

HERNE & BROOMFIELD PARISH COUNCIL

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

Minutes of the Herne & Broomfield Parish Council virtual meeting held on 9th April 2020 at 7.30pm to transacting the following business.

Present: Cllr Blatherwick, Cllr Davis, Cllr Harvey, Cllr Hill, Cllr Day, Cllr Saunders. The Clerk and Assistant Clerk, wardens Mandy Quy-Verlander and Roger Lithgow

Not Present: Cllrs Davison, Sargent, Collins and White.

- 58/20 To receive apologies for absence and approve reasons.** Cllr White who is unwell, Cllr Davison due to her current situation, Cllr Collins and Cllr Sargent who are having technical issues. County Cllr Marsh, City Cllrs Dekker and Howes.
- 59/20 To receive declarations of interest on items on Agenda and requests for dispensations.** None.
- 60/20 The minutes of the meetings held on 12th & 24th March 2020,** were agreed as a correct record and will be signed when possible.
- 61/20 Matters Arising**
The drop down post for the Centre car park has been installed. The Centre is being used during the 'Easter break' for childcare for the key workers and WFCAs are continuing with the before and after school clubs for the key workers. The Quiz Night has been postponed until October and the What's On event cancelled, hopefully re-scheduled later in the year.
The drains and gullies in the Centre car park have been cleared out. The flashing on the Velux window has been replaced and the lead flashing that was vandalised on the side of the building has been replaced with an alternative.
- 62/20 To adopt the Policy for Remote (Virtual) Meetings.** The Parish Council following the government regulations relating to virtual meetings adopted the policy in order to give guidance as to how meetings would be run.

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

Members of the public to identify themselves if they wish to speak None in attendance.
Draw for 100 Club will be postponed until we meet in person and then we will draw for the months missed.

- 63/20 Chairman's Announcements.** Cllr Blatherwick welcomed everyone and said she was pleased to see the wardens were continuing to patrol in the parish. She ran through the process for the running of the meeting.
- 64/20 Police Matters/Crime report.**
- 65/20 Warden's Report.** *Circulated prior to meeting.*
Mandy was self-isolating for 14 days during this period due to a family member reporting symptom to 111. The Community Connector project has been placed on hold I am back working in Herne and Broomfield full time until further notice.
Many of the things that I have been involved in or have been in the planning process have been cancelled or put on hold. All groups have been closed down for now, meaning that people who used them as a bit of a lifeline, will be feeling extremely socially isolated like many others. Roger and I have been making a list of people we come in contact with, to be able to check in on them from time to time with a phone call.
Whilst working from home, I have been dealing with calls and liaising with agencies, Canterbury Council and contacts regarding sharing of information. I have had calls from concerned residents needing immediate help and I have been able to inform Roger who has assisted with making calls to deliver medication from the pharmacy. There have been some instances of antisocial behaviour with nuisance music and noise which is causing irritation with people who are working from home. This has been dealt with through Environment Team.

We had an offer of support from the Probation service who have DBS covered individuals and vans so have forwarded details to Canterbury City Council. Roger visited local shops in the Herne Bay, Greenhill and Sturry to see if they would deliver food and essential supplies to local residents, he was met with a willingness to help the community.

Local shops have become very busy with deliveries. There were combined efforts from Herne & Broomfield Parish Council's list of volunteers, KCC Community Wardens and KCC Highways staff helping to do door-to-door Isolation flyer drops, which have shop contact details.

Roger is currently reporting directly to Kent County Council Trading Standards, any instances

of profiteering that he is aware of. As a result, one shop owner in the Herne Bay area has been contacted by Kent County Council Trading Standards and threatened with prosecution.

Various scams have come to light recently, for example texts suggesting that people have been fined £35 for breaking the rules around social distancing or texts that appear to be from the government with links. There have also been reports of people knocking on doors offering to do tests while an accomplice attempts to gain entry at the back of the property.

Rogue traders have also been approaching people to get unnecessary work done in a rush at a discount, anything like this should be reported to trading standards, also companies seen to be inflating prices during this time can be reported.

CCC have been asked to remove the goal posts in Cherry Orchard to stop youngsters playing football in there.

KCC

If you are vulnerable and have an urgent need that cannot be met through existing support networks, you can contact the Kent Together helpline at www.kent.gov.uk/KentTogether or by calling **03000 41 92 92**. It's a 24hr service. **It is also the place to report concerns about the welfare of someone else.**

CCC

As above for people needing help - <http://www.canterbury.gov.uk/help> or call **01227 868598**

Also, there is a **Community Hub** for distribution to people who have registered as very vulnerable online.

