre Garden. The clerk gave details of each individual quote without giving details of who supplied which quote. It was agreed to go with the cheapest quote which was from Ian Sargent.

231/20 Members Reports

Cllr Davison reported that she would report back on her discussions with CCC regarding Gold Spots Pond at Curtis Wood Park.

232/20 The next meeting of the Parish Council will be on 10th December 2020

Meeting closed at 10pm