

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 6th May 2021 at 7.30pm to transact the following business.

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

82/21	Election of Chairman. Cllr Davis was elected chairman.
83/21	Election of Vice Chairman. Cllr Harvey was elected Vice Chairman.
84/21	To appoint Committees (As per amended sheet circulated) The committees were appointed as per circulated sheet. Finance & Resources Committee Environment & Leisure Committee Planning & Highways Committee Community Centre Committee Staffing Committee
85/21	To appoint representatives to (Suggestion sheet circulated) The representatives were elected as per circulated sheet. KALC Canterbury Area Committee Friends of Broomfield & Herne Ponds Allotment Society To Appoint Tree warden & Pond Wardens Newsletter Editor Press Officer Web site manager/social media
86/21	To receive apologies for absence and accept reasons. Cllr Cheeseman who is going into hospital tomorrow. Reason Accepted. County Cllr Marsh.
87/21	To receive declarations of interest on items on Agenda. Cllrs Davison and White declared a personal interest item 103/21.
88/21	The minutes of the meeting held on 8th April 2021, were agreed as a correct record.
89/21	To report on matters arising from the minutes, not on the agenda, for information only. Litter Trolley has been ordered and the cost will be just over £139 with council discount. The Legal issue hearing will be heard by telephone on 31st August and our solicitor will contact us before then. The trailer is now being stored at Cllr Davis house, thanks to Cllr Sargent for collecting it. Our Assistant clerk has amended the update for standing orders regarding staffing, this has been circulated. The presentation on affordable housing was well attended and following that City Cllr Joe Howes suggested a meeting with the officer who deals with Housing Needs Strategies, Emma Bartlett, this was arranged and took place on 30th April.
	ADJOURNMENT FOR MEMBERS OF PUBLIC TO SPEAK Several members of the public attended to speak about East and West Blean Woods. Draw 100 club 1st 57, 2nd 60
90/21	Warden's Report. Circulated prior to meeting. <i>Cherry Orchard is looking smart after the removal of the ongoing graffiti. If anyone spots more in our area, the best way of reporting it directly is through the Canterbury Council website where there is a link.</i> <i>The Zoom art group is now on Fridays 2 – 4 where the group can make work together, I am looking in to getting some funding from Voluntary Arts Network to support the restarting</i>

	<i>of the face-to-face art group and looking in to amalgamating the 2 groups to enable both of them to benefit from the online sessions and face to face group when restrictions allow.</i> <i>We have been publicising Trading Standards Checked to highlight the issue of rogue traders. Residents in our area have experienced cold callers and tradesmen who have stated they have been doing work for a neighbour and have then gone on to do work that may not have been necessary for an inflated price. One of them has also had the tradesman repeatedly come back to try and get more money and being threatening. I did a visit with Trading Standards who sent forward intel and arranged for delivery of CCTV cameras for the resident to place on his property. I have also gone back since and done a welfare check up on them and ensure they had the cameras.</i> <i>I am starting to publicise the return of the Rural Kent pop-up café due to start at the beginning of June in the grounds of Broomfield Surgery. Canterbury City Councillors Anne Dekker and Joe Howes will be attending a couple of the sessions to do a drop-in surgery and be present for residents to come down and chat about local issues.</i> <i>The Community Warden Service is continuing with welfare referrals, but I had the pleasure of joining the Wednesday Wanderers on their first walks since lockdown. The weather was fantastic, and it was lovely to see people being able to join each other at last to do a Covid safe walk. We look forward to being able to welcome back groups and activities when they start up in the coming months and will support them when I can, as commitments allow.</i> <i>There have been some ongoing tensions around the area during school drop off and pick up times, I have been working with the Parking Enforcement team and PCSO to oversee this.</i>
91/21	Police report. <u>Crimes of Note</u> • Burglary of a workplace- Braid Drive- Morning- 04/04/2021 • Burglary of a house- The Meadows- Morning- 04/04/2021 • Criminal damage- School Lane- Evening- 12/04/2021 Vehicle Crime- Scratched paintwork- St Martins View- Morning- 15/04/2021 <u>Anti-Social Behaviour and Other Incidents</u> • Covid Breach- Rye Walk- 01/04/2021 • Nuisance Youths- Bushyfields Road- 02/04/2021 • Covid Breach- Mill Lane- 05/04/2021 • Nuisance youths- Canterbury Road- 09/04/2021 • Covid Breach- Mill Road- 13/04/2021 • Bad Driving- Ford Road- 18/04/2021 • Bad Driving- Parkland Road- 30/04/2021 Vehicle Crime- Scratched paintwork- St Martins View- Morning- 15/04/2021 <u>Items of good work</u> Continuous high visibility patrolling using car, bike and on foot Proactive reassurance to community More patrols in Cherry Orchards Playing Fields <u>Update on Previous Issues</u> Vehicle crime has decreased Graffiti usage seems to have decreased slightly
92/21	To receive reports from County Cllr Marsh & City Councillors. City Cllr Dekker reported that she had quite a few Sheriff duties and the Civic team had been busy. There had been 2 full council meetings in a week including the annual one. Meetings are back in the Guildhall and some members were finding meeting in person again a bit daunting. The council aims are to be better, more efficient and cost effective especially with Waste and Housing. City Cllr Howes reported he was monitoring planning applications for Herne and he would be on the planning committee. He had attended a seminar on social housing with an architect who had won awards for his innovative designs, and green housing. He had received complaints about the amount of litter left in Cherry Orchard following football

