

HERNE & BROOMFIELD PARISH COUNCIL

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

Minutes of the Parish Council Meeting of Herne & Broomfield Parish Council held at Herne Centre on Thursday 8th July 2021 at 7.30pm, for the purpose of transacting the following business.

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

Not present: Cllrs Saunders, Harvey and Sargent.

127/21	To receive apologies for absence and accept reasons. Cllr Saunders family bereavement and Cllr Sargent who is working. Cllr Harvey who has a bad cold. County and City Councillors.
128/21	To receive declarations of interest on items on Agenda. None
129/21	The minutes of the meeting held on 10th June 2021, were agreed as a correct record.
130/21	To report on matters arising from the minutes, not on the agenda, for information only. The S106 funds for the pond have been requested. Cllr Harvey has checked the gazebo's and some needed feet, which have been purchased. County Cllr Marsh has confirmed he is dealing with a 20 MPH Zone for Herne, he has already implemented this for Sturry and it took 3 years, he's hoping it won't take quite so long here. The vehicles parking on the grass verge at the doctor's surgery belonged to the contractors working on the property opposite, they were visited by the Highways steward and have not parked there since.
	ADJOURNMENT FOR MEMBERS OF PUBLIC TO SPEAK This is the only time that members of the public may speak at a meeting. Name and address to be supplied None in attendance Draw 100 club 1st 54 2nd 14
131/21	Chairman's Announcements. Cllr Davis told members that Pam Hobbs had sadly passed away at the weekend, a condolence card was signed by members and officers. There was also a reminder about the Kent Wildlife Trust meeting on 20 th July from 6-8pm.
132/21	Warden's Report. Circulated prior to meeting. Ongoing issues around Streetfield regarding parking at school times continue to cause tension. I have attended with the Parking Enforcement Team from time to time and have requested extra visits from them to address the situation. I have also kept the local PCSO informed in case he is able to have a visible presence from time to time. I am not an Enforcement Officer to have to manage resident's expectations regarding what I can do to help the situation. I have been invited to join the Parish Council for a meeting to discuss this with the schools, Councillors and Parking Enforcement. I continue to do welfare visits which are referrals from agencies such as Social Services, Police, family and Trading Standards. I applied for and have been awarded some Micro funding to support the Herne and Broomfield art group which I hope to re-open around the 3rd August. This had to close due to Covid and had moved from Broomfield URC Church to Herne Centre. I have been in contact with the participants and arranged for a couple of them to assist with the week to week running of it once it has started again. The money will help with paying for materials if needed and demonstrations/workshops from visiting artists. Groups such as this will really help with people's ongoing mental health after a hard year and help to get people out and about again in a safe environment to tackle social isolation and possible loneliness. The plan is to combine this group with the Online group which has been going throughout Covid

	so that both groups can benefit from a face to face group on Tuesdays and online on Fridays. The Rural Kent Pop-up Café has been a great success so far with good attendance and happy guests. At the last one we were joined by a couple of PCSOs and representatives from Age UK who were able to assist a lady who wanted help for her husband. One of them will try and come to every session and can advise and support people who wish to stay independent at home with things such as equipment, befriending, help with shopping etc. I have attended a 2 day first aid refresher course this month. I was invited to do a road safety talk to the after school group at Herne Centre and did a Powerpoint presentation, we also discussed safe use of devices and how to deal with strangers. The children were really engaged and had some great questions. Roger and I were invited to have a meeting with one of the Managers at Herne Place and had a tour around the facilities. They are keen to work with the community and have offered spaces for use if required for meetings/groups/activities free of charge. They also have a regular professionals networking breakfast which I have been invited to and will attend when possible, to build on local contacts. Mandy reported she was aware of anti social behaviour issues in Cherry Orchard. Roger reported that he was now covering Canterbury as the Community Support Officer as well as his other duties.
133/21	Police Report Crimes Of Note • Vehicle theft- Lower Herne Road- Night time- 01/06/2021 • Fraud- Canterbury Road- Morning- 03/06/2021 • Fraud- The Meadows- Morning- 05/06/2021 • Burglary- Partridge Close- Night time- 13/06/2021 • Theft of a mobile phone- Cooper Drive- Evening- 24/06/2021 Theft of electrical cable- The Fairways- Afternoon- 30/06/2021 Anti Social Behaviour • Disturbance- shouting- Lower Herne Road- Morning- 16/06/2021 • Nuisance Youths- Hicks Forstall Road- Evening- 17/06/2021 Nuisance Youths- Holness Road- Evening- 28/06/2021 Items of good work Continuous high visibility patrolling using car, bike and on foot Nuisance vehicles have been seized and warnings issued to drivers/riders Update on previously reported issues We have been told of further problems at Cherry Orchard but I will continue to patrol the area show a visible presence
134/21	To receive reports from County Cllr Marsh & City Councillors. <u>City Cllr Dekker</u> WASTE Recurring problems with Waste but getting better overall. Probs seem more isolated now, not nearly as intense. Please refer all issues to us. We are coming up with other ways of eliminating probs. All instances/areas need to be looked at. FLY TIPPING I reported fly tipping in Bullockstone Rd again!!! This incident has been escalated now to Enforcement. Not sure why. Have appointment to speak with Senior Officer on Mon.

