

# 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 11<sup>th</sup> June 2020 at 7.30pm, for the purpose of transacting the following business.

The meeting was held virtually using Zoom.

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

Not present: Cllr Sargent, Cllr Hill and Cllr Davison.

- 98/20 To receive apologies for absence and accept reasons.** Cllr Davison, no IT equipment, Cllr Sargent working, Reasons accepted. County Cllr Marsh and City Cllrs Dekker and Howes.
- 99/20 To receive declarations of interest on items on the Agenda and requests for dispensations.** None.
- 100/20 The minutes of the meeting held on 14<sup>th</sup> May 2020,** were agreed as a correct record.
- 101/20 To report on matters arising from the minutes, not on the agenda, for information only.** The clerk reported that the paperwork was ready to go to the external auditor and would be submitted in the next few days.

## ADJOURNMENT FOR MEMBERS OF THE 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.

- 102/20 Chairman's Announcements.** Cllr Blatherwick thanked everyone who has worked hard to keep things running during the current crisis.
- 103/20 Police Matters/Crime report.** Circulated prior to meeting.

### *Crimes of note:*

- *Theft of a water butt- Daytime- The meadows- 01/05/2020*
- *Traffic offence- No insurance- Daytime- Gorse Lane- 02/05/2020*
- *Dispute- Daytime- Rye Walk-09/05/2020*
- *Dispute- Daytime- Rye Walk- 11/05/2020*
- *Criminal Damage- Daytime- Shepherdsgate Drive- 17/05/2020*
- *Vehicle Crime- Attempt theft of vehicle- Nighttime- Herne Street- 18/05/2020*
- *Dispute- Daytime- Rye Walk- 25/05/2020*
- *Disturbance- night-time- Norton Avenue- 27/05/2020*
- *Theft of a purse- Daytime- Canterbury Road- 29/05/2020*

### *Anti-social behaviour and other incidents of note:*

- *Nuisance youths- Daytime- Braid Drive- 05/05/2020*
- *Nuisance vehicle- Off Road Bikes- Daytime- Bogshole lane- 07/05/2020*
- *Abandoned vehicle- Honeysuckle Way- 14/05/2020*
- *Bad Driving- Daytime- A299 Coastbound- 20/05/2020*
- *Bad Driving- Daytime- Lower Herne Road- 21/05/2020*
- *Nuisance Vehicle- Off Road Bikes- Daytime- Bogshole Lane- 23/05/2020*
- *Bad Driving- Daytime- A299 Coastbound- 25/05/2020*
- *Nuisance Youths- Evening- A299 London Bound- 25/05/2020*

### *Items of good work:*

*Continuous high visibility patrolling using car, bike and on foot*

*Proactive patrols of off-road areas where bikes are being used, resulting in many warnings and words of advice being given*

*Keeping in contact with residents to reassure and support*

Use of off-road bikes is on the decline after many warnings to various people.

**104/20 Warden's Report.** Circulated prior to meeting.

This has been a busy month for the Community Wardens with continued Medication runs and prescription pick-ups in partnership with Age UK for Canterbury Coastal areas, as well as reassurance and welfare checks and visits.

Canterbury Community Hub is requesting ongoing welfare checks with people they have been unable to get hold of after initial applications for support. Apparently, the Canterbury Community Hub will be winding down with the helpline number being stepped down from after this Friday. Roger and I are currently covering the Canterbury Coast area as our colleague is having to shield currently. We also have ongoing welfare referrals from the usual agencies such as Social Services.

There have been instances of antisocial behaviour and reports of issues with neighbours which is understandable with the current restrictions and tensions from having to work from home, self-isolate etc. Some issues I have been able to just advise, and some have been forwarded to local PCSOs.

I have contacted the local PCSO Tom to see if he would like to do joint posters for the area's Community Safety Team as such but have been unable to get a response yet. I continue to forward information to my contacts to share, including the Parish Council Facebook page.

Roger and I am currently undertaking online COVID-19 Psychological impact, wellbeing and mental health training through Maudsley Learning. This has been a worthwhile and interesting course so if anyone is interested in having the link do let me know.

We have been doing ongoing extensive VP around our areas as a reassurance which has been a good opportunity to engage with people and chat and signpost if they have any concerns. This includes school areas currently due to the re-opening of the local schools, no issues experienced or reported regarding this.

There have been several instances of fly tipping and as this may well get worse due to restrictions, Roger and I plan to do a short instructional video on how easy it is to use Country Eye to report things, such as this, to empower more members of the public to do this themselves.