	matches, he stated the culprits were visiting teams. They will be contacted. He had been in Streetfield when parking issues resulted in the police attending, residents versus parents. He has spoken with the head teacher to discuss how the situation might be resolved. With regard to planning, enforcement would be keeping a look out for rules being broken, and buildings not always being built to plan. CCC are looking into more powers for enforcement.
93/21	Clerk's Report/Correspondence. Update on Face-to-Face meetings As members will be aware the legislation allowing remote meetings expires on 7th May and Face to Face meetings need to resume, members will be required to wear masks when attending a meeting and social distance as much as possible. Hand sanitizer will be available. The next full council meeting will be on June 10th and hopefully the main hall will be available, it has been requested. The clerk will be on annual leave and the assistant clerk will be clerking the meeting. If government legislation/guidance changes then we will abide by the rules at the time. Parking by Broomfield Pond The clerk has spoken to Highway's steward regarding the parking issue, he is investigating the ownership of the land; if it is Highway's land, he will be able to ticket vehicles that park on there. Keep Clear at Community Park KCC Waste Management are obtaining a quote from Highways with regard to painting a Keep Clear at the entrance to the Community Park. Waiting to hear more on that. Herne Centre re-opening and business rates The testing at the Centre finished at the beginning of last week and a deep clean was carried out at the end of the week, it is very quiet now everyone has gone. The Centre will start some hiring's soon and there are weddings etc booked from June onwards. Now West Faversham are responsible for the Business Rates the parish council has been able to claim small business rates relief for the parish office and therefore won't have to pay any business rates. Conor O'Reilly has been asked to fit the second drop down post in the car park. Laptop repair The laptop had to go back for repair, and it is now working fine. 100 club licence The clerk was informed that the parish council needed to have a license for the 100 club, the paperwork has now been completed and submitted the cost for the first year is £60 and £20pa thereafter. Fun Day Plans for the fun day are going ahead, a meeting was held yesterday with Sarah Bingham and Phoebe, the new member of staff, who is doing an apprenticeship in event management and is doing a lot of the work on the fun day. Sponsorship of things like Bouncy Castle and stalls is being sought, the schools will be contacted with a request to parents to donate prizes for tombolas and stalls i.e., bottles and tins. 17 Independent stalls have booked already. Catering units have been booked, no scouts this year as they are not meeting. The hall is being booked for the weekend and Sarah is looking at getting a van to transport everything to the hall on the Saturday. Members will be needed to put up gazebo's and check they are OK and make a note of what will be available for the day, sizes and numbers. Hopefully Cllr Harvey will be available to oversee this. Cllr Davison will be asked to oversee the putting up and taking down of the gazebo's, it is hoped that there will be a couple of teams that will be willing to do that. Pony rides, the driving school that was so popular and hopefully our usual fun fair rides will all be there. Holly the singer is doing a turn and dance schools have booked, stall bookings are coming in, security, radios etc. are in place first aid is being sourced. The clerk has contacted Rotary to ask if they will provide people for the parking at Strode park. Fire brigade, police, KCC Highways and Wardens will be invited to have a stall. Car Show entries are coming in and flyers are ready to be given out at any car shows that take place.

Members will be needed to help on the day, so please put the date in your diary. We need to find out how many of our usual volunteers are willing to help out on stalls etc. they will be contacted in due course.

Complaint re air source heat pumps

A complaint was received from a neighbour regarding the noise from the air source heat pumps that were running all night. The system has been switched to summer so hopefully there has been a temporary solution and the system will need to be serviced and checked before the winter setting is required later in the year. It appears that setting it onto summer mode has resolved the problem.