	At Community meeting we are to discuss bringing in an outside agency to assist with enforcement (not Planning related enforcement). In the past we had a company to assist. Now it will be done with different emphasis. They propose a 3mth trial period to measure success before contracts signed and commitments made. Any recommendation from Community will go to full Council later in the month. More areas for consideration under PSPO (Public spaces protection Orders) are to be discussed n.b. Stour Park, Gorrel Valley. Crematorium Plans have been approved. Proposed start is beginning of next year. N.B. Off to Barham Crem later this month for a memorial service for Covid victims Still no decision ref new office site for offices for Officers but top of the list is Whitefriars. It is thought to be readily accessible and convenient, the least expensive option and will be ready in the quickest amount of time. At Governance meeting agreement reached and recommendation passed to Full Council later in the month for approval to change from Committee system of Council Gvt to Cabinet system. By the next term (2023) foundations will be in place and all business conducted via this route. We have debated, cross party, the merits and the disadvantages of this new system. The cabinet system was in operation at Canterbury years ago a whole new approach will have to be given to ensure the members are secure in the processes and in agreement with formula for decision making. Visited Herne Place Residential home on the new estate for a very enjoyable coffee morning and an opportunity to meet many of the residents. Have taken several trips around H&B just looking at the lie of the land. We, maybe, don't notice as much in the winter months. The verges along the main road are strewn with plastic bottles and general 'throw out of the car window' rubbish. I will be asking more about road cleansing and tidying contracts and provisions. Sorry my report is so sparse this month. We have so many loose ends to tie up before full Council and then recess. If there are any questions, please pass them to Monica and I will do my best to get answers for you. Have a good, productive meeting.
135/21	Clerk's Report/Correspondence. Assistant Clerks report Circulated prior to meeting. The clerk thanked Michele for covering while she was annual leave. The clerk reported that the plans for the funday were going ahead and time is short now for getting everything in place, thanks to those councillors who have committed to help out on the day, not quite so many volunteers this year, but that is understandable and there may be fewer stalls due to that. A request for prizes has gone out on social media and the schools. Michele has done well getting the virtual Garden Safari set up on the web site, if members haven't looked, please do so.