I am liaising with Rural Kent the organisation who ran the pop-up café outside Broomfield surgery for the whole of last summer. They had got funding to return this summer but are unable to for obvious reasons. I am gathering contacts and addresses for them to deliver with the Warden's help, goodie bags to selected residents in Broomfield which will contain things such as tea/coffee, cake, flowers and information.

**105/20 To receive reports from County Cllr Marsh & City Councillors. Circulated prior to meeting if received.** Cllrs Dekker & Howes joint report. Most of the last couple of weeks both Joe and I have been giving attention to the practicalities of the transition of work(s) from what was East Kent Housing to CCC.

In basic terms, the 'lift and shift strategy is to be employed initially and much of our efforts are going into the planning of a clear, precise business model for future use. This is a huge undertaking as so many sectors come under the Housing umbrella.

As lockdown eases, we have been involved in a couple of specific areas relating to CCC

1) bringing business to our district, which includes ensuring business support advice and funding is readily available.

As part of the Government package to mitigate the effects of Covid-19 pandemic we now have access to £146,000+ from (ERDF) European Regional Development Fund plus at CCC we have earmarked £100,000 in our budget to assist.

We are urging businesspeople to submit claims for any all government assistance asap. There is lots of information on CCC website or people can contact Joe or me directly

2) Parking in the city.

Under Government guidelines CCC offered free car parking to key workers and designated non ANPR car parks were named for that service.

From next week all NHS and CARE staff will be asked to provide an official letter from their employer for car windscreen. In this way those key workers can continue to park free.

For the rest of us

the capping of a maximum charge at certain city car parks (temp only)

Holman's Meadow, Castle Street multi-storey, Station road West multi-storey (opened yesterday 09/06/2020)

For parking purposes only all 3 Park & Ride car parks will re-open at a charge of 50p per day.

The rationale behind this is

- a) enable people to park and cycle into city
- b) enable people to walk to their place of work
- c) park and use Stagecoach bus for onward travel (social distancing???)

*The Canterbury 'hub' set up at the beginning of 'lockdown' is winding down this week. Officers involved are having to return to their normal duties.*

*With so much support and assistance from so many people and with thousands of £s worth of donations I feel we can be satisfied that our vulnerable residents were looked after and protected beyond our expectations (and ,in some cases, beyond theirs!!)*

*We have forged greater bonds with many local agencies (Age Concern/AGE UK) and these relationships will continue and, hopefully, go from strength to strength. They will continue to support the people who are already registered but there won't be any new registrations.*

**Green bin garden waste.**

*Leaflets were sent out this week. Uptake of this service has been very encouraging. A high percentage of residents have 'signed on' online.*

*I have already set a review of this service in motion for Dec this year.*

*When relevant data has been collected, I hope to revisit the charges for this service and their effects on certain groups of people within our communities.*

*On the local front*

*Heart in Hand Road*

*I visited the site last week and went on to discuss with KCC and CCC Planning Officers*

*The Environment Agency has been informed.*

*Planning is to issue certain notices and although this is in Reculver Ward it is in H&B Parish and the original complaint was brought to me by a H&B resident.*

*Both the City Councillor for Reculver and I are now working on this one.*

**106/20**

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

There have been issues with people congregating at the BMX track, despite the gate being locked and signs up! There were also a couple of 20 year-olds with radio controlled cars on the track, two weeks running, I have told them they are not allowed to use them on the track but they can use the car park area. Hopefully, this time they have got the message. The BMX club is starting one to one training sessions in the next couple of weeks.

The clerk has kept in contact with our Ward Councillors, especially Anne Dekker, who has kept her informed as to the budget situation at CCC and how the emergency committee is working, a lot of hours in meetings and a lot of work. The updated budget has now been passed.

County Cllr Marsh has rung a couple of times and reported that KCC will be holding meetings remotely and Alan has a new laptop to enable him to join in. He won't however use Zoom.

The clerk reported that the telephone/broadband contract was due for renewal and a new contract had been negotiated at a cost of £68 per month instead of £122, it is a 24-month contract.

The Centre Insurance has been paid £2,120.22.

On 27<sup>th</sup> May there was an incident at the entrance to the centre car park where a parent said he was driving out of the car park and the car became stuck on the post. More on that later as it is an agenda item.

There has been a lot of work on the current allotment situation, with information being sent to the solicitor etc. This has been extremely time consuming.

