

HERNE & BROOMFIELD PARISH COUNCIL

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

Minutes of the Annual Parish Council Meeting of Herne & Broomfield Parish Council held virtually via Zoom on 14th May 2020 at 7.30pm to transacting the following business.

Present: Cllr Blatherwick, Cllr Davis, Cllr Day, Cllr Harvey, Cllr Saunders, Cllr Hill, Cllr Sargent, Cllr Collins, and Cllr White.

Not present: Cllr Davison.

- 76/20 Election of Chairman, signing of Acceptance of Office.** Cllr Blatherwick was re-elected
- 77/20 Election of Vice Chairman** Cllr Davis was re-elected
- 78/20 To appoint Committees.** (Details were circulated prior to the meeting.) All unanimously approved as per the circulated list, waiting to hear from Cllr Davison re Planning Committee.
Finance & Resources Committee
Environment & Leisure Committee
Planning & Highways Committee
Community Centre Committee
Staffing Committee
- 79/20 To appoint representatives to** (Details circulated prior to meeting) All unanimously approved as circulated.
KALC Canterbury Area Committee
Friends of Broomfield & Herne Ponds
Allotment Society
To Appoint
Tree warden & Pond Wardens
Newsletter Editor
Press Officer
Web site manager/media
- 80/20 To receive apologies for absence and accept reasons.** Cllr Davison who is having some technical issues. Reason was approved.
- 81/20 To receive declarations of interest on items on Agenda.** Cllr Sargent re maintenance at Community Park.
- 82/20 The minutes of the meeting held on 9th April 2020,** were agreed as a correct record.
- 83/20 To report on matters arising from the minutes, not on the agenda, for information only.** The clerk is having discussions with Sarah Bingham regarding the Fun Day. The outcome of the Concurrent funding consultation has not yet been received.

ADJOURNMENT FOR MEMBERS OF PUBLIC TO SPEAK

None Present

- 84/20 Warden's Report.**
The Community Warden Service continue to support various agencies with deliveries of prescriptions and essentials, Roger and I have been working in partnership with Age UK locally and have been running medication around the Canterbury Coastal areas.
We have been doing considerable visible presence patrols where we have had opportunities to talk to concerned residents, signpost and reassure.
We have passed telephone numbers of individuals we have concerns for to our colleague Charlotte who is currently shielding at home and has taken on the regular phone calls and reassurance.
During a patrol at the BMX track we had to speak to several individuals who were there in groups riding on the track so requested the Parish Council to update signage there and prevent access by locking the gate.
We have approached several more agencies such as Salvation Army, Red Cross, Canterbury Community Hub, Kent Refugee Action Network and all of the local pharmacies to offer support also.
Roger and I each produced a short film which was shared to our communities on various outlets through the Parish Council, Church etc, offering info and

reassurance. I was also asked by KCC to do a film for them which has now been put on to KCC Public Protection Social media.

I am currently liaising with an organisation who are doing a creative project called Covid 19 Daisy Chain befriending and have met with them via Zoom. This will be an opportunity for me to support people to get involved remotely, over the course of the remainder of the year which will culminate in work going into an exhibition. More info when I have had a further meeting.

85/20 Police report. April report circulated previously

Crimes of note:

- Criminal damage- 09/04/2020- Thanet way
- Theft- 11/04/2020- Hunters Forstal Road
- Theft- 15/04/2020- Hawe Farm Way
- Theft- 24/04/2020- Bogshole Lane

Anti-social behaviour and other incidents of note:

- Disturbance- 10/04/2020- Nightingale road
- Nuisance Vehicle- 12/04/2020- Bogshole Lane
- Disturbance- 12/04/2020- Herne Street
- Bad Driving- 14/04/2020- Broomfield Road

Items of good work:

Continuous high visibility patrolling using car, bike and on foot

Proactive reassurance to community

Updates of previous reported issues:

Anti-social behaviour has decreased

Vehicle crime has decreased

86/20 To receive reports from County Cllr Marsh & City Councillors.
City Cllr Dekker reported

As Canterbury City Cllrs we have spent most of the last 4 weeks in virtual meetings.

Our main challenge now is redefining and redesigning the budget.

Several Councils in England (including Windsor and Liverpool) are on the verge of bankruptcy and are about to declare.

Canterbury City Council is strong and although we have to consider dramatic, maybe contentious decisions, nothing will be done without agreement all round and without exploring every alternative our Officers and Cllrs can come up with.

We have a commitment to our residents to provide necessary services and these will be adhered to. Any cut or cutback we have to make will not be done randomly or thoughtlessly.

Due to diligent investment, prudent yet cautious spending and tight monetary control on day to day issues, we have assets that can now come into play.

It will not be easy, nor will it be attractive but we must implement a budget that is manageable and practical and that will ease us out of the huge deficit left by Covid 19.

Hopefully, over the next 10 days those of us on the CEC (Covid Emergency Committee), that you will no doubt have read about, will

have come up with an acceptable solution.

In recent years we have been able to set the budget using historical examples and proof, making presumptions and forecasts based on established successful models and realistic projections.

This practice is no longer possible.

We have now to work only on assumptions and because of this we clearly see that constant monitoring and review are absolutely necessary and that this budget is not a final exercise that can be ticked off.

Cllr Howes reported that he echoed what was said by Anne, there will be a decision made on the budget at the meeting on 28th May. This will be a virtual meeting from 5-7pm on UTube. Planning meetings have been missed, it will now require them to meet every week to catch up, again, these will be virtual meetings. Green waste collections are starting back up and residents can also put out 2 black sacks on the recycle collection day up to 29th May. It is hoped that from 1st September normal meetings might resume. Cllr Blatherwick thanked the ward councillors on behalf of the parish council for their hard work during the year.