	The schools have been contacted regarding a meeting to try and improve the parking situation around Streetfield. The Infants School has already responded, awaiting response from the other parties. We will do our best to get the meeting in before schools break up. Warden Mandy has managed to get the enforcement officers to attend on quite a few occasions recently. The clerk has contacted KCC Highways regarding planting trees on Highways land, this has to be done via the web site and it is actually in the fault reporting section, a request has been made initially for Mill Lane, more on that when a response has been received. Newsletters will be going out over the next week, thanks to Cllr Davis for getting the newsletter to the printers. Repairs are being carried out on the MUGA tomorrow, a replacement panel and hoop are to be fitted. A resident emailed regarding the missing dog bin in Bogshole Lane and that query has been passed to City Cllr Howes. There have also been emails regarding anti-social behaviour and rubbish in Cherry Orchard and from a resident who has recently moved into the parish complaining about the cars being allowed to park between Curtis Wood Park Road and Albion Lane, these have been circulated. All have received a response. There was an accident in School Lane on Friday with a vehicle and some parked cars, no other details regarding that, but, unfortunately a gentleman who was rushing to help collapse and did not recover, despite attempts by paramedics to revive him. The centre defib was requested but did not get used and has now been returned. The clerk has contacted Cllr Sargent to try and organise a meeting with the working group for the Christmas float. The clerk and Assistant clerk have attended two CCC Local plan meetings on line and an SLCC meeting. A reminder that KWT are having a public meeting on 20th July 6-8pm. <u>Assistant Clerks Report</u> 1. CiLCA. • She is continuing with Unit 5 – Community Engagement. • One of the Learning Objectives is to write an article advertising the council and promoting the democratic process. This has been published in the latest newsletter. 2. Policies. • Reviewed the Community and Engagement Strategy that has been written by Cllr Davis. • Written the Grant Awarding Policy. 3. Training and webinars. • Attended the Canterbury City Council Air Quality meeting on 22nd June 2021. Report circulated. • Attended the Canterbury City Council Stakeholder Conference on 23rd June 2021. • Attended the Kent SLCC Kent meeting on 1st July 2021. • Attended the Canterbury City Council Local Plan Briefing meeting on 1st July 2021. 4. Website. • Continues to keep the website updated. • Links to the Local Plan information has been put on the Home Page
136/21	Finance. To ratify payments made since last meeting. Edge Annual fee £564, Conor O'Reilly, posts £500.

	To approve payments presented at this meeting; schedule and bank reconciliation circulated. All payments were approved and the clerk went through the reserves. To report on income received. 100 club £48 The clerk reported that she had been asked by the external auditor for proof that the parish council was registered with HMRC as an employer. They also requested copies of the minutes with details of the AGAR from the previous year. This has all been done. The clerk reported that she had transferred funds from Co-Op into Unity in order to spread the reserves. The Internal auditor has been asked to attend to do an inspection. Date TBC.
137/21	Planning & Highways to receive Minutes of the meeting held on 23rd June 2021. Cllr Blatherwick reported the Local Plan consultation will close at the end of the month the parish council needed to respond and she suggested that she worked with Cllr Wilson and the clerk with regard to this. This was agreed after members opinions on the Options were discussed. Minutes were received.
138/21	To receive minutes E & L meeting held on 30th June and discuss any issues raised. The minutes were received and the parish councils stall at the funday was discussed this will be an information stall for members to talk to residents. The clerk will try and get a map of the area to show where the proposed developments are in the parish. Cllr Wilson offered to help on the stall and Cllr Blatherwick will also help. There was a question about the flower bed in the village and councillors agreed that no one had the time to look after it, Highways will be asked if it weeds etc can be cleared. Cllr Davis thanked Cllrs Hill and Davison for the work they had done on it to date. The clerk reported that maintenance work at the Community Park had been carried out and also work on the garden at the Community Centre.
139/21	Reports from council representatives on outside bodies and other organisations. KALC meeting details have been circulated, along with details of online meetings with CCC. The clerk explained about Concurrent Funding what it is and how it works, as this was something that was raised in the KALC minutes.
140/21	Environmental Issues including Tree & Pond Warden's Report. Cllr Davis reported that Aiden Potts from CCC attended at the pond to produce a schedule of works and get a quote. Cllr Checksfield reported a successful task day, the next one is on 5th September. There had been a successful application for lottery funding towards the cost of the works at the pond. Herne and Broomfield Parish Council Climate Action Group report by Cllr Davison As a parish council we are in an excellent position to showcase, demonstrate and share information to our residents about climate action. Through our partnerships we can guide planning and transport strategies and engage with organisations that wish to work with us to improve our environment, create a sustainable parish and support a thriving community. During our meetings we have identified many initiatives that would be applicable and effective to address the environmental and emissions issues we have in Herne and Broomfield. We have discussed an appropriate name for this group which incorporates our mission to address both the biodiversity and climate issues. We propose 'Sustainable Herne and Broomfield' but would welcome suggestions or comments. We recognise that compared to a city council, the greenhouse gas emissions within HBPC's direct control (those in scope 1) are not substantial. However, activities conducted on behalf of the Parish Council will generate GHG emissions. The carbon footprint created by these goods and services can be influenced though our procurement and commissioning. The main focus has been to identify potential emission sources which include those in scope 1 (from activities owned or controlled by HBPC) and scope 2 (emissions associated with HBPCs consumption of purchased energy, occurs at sources we do not own or control). We have identified so far Herne Community Centre, Centre garden, Parish Office, Wildlife area, Cherry Orchard fitness equipment and multi-games ball court, Broomfield Community Park, Ford Road allotments, flower boxes