Residents of St Martin's View have cut some of the trees adjacent to the car park, this has been reported to CCC Enforcement, but they are currently not going out on site, also reported RSPB as it is bird nesting season and it is a criminal offence to disturb nesting birds. It is very difficult to speak to anyone now, it all has to be done via email. The enforcement officer did ring, he obviously is not local as he didn't know where School Lane was or the public car park, he did say he would add it to his list!

There has been a problem with the main fire exit doors at the centre, they wouldn't lock shut. Steve who works for BEC has adjusted them.

West Faversham are providing food parcels in the Herne Bay area, which started today. People are collecting from the centre.

Martin Rafferty has been in touch regarding the councillor vacancy, he has said he is interested in being co-opted.

**107/20**

**Finance.**

To ratify payments made since last meeting. Centre Insurance £2,120.22

To approve payments presented at this meeting; schedule and bank reconciliation supplied. Circulated prior to meeting. The payments were approved as per

schedule. The clerk went through the details of the bank reconciliation and the movement of funds in some of the earmarked reserves, which were approved at the May council meeting.

To report on income received. Newsletter adverts £216, bank Interest £18.14, Allotment rent £800, Centre income £1,029.94, refund N Power £592.62, 100 club £24, total £2,680.70.

**108/20 Planning & Highways.** To receive the minutes of the meeting held on 21<sup>st</sup> May 2020. (Circulated). Parking issues raised. The minutes were accepted. Cllr Day explained that due to current health issues he would stand down as chair of planning.

**109/20 Environmental Issues including Tree & Pond Warden's Report.** Broomfield Pond. Cllr Collins reported she had spoken with Debbie, the chair of the Friends and that a task day would be held on 28<sup>th</sup> June and the issues of the overgrown vegetation opposite Pond Cottages will be dealt with and a general tidy up. Everyone will distance and will bring their own tools. Areas will be checked in advance for birds' nests and Cllr Davis said that any trees under 15cms, could be removed. It is Common Land, which is the responsibility of KCC, but they have passed maintenance to CCC. Some of the land in front of the cottages belongs to the Friends. The tables used by the pub, do not belong to them they were installed by CCC at the request of the Friends. The pub will be asked to keep their hedge cut.

**110/20 Reports from council representatives on outside bodies and other organisations.** None

**111/20 To agree that the parish council meets the requirements for General Power of Competence.** Details circulated. Members agreed that the Parish Council met the criteria for the General Power of Competence.

**112/20 Report on the incident at the entrance to the Herne Centre car park on the 27<sup>th</sup> May 2020 and Cllr Marsh's comments on the bollard.**

On Wednesday 27<sup>th</sup> May at about 5pm, the clerk received a call from Cllr Blatherwick who had been contacted by James Browning, WFCFA, to say there was a car stuck in the entrance to the centre car park and that the bollard had popped up under the car and it was stuck. First reaction was that cannot happen. The clerk contacted James and asked him to view the CCTV footage and it showed some children visiting a property in St Martin's View had pulled the post up and the driver of the vehicle hadn't seen it. It appeared from the footage that at least one adult was aware of what the children had done, as they very quickly called the children into the house.

The owner of the car did manage with some help to get the vehicle off the post, which he had driven over and the clerk called Conor, who fitted the post, to come and deal with it as it was blocking the entrance. Cllr Blatherwick attended with Conor and had local residents saying it was disgraceful the parish council installing something as dangerous as a post which can pop up. Luckily, she was able to put them straight that the post had been put up by some children after the vehicle had driven into the car park.

The clerk contacted the parish council insurance company and they confirmed it wasn't the parish councils' responsibility. Unfortunately, for the driver concerned, he has had to cover the cost of repairs to his van.

Our PCSO did visit the house after viewing the CCTV footage and rather than an apology, he got a complaint that the clerk had told the children, the following week, they were not to ride their bikes around the car park and they had caused enough damage the previous week, apparently they construed that as being rude to their children.

The parish council needs to replace the post now as it is no longer usable. Cllr Blatherwick has suggested that two be installed as it was possible for a small vehicle to squeeze past the original one.

The clerk has asked Conor for a price and to also find out if we can lock the post in the down as well as up position.

She was very grateful to Conor for coming out straightaway and sorting the issue of the post out.

Obviously, the whole incident and subsequent dealings with the insurance company etc, was quite time consuming and she was very grateful to Michele for sorting the CCTV footage into a format that could be emailed out.

