

# Hersden Parish Council

## Minutes of the Ordinary Meeting of Hersden Parish Council held on Tuesday 12<sup>th</sup> April 2022 at 7.00 pm. At Hersden Neighbourhood Centre

**Present:** Councillors Lynn Austin, Terry McMahan, Ross Llewellyn and Andrea Brabham.

**In attendance:** KCC Cllr Alan Marsh, CCC Cllr Louise Harvey-Quirke  
HPC's new Admin Assistant LisaMarie Foster.  
No public were present.

**46/22 Apologies for absence and reason for absence.**  
Cllr Sarah Carden... Medically unavailable.

**47/22 Declarations of Councilor's interests regarding items on the Agenda.**  
None recorded.

**48/22 To approve the minutes of the Following Meetings.**

|                               |                                 |                               |
|-------------------------------|---------------------------------|-------------------------------|
| 8 <sup>th</sup> February 2022 | 8 <sup>th</sup> March 2022      | 22 <sup>nd</sup> March 2022   |
| <b>Proposed: Cllr McMahan</b> | <b>Proposed: Cllr Llewellyn</b> | <b>Proposed: Cllr McMahan</b> |
| <b>Seconded: Cllr Brabham</b> | <b>Seconded: Cllr Brabham</b>   | <b>Seconded: Cllr Brabham</b> |
| <b>All Agreed</b>             | <b>All Agreed</b>               | <b>All agreed</b>             |

**49/22 Matters arising not agenda items.**  
None

**50/22 Public discussion on items on the agenda**  
None

**51/22 KCC & CCC Cllrs reports; PCSO & Community Warden reports.**  
**CCC Cllr Louise Harvey-Quirke reported**

Good evening,

You may be aware that after 25-years, the former Chief Executive of CCC, Colin Carmichael, retired on 31st March.

The Council will now be led by the Corporate Leadership Team, which consists of Suzi Wakeham, Tricia Marshall, and Peter Davies.

Earlier this year, the Government announced a one-off council tax energy rebate worth £150.

The rebate is available to all households in England, whose main home is in council tax band A, B, C, D, and in some cases E. Full eligibility information is online, along with payment dates, which I believe start on 25th April for those who pay by direct debit.

You will be aware that recently there has been a spate of vandalism in the Village, where several bus stops have been damaged as a result. As promised, I have reported this and I am in contact with the officer at KCC, who I contacted this afternoon for an update.

A reminder that the Watling Street car park in Canterbury is closed this week for much-needed resurfacing works. I have been advised that this should last for four-days, with the car park reopening for the Easter weekend.

Finally, I am ending my report this evening with a plea for support.

You may be aware that Stagecoach have recently reported that they will be removing some of their Sturry buses from service, which will impact Spires students and residents from rural Sturry and Broad Oak.

A petition has been started in a bid to prevent these services from being removed, and so far, has over 600 signatures. Currently, I am urging people from these areas to also sign the petition.

Should you have family and/or friends who also live in the Sturry/Broad Oak area, please do make them aware of the petition, as they are the ones who will be most affected by the cuts.

The petition can be found on my Chatterbox Facebook page, my personal Facebook page, or I can email it to you.

Thank you. Kind Regards

**Louise Harvey-Quirke**  
Sturry Ward Councillor  
Canterbury City Council

Signed .....

Date .....

# Hersden Parish Council

## **KCC Cllr Alan Marsh reported**

Stagecoach is up for sale between brother and sister owners, and seem to be having problems who to sell to. It is important to know that the Government have put £35 million into enhanced bus partnership, to enable rural and deprived areas access to bus services. Cllr Marsh would like information from residents as to what services are required for a new route, in order to qualify for a share of this funding.

Recycling centres hopefully will be free and revert back to no booking system in the near future.

If HPC apply to KCC for members grant via Cllr Marsh, he has requested that he is copied into all email's and correspondence for continuity.

Cllr Marsh reminded us to be vigilant as there are so many scams out there, please be careful.

**No PCSO report**

**No Warden report**

52/22

## **Chair, Cllrs, Proper Officer's and Caretakers reports.**

**Chair, Cllr Austin** this month has been on the AGAR training course and met with the internal auditor.

**Cllr Llewellyn** on the 2<sup>nd</sup> April after ten long years was honored to officially cut the ribbon, opening The Kent Mining Museum, Betteshanger, Deal. He was very pleased to hear during the speeches, Hersden Parish Council was mentioned as a contributor. The chair was delighted that the PC could help.