Photos and videos are being requested for the virtual Garden Safari.

The clerk reported that polling seemed slow, possibly due to postal votes. Quite a few people had called into the office though.

The clerk will take annual leave next week.

Assistant Clerks report

1. CiLCA.

- The Assistant Clerk has completed and submitted Unit 4 – Management.
- She has started on Unit 5 – Community Engagement.
- Unit 2 – Law and Procedures. This unit has now been passed.

2. Policies.

- The policies selected for review are Dignity at Work/Bullying and Harassment at Work, Complaints, and Recruitment and Selection. Cllr Wilson is looking at these.
- The Community Engagement Strategy also needs to be reviewed. Cllr Davis is taking the lead with this as she has recently undertaken training regarding some of the strategy's content.
- Reviewed the Model Standing Orders, Model Finance Regulations, and the Risk Assessment and Management Schedule.

3. Training and webinars.

- Attended the SLCC Kent AGM on 17th March 2021.
- Attended Rural Kent's Community Led Housing in Rural Areas webinar on 19th March 2021. Report circulated.
- Attended Idox Group's Helping Local Councils Secure External Funding webinar on 24th March 2021. Report circulated.
- Attended most of the Hillborough Appeal. It was very useful to see how the appeal process works; how the inspector conducts proceedings, the documentation that is presented, and the questioning.

4. Website.

- Continues to keep the website updated.
- Now that the Covid-19 restrictions are lifting, will contact Eyelid Productions to sort out the issues that had been raised previously. Will then be able to have another meeting with Cllr Saunders.
- Drafted a page for the Virtual Garden Safari. Has been able to post photographs and a video, although needs to work on resizing the images. Photographs can be put in slideshows.
- There continues to be a slow uptake of people subscribing to the update service, and a small use of the contact page. This will be advertised in the next newsletter.

94/21	Finance. To ratify payments made since last meeting. None To approve payments presented at this meeting; schedule and bank reconciliation supplied. Circulated. Payments were approved and the clerk went through the bank reconciliation and reserves. To report on income received. Newsletter advertising £144, Bank Interest £57.71, Centre Hiring's £1,006.71, VAT refund £89.80. Total £1,298.22 plus VAT. To receive the minutes of the Finance Committee held on 29th April 2021 To receive the internal auditors report. The clerk explained the auditor has raised the issue that it was only reported to members that the typo in the AGAR figures had been corrected, and that members didn't consider it. Members need to ensure that any comments made by the external auditor must be considered by members. Members approved, the following which had been circulated prior to the meeting. 1) Annual Governance Statement 2) Annual Statement of Accounts 3) Statement of Internal Control.
95/21	To Agree and Approve Annual Governance and Accountability Return. This was agreed and approved.
96/21	Planning & Highways. Minutes of the meeting held on 22nd April 2021. Cllr Blatherwick went through the applications that had been discussed. Quite a few members of the public had attended with regard to the application for the Huntsman and Horn.
97/21	Environmental Issues including Tree & Pond Warden's Report. Cllrs White, Harvey and Davis watered and mulched hedge trees up at the Community Park on 20th and 23rd April as it was so dry. Cllr Davis has been liaising with Friends of the Ponds and they are meeting up with Rebecca Booth on 17th May, the responsible officer at CCC, to discuss how they can take the restoration of Broomfield pond forward. They have requested that the management plan be updated, with a schedule of work. Grants are being applied for and donations to help towards the costs, thanks to Howard Cohn. Cllr Davis attended a course 'getting started on press and media' on 21 April, that KALC organised. Breakthrough Communications, who ran the courses offered a free mini social media audit for the council. Cllr Davis thought this may be useful to inform our draft communication strategy. They are to report back next week. It would be useful if members would also visit our Council's Website and Facebook Page and Parish Group and pass on any views on how we are doing so far. Do we need changes? Cllr Davis also attended a Tree Warden Zoom training session on the Oak Processionary Moth on 28th April, which has now been found in north Kent. Tree Wardens have been advised to keep an eye out for them especially in late May / early June and report it to Tree Alert on the Forestry Commission web site if spotted. The public are advised not to go near the caterpillars but to report any sightings. We understood that there was a consultation on the Kent County Council's decision to keep the booking system at household waste centres. It appears they are not consulting on this. I have been approached by the Kent Messenger and also Canterbury Hub for views on this. What do members think? Let Cllr Davis know. Cllr White reported she had been to the allotment to clear some weeds. It was Hedgerow week, end of May beginning of June. She hoped to start some hedge planting at Herne Centre. She had contacted KWT about the coppicing in Blean woods and was waiting for a response.
98/21	Reports from council representatives on outside bodies and other organisations. The KALC meeting had been postponed.