	and troughs, Santa's sleigh. We would really appreciate help in accumulating the data to establish a realistic and true baseline of our current CO2 emissions. Understanding our carbon footprint is a precursor to develop an effective strategy to reduce of emissions where possible. If councillors would like to calculate their own individual carbon footprint there is a very accessible tool on the WWF site. https://footprint.wwf.org.uk/#/ Additionally, we have brought together various ideas on how to deliver our climate action which we will present in a plan to discuss at our next PC meeting.
141/21	Update on installation cost for bench to go outside the doctors' surgery. Michele reported two quotes had been received one for £780 and one for £980, it was agreed to accept the cheaper quote. The bench will now be ordered and installed.
142/21	To discuss the Council's Action Plan circulated by Cllr Hill. The chairman suggested that members take time to look at the suggestions put forward and send written responses to Cllr Hill, if she was willing to collate them, and then a small group could go through them in more detail it was suggested that the chairs of committees and Cllr Hill, would be a good mix. Residents would then be consulted and asked to put forward suggestions etc once the basics were in place.
143/21	To approve the Community & Engagement Strategy, circulated. Members approved the document.
144/21	To approve the Council's Grant Awarding policy, circulated. Members approved the policy.
145/21	To discuss Live streaming of meetings. <u>Introduction</u> Covid-19 raised many challenges, but also the benefits of holding virtual meetings. Having meetings available on-line has increased accessibility and public engagement across the local government sector. With the resumption of face-to-face meetings many councils are now looking at holding hybrid meetings, giving people the option to attend virtually. This would be of great benefit for members of the public. As the current legislation stands regarding parish council meetings, councillors must attend in person to take part in discussions and vote. <u>What would be needed?</u> Some equipment would need to be purchased, such as a camera and possibly a microphone. As meetings are normally held in the Activity Room, and it is set up for conferencing, a screen and speakers are already available. There are various options of camera, with differing ranges of focus. The basic models offer 90°, and the specialist models offer 360°. Some also include a microphone. Prices reflect this. Some initial options are: • Meeting Owl Pro: - 360° camera. - Built-in microphone with an 18-foot radius. - It will turn to face a speaker. - Cost around £1000. • Kandao Meeting Pro: - 360° camera. - Built-in microphone with a 5.5 metre radius. - Cost around £800. • Logitech Meetup: - 120° camera. - Built-in microphone and speakers. - Cost around £800. • Logitech Connect: - 90° camera. - Built-in microphone and speakers

	- Cost around £500.00. <u>How live streaming would work?</u> A virtual meeting would need to be set up on the laptop, to run alongside the face-to-face meeting. People attending virtually will be shown on the screen, and the camera will send images of the physical meeting. If the meeting is set up on Teams or Zoom, then virtual attendees should be able to speak to the room. <u>Recommendations</u> Hybrid meetings need to be considered seriously, especially if the parish council wants to increase the accessibility of its meetings and its public engagement. The biggest issue is cost, however as some of the equipment is already available, this can be mitigated. Careful consideration should be given to weighing up the use and benefits with the costs that will be incurred. It is recommended that the parish council discuss whether live streaming meetings is a viable option and agree to take it forward. If the parish council agree to take this forward, detailed costings can then be obtained, along with a comprehensive plan of how the live streaming will operate. If members wish to take this forward more investigation will be done regarding equipment available and cost etc. After some discussion members decided that, at this time, they do not wish to take this forward.
146/21	Update on David's field re response from land-owner. The owner of David's Field has responded that they will not release the land and therefore there isn't any point in trying to include it in the Local Plan call for sites. This was agreed.
147/21	Members Reports. Cllr Blatherwick raised the issue of speeding traffic in Ridgeway Road, Cllr Davison thought it might be possible to get speedwatch to attend. Cllr Cheeseman asked who to contact with regards to a neighbour who's green bin had not been emptied. Cllr Davison reported that she hoped to have a meeting with Dan Watkins to discuss cycling issues.
148/21	The next meeting of the Parish Council will be on 12th August 2021.

Meeting closed 9.15pm