Cllr's applauded Cllr Llewellyn for his dedication and commitment to the village and community.

**Cllr McMahan** had the pleasure in taking family along to the opening of the Kent Mining Museum to watch Cllr Llewellyn cut said ribbon. He experienced a great day and enjoyed the café too.

**Cllr Brabham** has been very busy being the proper officer.

**Caretaker reported** ongoing with moles, grass coming through on gateways in park, broken glass on and around courts, people sleeping overnight in cars by courts, dogs in park motorbikes on bmx track? swings not put back ,other bin not replaced when on time off park bin overflowing ?St Albans anti-social behaviour broken bottles fights chair in field cars keyed ?dog walkers want a dog bin in Chislet Gdns when they walk from the club to Westbere following the school walkway? Also reported to June fly tipping in Chislet Gdns. on last roll of bags, pins and netting returned to me after drain fixed in St Albans

Items from caretaker report to email to CCC Cllr L Harvey-Quirke.

53/22

## **Correspondence received**

- Email from resident informing HPC that a drone has been low flying over her property. The police have been informed.
- Email from Samantha Cox- Mears offering Community project. HPC put together some beautification samples and essential repair works to benches around the village, with a hope to a successful application in the community project funding bid. We await the outcome.
- Email from Alice Marmara – SP Broadway on behalf of Persimmons has booked Hersden Community Centre to hold a Public Exhibition, for the proposals of Land North of Hersden on 25<sup>th</sup> April 2022 from 2pm – 7pm. Hersden Councilors will be in attendance to discuss concerns with residents.
- Email from Peter Riley Canterbury City Council. The pavilion on the rec in Hersden is still under discussion with the insurance company. The Parish council has requested a meeting with City Council and the Loss Adjusters, to try to resolve the two year delay with rebuild. HPC await a response from City Council at this point.

Signed .....

Date .....

# Hersden Parish Council

54/22

## CCTV Cameras

Council discussed requests for the last 2 cameras and made a decision. On this occasion those with the highest thoroughfare would be offered the remaining stock. Council hopes to be running the scheme again later in the year and will advertise when we do.

55/22

## Planning & Enforcement Matters

Application CA/22/00587 \* 37-40 Lakes View Business Park \* Single story storage building  
**No Objections from Cllr's**

56/22

## Discuss and agree purchasing of USB sticks and items required for office use.

As items are under £50.00 Chair can purchase USB sticks without requiring quotes. Chair will purchase said items as soon as possible. There were no objections.

57/22

## Finance Matters

### Accounts for Payment

**Banking sign off (monthly rotation) this month Cllr's Llewellyn & McMahan**

| Payments - April 2022               |   |            |
|-------------------------------------|---|------------|
| British Heart Foundation            | Defibrillator   | £1,759.99  |
| John Caddick                        | Grounds Maintenance (March)   | £316.99    |
| David Hards                         | April salary - £205.84<br>From April 2022 - £9.50per hour<br>Expenses: Mole traps - £18.99              | £224.83    |
| Lisamarie Foster                    | April salary<br>From April 2022 - £9.75per hour   | £409.50    |
| Lynn Austin                         | Expenses: Indeed fee £9.50<br>Laptop and software for Admin Assistant<br>£559.00<br>SLCC - ILCA £140.00 | £708.50    |
| Balance at bank as at 31 March 2022 |   | £70,775.86 |
| VAT Claim                           |   | £2,569.74  |

### Payments for April

Proposed: Cllr L Austin  
Seconded: Cllr T McMahan  
All agreed

### Payments to Cllr Lynn Austin

Proposed: Cllr T McMahan  
Seconded: Cllr A Brabham  
All agreed

### INTERNAL AUDIT REPORT:

If HPC wish to claim back VAT, items must be purchased with either RFO or PO at HPC printed on the receipt in order to qualify.

Minutes must be displayed on Website in Draft or signed off form within 1 month.

If no one is co-opted by November, we are advised to wait until Elections May 2023.

Budget and Precept the Auditor is going to send to the Chair.

Under Local Government Finance 1992, section 49 reviews how we determine the budget against precept. Whereby, it should be no more than 20% of what is in the current account vs the reserves.