The following week the clerk received a call from County Cllr Marsh stating the parish council should look at the decision to stop the residents of Chapel Row parking in the Centre Car Park. The clerk pointed out that some of the residents were already parked in the Centre Car Park and the car park had not been locked at any time; she also did point out that it was a parish council decision and that was what had been decided.

**113/20** *Update on website and new email addresses. Circulated prior to meeting.*

*Michele Nicholson, Assistant Clerk reported I have received a few comments on the new website, which are always appreciated, whether positive or negative. I am aware that there is still quite a lot to do and I am gradually working my way through it.*

*Some of the things done so far:*

- Home page – welcome to new website and link to old one. Addition of titles to photos in slideshow.*
- Parish Councillors page – updated contact details.*
- Committees page – new page with committee details.*
- Herne Centre page - now has some information added to it, a link to the Herne Centre website and a slideshow of photos.*
- Allotment page – new page with the addition of some information. More to add.*
- BMX Track page - new page with the addition of some information. More to add.*
- Some alteration to wording in various places.*

*Some features have yet to be looked at. These include the online newsletter. Can those councillors that haven't already signed up to it please do so, using your new parish council email address. This can then be used in addition to emails for posting agendas and minutes. There are a couple of issues awaiting a response from Eyelid. The first one is getting Cllr Davis set up as an "Editor". This will allow her to upload things to the website. The second one is a minor technical matter, where I deleted a sidebar in error, and which needs to be restored.*

*I have been making the most of Eyelid's easy to follow online tutorials. They are proving to be a very valuable resource.*

*What's next:*

- Continue with adding/amending information on the Allotment and BMX Track pages, with links and photos, as appropriate.*
- Making links to policies etc. clearer.*
- Useful Links page - adding links.*
- Community page – adding information and links, as appropriate.*

*Please take a look at [www.herneandbroomfield-pc.gov.uk](http://www.herneandbroomfield-pc.gov.uk). All comments are welcome.*

*Email addresses*

*Barring two councillors, the new email addresses are now in operation. These will need to be used for all parish council business. Some councillors experienced a few problems initially, but these should now be resolved. The email addresses can be added to an email app, such as Outlook, if wanted. In the event that this is not done automatically, and the server settings are required, please do ask. Not all members are yet set up with the new email addresses.*

**114/20** **To discuss the Community Fun Day.** It was agreed, along with Strode Park and St Martin's Church, that the Community Fun Day would be cancelled this year, hopefully the Parish Council's Christmas Fun Day will go ahead.

**115/20** **To discuss Herne Centre garden.** Cllr Day is attending weekly to carry out maintenance on the garden area, he has left some areas to grow as wild and has suggested fencing the St Martin's View side to try and keep out the weeds. Members agreed to this and asked him to get prices for the timber required, Cllr Day

will build the fence.

- 116/20 Policy review.** To approve amended Equality & Diversity Policy and Freedom of Information Act 2000 Publication Scheme. Circulated prior to meeting. Both policies were approved.

- 117/20 Report on the current situation regarding 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.**

The solicitor that had been asked to give a legal opinion on the issue with the plot holder causing issues, has advised that a new Notice to Quit should be issued. His view was that the Allotment Society Committee needed to meet to discuss the issue and if they were all agreed, they should ask the Parish Council to issue a new notice to quit.

The Allotment Society Committee met via Zoom on 10<sup>th</sup> June and they agreed that the current situation could not go on and they have asked the parish council to issue a new notice to quit. This needs to be clear as to why the notice is being issued, a list of the rules broken since the signing of the agreement in December, should be included. The solicitor has asked the clerk to send the notice to him before it is issued. The Parish Council will be issuing the notice at the request of the Allotment Society and they have been supplied with the reasons for the request. He has also stated that the cost of arbitration was not in the interest of either party. The substantial expenditure which would be involved in arbitration, cannot be a justified public expense.

Members agreed regarding the arbitration costs as that could quite easily go to thousands of pounds and they also agreed to take the action requested by the Allotment Society and issue the Notice to Quit. The clerk will keep in touch with the solicitor if necessary, for further advice.

- 118/20 Members Reports.** Cllr Davis reported that she no longer wanted to be responsible for Facebook and Twitter and perhaps another Councillor could take it on. Cllr White reported she had attended Urban Tree Festival which included Community Orchard Management. There is an app for walks.

- 119/20 The next meeting of the Parish Council will be on 9<sup>th</sup> July 2020.**

Meeting closed 9.15pm.