County Cllr Marsh has been in contact with the clerk he is working from home and keeping an eye on the developments both in Herne and at Hillborough. There was nothing specific affecting Herne & Broomfield they are working across the county to support the population. There is currently a Highways freeze.

87/20 Clerk's Report/Correspondence. Circulated prior to meeting.

Michele and the clerk have been working in the office on some days, and are planning on Tuesday, Wednesday and Thursday from 9.15 to 2.15, this means that the childcare staff and children will have vacated the building and Michele and the clerk can work at the required distance apart. They will work from home on the other days.

The clerk has been dealing with the allotment issues, emails have been circulated to members in order that they are aware of what is happening; as well as, all the day to day things. Invoices have gone out for the newsletter advertising and all the Garden Safari people have been contacted and asked to send in photos of their gardens as we cannot hold the Garden Safari this year. Hopefully we can display these on the website and Facebook. It would be good if people could donate in some way for a charity, but not sure if we can do that.

There has been a request from a childminder to use the wildlife area in Cherry Orchard from September. Members will consider the request, at the Environment & Leisure meeting. The clerk has asked for a tree survey to be carried out, we would need to make sure all the trees are safe if it is going to be used and not locked permanently. Not sure as to how much work it will need with regards some clearance of paths etc as it has currently been left for the wildlife; the other issue of course is the pond in there. There will be a cost involved if it is to be used by children and helpers, as it will need to be safe.

Members have received an email regarding recognising the work of the local shops during lock down, so any ideas on that one please let the clerk know.

A letter of thanks has been received from Kent Air Ambulance for the donation. The clerk added her thanks to the ward councillors, it had been a tough first year for them. The councillor emails are now set up and if there are any queries please speak to Michele, you can link the new email address to whatever you are currently using. From 1st June these emails will be used for all council business.

Michele has been working from home and she has sent through a list of some of what she has been working on, please see summary below:

- Dealing with emails.
- Reviewing policies with Cllr. Day.
- Resolving queries regarding KALC/Eventbrite training invoices.
- Working on WFCAs income/expenditure spreadsheets.
- Working on the new website - chasing up progress and providing information.
- Starting the setting up councillors' new email addresses.
- Starting to put together evidence for my CiLCA - referencing legislation for

- policies, annotating documents etc.
- Reading advice/setting up of virtual meetings.
- Keeping up to date with information sent out from various agencies re: Covid-19.
- Deleting old agendas and some other documents that are no longer needed.

Some of these have been time consuming and others are ongoing. There have been additional tasks to do as requested by the Clerk.

88/20 **Finance.**

To ratify payments made since last meeting. National Allotment Society £67.20, this was approved at a previous meeting.

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

To report on income received. Concurrent Funding £5,962, Precept £171,857, Grant £10,000, Newsletter advertising £72, Funday grant £550, Centre income £2,120.38. Total £190,561.38. A large amount has been moved into the savings account to make the most of the interest, although rates are really low at the moment.

To receive the minutes of the Finance Committee held on 7th May. The clerk spoke about the proposal to vire some funds into other headings as proposed at the Finance meeting and members unanimously approved this action.

To receive the internal auditors report. The report covered year end and all the accounts were in order.

To approve the Annual Statement of Accounts, Annual Governance Statement and Statement of Internal Control. The documents were signed by Cllr Blatherwick at the meeting. Members unanimously approved the Statement of Account, The Annual Governance Statement and the Statement of Internal Control. The chairman signed the appropriate copies in view of all members.

89/20 **Planning & Highways issues raised.** There will be a planning meeting via Zoom on 21st May at 7pm

90/20 **Environmental Issues including Tree & Pond Warden's Report.** Cllr White can provide face masks for any councillors or staff that would like one.

91/20 **Reports from council representatives on outside bodies and other organisations.** None.

92/20 **To approve the Terms of Reference for Staffing Committee. Circulated.** Members unanimously approved these.

93/20 **To appoint Ian Sargent to continue maintenance work at Community Park.** The cost for the year is a maximum of £4,438.50 depending on the number of cuts required etc. The cost is covered by Concurrent funding grant this year.

94/20 **Report on the Notice to Quit issued to an allotment holder. This item will be preceded by a resolution Under Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press due to the confidential nature of the business being discussed.** Following the Notice to Quit the clerk has been talking to National allotment Society for advice, members have been copied in on these emails and the advice has been followed. The person concerned has asked to go to mediation and the advice was that would be appropriate and that there was a choice between National Allotment Society providing mediation or an independent. If the person asking for mediation chose the independent, then the cost of this would be shared equally. A letter has been sent asking for confirmation as to the choice, no response has been received as yet. Members asked the clerk to issue another letter asking for a decision by 22nd May. The clerk reported that the insurance company were being asked if they would cover legal costs if required.

95/20 **Report on Contract with WFCA. This item will be preceded by a resolution Under Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press due to the confidential nature of the business being discussed.** The clerk reported that due to the current situation and a couple of other issues, the existing contract had been extended until November, this will allow the council to look at all options and negotiate with West Faversham to resolve any issue the council and they might have.

96/20 Members Reports. Cllr Day reported that he was leaving an area behind the gazebo at the Centre as a wild area. Cllr Davis asked members for any reports for the next newsletter.

97/20 The next meeting of the Parish Council will be on 11th June 2020.

Meeting closed 9pm