Overall it was a good meeting and HPC's accounts balanced.

Paperwork can be signed off at our next meeting and be sent to PKF Littlejohn Auditors.

The open window for public to view accounts this year is beginning of July.

### INTERNAL CONTROL PROCESS

At a council meeting, agree a budget for the year ahead and confirm the request at precept, which will be minuted.

Keep accurate records of monies received.

Keep accurate records of invoices received.

Signed .....

Date .....

# Hersden Parish Council

Set up payments each month to debtors at council meeting & rotate authorised signatories each month.  
Every six months 2 Cllr's audit accounts that are not registered to sign off payments.  
Every six months or appropriate send VAT return.  
Have accounts audited by internal auditor.  
Prepare Annual Governance Accountability Return (AGAR) and present at meeting to all Cllr's, ready to submit to PKF Littlejohn Auditors.  
Ensure accounts are available for public viewing during public window, dictated by PKF Littlejohn and ensure public monies are allocated and spent for the wellbeing & good of the parish.

It was put to council that we adopt this process for a further year.

**Proposed Cllr L Austin**

**Seconded Cllr A Brabham**

**All Agreed.**

## **58/22 Annual Parish Meeting (APM) and Annual General Meeting (AGM)**

Council discussed the possibility of having both the APM and AGM on the same evening. It was decided that the APM would take place at 6pm on the 10<sup>th</sup> May and the AGM will proceed at 7pm on the 10<sup>th</sup> May 2022. The PC is going to contact Water Meadows school in hope that the children can attend the APM, as HPC would very much like to build a community relationship with the young generation and their fresh ideas for the future of Hersden.

## **59/22 Working Group Updates**

### **Staffing:**

LisaMarie the PC's new Administration Assistant has been looking at the web site and advised that as we are only on the Hugo fox bronze package, there is not a great deal more we can do with what we have. She has updated our current information as much as possible for the time being. LisaMarie has not been able to start her e-Learning ILCA, due to staffing issues within SLCC.

### **Playground:**

It was reported the park gate does not close itself as it should. Cllr Brabham inspected and discovered, there should be a stop bracket on the outside edge of the gate and it should be opened outward in order for it to self-close. Once this bar/stop is reinstated the public will only be able to pull the gate open outward and it will then close properly. Cllr Brabham will speak to George Brabham and the Caretaker Dave about this issue. The swings are located and are safe at Cllr Brabham's House.

### **Youth:**

Tuesday 19<sup>th</sup> April 2022 Detached Youth Work team are coming to Hersden to check viability for 6 weeks youth services in the village for the young people. It was discussed if the weather is bad can they use the Community Centre, but usually the hall is booked on a Tuesday. HPC hopes the school may be able to help with space, should the need arise. HPC has offered to contribute up to £100.00 toward the youth scheme should they want it.

### **BMX Track:**

Nothing to report

### **Finance:**

Nothing Further to report

### **Events:**

Events sub Committee had briefly met and provisionally booked Hersden Social Club for Sunday 5<sup>th</sup> June 2022 for the Queens Platinum Jubilee celebration, which would be free of charge. A working group meeting was arranged for Tuesday 19<sup>th</sup> April 7.30pm at Community Centre to discuss further arrangements.

Signed .....

Date .....

# Hersden Parish Council

**Beautification:**

Further to correspondence received from Sam Cox - Mears Community Projects, HPC had put together a small project in the hope Mears funding would be successful and the project be beneficial to the residents. HPC is awaiting the outcome.

Signage for village notice boards

**Community Safety Group:**

The last two cameras have now been offered. The PC will endeavor to roll this offer out again later in the year for other residents.

**60/22**

**Parish Walk Around**

Date of next walk around to be advised by Cllr's Austin and McMahan.

**61/22**

**Co-Option**

Hersden Parish Council now has 4 seats available for co-option. Cllr McMahan has created a short video on Facebook for those who may be interested in becoming a Councillor.

**62/22**

**Any Other Business**

None

**63/22**

**Date of the next meeting.**

The next meetings to be held will be the:

Annual Parish Meeting (APM) 10<sup>th</sup> May 2022 at 6pm

Annual General Meeting (AGM) 10<sup>th</sup> May 2022 at 7pm

There being no other business the Meeting was closed at 20:28

Signed .....

Date .....