66/20 To receive reports from County Cllr Marsh & City Councillors. Circulated prior to meeting.

Cllr Dekker

What a strange, frightening world we are living in at present. Nothing we could have foreseen would have led us to this as a nation. Generally, however, we are coping very well.

As a Council we, like most others, have had to throw the budget out of the window and react quickly to the immediate needs of our residents.

The emergency hub has been established and, although there are many teething problems, lots of people have already received help/assistance

Donations are still coming in and the 1,000+ volunteers are being screened/filtered for applicable times/tasks etc

The City website is constantly being updated. As soon as information is received and verified it is being posted.

Many people have accessed with ref. to assistance with businesses/business rates etc and there have been lots of people asking about Council Tax help.

If a resident receives C/T assist he /she will now have a deduction of £150 for the year 2020/2021. This will be deducted NOT handed over to the resident. This is being actioned as we speak.

Benefits will continue to be paid as normal.

Planning Dept is continuing to function but officers are awaiting more Government guidance/clarification on many aspects specifically as to the holding of virtual meetings and the use(s) of technology to perhaps include the public.

Our Governance meetings have all been cancelled. No changes could be made/implemented at present.

Locally, we have an issue with a resident needing to be re-housed asap. This is a particularly convoluted, involved case calling on the resources of a housing association, the Council, a medical practice, insurers and many other individuals in other agencies, all of whom are trying to move things along as quickly as possible.

At least half a dozen residents have been in touch wanting assistance with specific needs.

I have, so far, been able to connect them with the relevant channel/route.

I have been so impressed and heartened with the response, locally, to the situation we find ourselves in.

Only once have I been informed of people flouting the regs on staying in. The Police are investigating this incident. The Police have also been on the ball as regards my reporting of several scams in our area. Although I have not heard from our PCSO my contact in Fraud at Maidstone has been fully appraised and is detailing incidents to local Officers.

Many, many, thanks to Monica, Carol and our Warden, Mandy. I know I have not told you often enough how grateful I am for all your help and guidance.

Let me know If I can do anything more.

Cllr Howes

This month has been a rapid learning curve waiting for legislative measures to be put in place. As a council we are looking into how we can implement virtual meetings now that the law has been passed permitting this. The route we will take is via an Emergency Governance Committee where we will have to change our constitution to permit virtual meetings.

The government is keen for planning to keep going so our head of planning is looking at how virtual planning meetings with public input can take place. There are some key sites across the district due to go to planning committee in the near future. Once we know more on the when and how this will operate we will let you know.

The head of transportation has informed me that the next Herne Bay Forum will be when the discussions on yellow lines will take place. We are not sure if they will be virtual or once social distancing and isolation is over.

At a ward level I've been helping a resident apply for a disabled facilities grant, and dealing with a rodent issue near the Thanet Way. I have had a report of youths playing in Cherry Orchard over the weekend and the police have been informed and will keep an eye on the park when they drive past. Take care everyone I will update more on the hub issues and virtual meetings when I have them.

County Cllr Marsh reported to the clerk that KCC were working on contingency plans for what future weeks might bring re Covid 19.

67/20

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

The clerk stated that the last few weeks had been a steep learning curve and she and Michele are just trying to find their way through this and the on-line meetings are going to be a challenge. She has continued to liaise with our Ward Councillors, Wardens and Highways steward and other officers. Mostly by email but some have contacted her directly by phone. Most of the queries have come via email, not much via the phone, which since the office has closed, she can access the phone from home.

Canterbury City Council have done an amazing job pulling everything together, dealing with the homeless, putting together the list of people needing help, either medication or shopping. The hub has been set up at Kingsmead and is now up and running with volunteers being organised to deliver food parcels and prescriptions, it is a massive logistic challenge and it has been achieved in a relatively short space of time. She congratulated everyone concerned for their achievement. CCC are taking donations on-line to help with this.

Our local shops have also stepped up and taken orders and delivered them to local vulnerable residents and many residents have volunteered to help in the current crisis.

City Council meetings were all cancelled but they may well try to hold some meetings via live streaming, this will enable them to deal with some business. Cllr Howes has been working from home and Cllr Dekker has been working flat out, as detailed in her report.

The clerk thanked all those who delivered the parish council leaflets to local residents, before the office was closed. Particularly our Highways steward who got a lot delivered for us.