99/21	Update on bench to be sited outside doctor's surgery. The assistant clerk has sent out details of some benches for members to choose. Beltinge Landscapes have been asked to quote for installing base and bench, they are one of Highways recommended contractors. It was agreed that the bench that was the best value should be purchased.
100/21	Report on Annual Parish meeting. Cllr Blatherwick started the meeting with 1 minute's silence for HRH Duke of Edinburgh. The meeting, even though it was held via Zoom, was well attended. Cllr Blatherwick gave her annual report and a short financial report followed. 13 Organisations gave reports which as usual, despite the lockdown, were interesting. It was good to hear how organisations have coped during the last year. It is amazing how resilient many have been to keep things ticking over in such adverse conditions. Comments at the end of the meeting were concerning litter and the issues after bins have been emptied. Warden Mandy will organise a litter pick when allowed. Many thanks to all those who attended.
101/21	Report on discussion re Housing Needs Survey held on 30th April 2021. The advice is that the best way forward would be to hold a public meeting with help from Tessa O'Sullivan at Rural Kent with regards to a Housing Needs Survey. This would enable the parish council to find out how residents feel about what housing is needed in the area. If Tessa is able to give a presentation and be there to answer questions, it would be a starting point to take the issue forward. It was agreed that it would be useful to have a small group taking the Housing Needs survey the clerk will try to organise a date for a public consultation at the Centre. Cllr Blatherwick said she thought a small working group should be formed to look at Community Led Housing. Cllrs Cheeseman, Harvey and Wilson volunteered for this.
102/21	To discuss work at Cllr Davis' house for the trailer. Cllr Davis is happy to have the float at her house for the alterations and reported that Goody Ales were happy to store it, when the work had been completed. The clerk told members that the trailer needed to be secured with a chain concreted into the ground, otherwise it wouldn't be covered by insurance. Members suggested Cllr Sargent could speak to them and see what could be arranged. Cllr Harvey asked if the trailer would fit into a container, which could possibly be placed at the Community Park. This could be discussed at the next E & L meeting.
103/21	To discuss the banning of horses in Blean Woods. Kent Wildlife Trust notified the parish council that they were going to stop all horse riding in West Blean Woods. Many residents are unhappy about the proposal to ban horse riding, which has been allowed for many years and there are few places, off road, to exercise horses. The reason being there are plans to introduce 4 Bison on site and Natural England have stated the area will need to be double fenced which will create pinch points, therefore making it unsuitable for horses. There were also concerns raised about the tree work that had been carried out in the woods and the introduction of car parking charges. The general feeling was that KWT did not want people in the woods. Members didn't think it right that the introduction of Bison should have such a major effect on the community. There were questions as to how mature trees could be protected from the Bison. There were concerns about mature trees being removed, especially native oaks in East Blean Woods. East Blean is a National Nature Reserve. Cllr Davison reported that there was a lot of information on KWT website, coppicing is normally used to open up the canopy and allow better habitat for dormouse, heath fritillary butterfly, she stated a lot of thought had gone into the proposals. They were working with British Horse Society, and a public consultation was planned for people to air their views. The clerk will raise all the concerns with KWT.

104/21	Members Reports. Cllr Davison reported she had attended various courses on ecological gardening, when she gets a response re the coppicing, she will forward it. Cllr Davis reported that she had posted on KWT Facebook page about the coppicing and the post was removed. Cllr Harvey told members he had used the booking system for the tip, and it appeared to work well, so he supported it. Cllr Checksfield and Hill disagreed as very often it was decided on the day, when people had time or the weather for a clear out. It was also not suitable for people who were not online. Cllr Strong reported that the AGM for the Allotments had gone ahead, and the committee elected. Cllr Blatherwick thanked everyone for their support and congratulated Cllr Davis and Harvey on being elected. Cllr Wilson reported that he would help review policies. Cllr Checksfield reported that the Friends of the Pond would hold their AGM and there should be a new committee, hopefully some new members. Cllr Harvey thanked Cllr Blatherwick. He reported issues with the bins that had not been emptied for 48 hours. The road works in Margate Road had over run. Cllr Hill suggested the parish council needed some objectives. Cllr Davison reported that there were ideas being discussed to reduce our carbon footprint, this will be for the agenda for the next meeting.
105/21	The next meeting of the Parish Council will be on 10th June 2021.

Meeting closed 9.25pm