Michele has circulated her report on the KALC planning conference that she attended and she has also been working on the new parish council web site, she did inform everyone of the domain name which is now live. The Allotment AGM has had to be postponed until meetings can take place again.

Cllrs Knight and O'Donnell have stood down as parish councillors for personal reasons, CCC have been informed but will not advertise the vacancies until the current crisis is over.

Michele's new contract has been signed and became live on 1st April, the contract was agreed with the Staffing Committee but had also been sent to Bright HR who did make a few suggestions and changes which were made before signing. Michele is now Assistant Clerk and of course will continue her training as soon as possible with the CiLCA. She will be studying as well as dealing with other work allocated. Both Clerk and Assistant Clerk are working from home although the clerk has had to go into the office a few times to deal with some things.

Although there isn't a date yet for the Annual Parish Meeting, Members were asked to think about our Positive Person Award, someone who has gone above and beyond for their local community.

The Multi Use Games Area has been locked, although it hasn't kept everyone out, the clerk thanked Cllr Sargent for removing the pair of steps which had been used to get in and out, but left behind when the youngster was told to leave.

The clerk has continued the weekly checks at Community Park and filling the dog bag dispenser, everything is OK there and there haven't been many people around at all.

When in the office on Tuesday, the clerk was confronted by an irate resident from Chapel Row, shouting the odds because a drop down post has been installed at the entrance to the Centre Car Park, he was citing access for fire engines and ambulances, it currently is retracted and therefore not preventing any access.

The Garden Safari hasn't been cancelled at yet; the decision on this will be taken at the end of the month. If things are back to normal by then, there won't be much on the calendar and it could be one of the first events that people can attend, (forever the optimist)! People are spending time in their gardens so we can only hope.

The clerk was not sure as to what will happen with the Community Fun Day she will discuss this with Sarah Bingham. Getting business to sponsor stalls etc, following the current issues will be very hard and of course we don't know which businesses will still be around when we come out of this.

Parish Council meetings are going to be somewhat different for a few months and we will do all we can to keep things moving and on track until things get back to the way they were.

68/20 Finance.

To ratify payments made since last meeting. Cloud Next Web Site hosting £203.98 To approve payments presented at this meeting; schedule and bank reconciliation supplied. Circulated. All the payments on the schedule were approved, including a donation of £250 to Kent Air Ambulance.

To report on income received. Grants £1,250 from CCC one payment of £250 was paid twice and will need to be returned. Interest £16.46, Fund raising £21, Total £1,287.46.

To discuss AGAR and year end, and final audit. The clerk had sent out information to members regarding the date for submitting the Annual Governance Annual Return, NALC have agreed with government that the final date for approval will be 31st August, but before if possible. The clerk said she would complete as soon as possible but wasn't sure how the internal auditors' part would be completed, if he is unable to complete the final audit.

69/20 Planning & Highways Air Quality Monitoring report which has been circulated. Cllr Blatherwick said the details for this year from January are likely to show a drop in pollution levels due to movement restrictions which are currently in place. There have been reports of large tractors speeding through the village.

70/20 Environmental Issues including Tree & Pond Warden's Report. Nothing to report.

71/20 Reports from council representatives on outside bodies and other organisations. No meetings have been held.

72/20 To discuss the Concurrent Funding Consultation. This has been circulated to members the clerk has recommended a gradual reduction over 4 years, when the grant will discontinue this is Option 1. Members agreed with this but did not think that CCC should take responsibility for the MUGA. The clerk was asked to find out if this was

optional also to ensure that CCC realised it was owned by the parish council, and that the area of land it is on is leased to the Council.

73/20 To decide if the next meeting of the council will be the Annual Parish Council meeting. At the Annual Parish Council meeting the chair and vice chair are elected, those on committees and representatives of the council on other committees. Press officer and web site manager. Also members can resolve that the parish council meets the requirements for the General Power of Competence and confirm banking arrangements and the appointment of Lionel as internal auditor for the coming year. It was agreed that the next meeting of the parish council would be the Annual Parish Council meeting and the clerk will send out suggested members for the committees, in advance, for approval.

74/20 Members Reports. Cllr Davis suggested that perhaps CCC would consider cancelling the charges for the use of the parking spaces in School Lane car park where the access to the Centre is, the clerk thought that with the current drain on resources that would be unlikely.

75/20 The next meeting of the Parish Council will be the Annual Parish Council meeting on 14th May 2020, this meeting will again be held virtually.

At 8pm the council closed the meeting to clap for NHS, the meeting was then re-opened.

Meeting closed at 8.45pm