

Hersden Parish Council

Minutes of the Ordinary Meeting of Hersden Parish Council held on Tuesday 9th March 2021 at 7.00 pm remotely via Zoom

Present: Councillors Lynn Austin (in the Chair), Ken Dekker, Terry McMahan, Jack Brabham, Sarah Carden and Ross Llewellyn
One member of the public.

Cllr Austin opened the Meeting by thanking everyone for attending.
It was announced that the Clerk had resigned from the post and that Cllr Austin had taken on the role of Responsible Finance Officer and Cllr Dekker was now the Proper Officer, with effect from 28th February 2021.

34/21 **Apologies for absence and reason for absence**

KCC Cllr Alan Marsh sent his apologies as he was attending another meeting.
CCC Cllr Louise Harvey Quirke sent apologies.
Cllr Andrea Brabham gave her apologies.
PCSO Robin Todd sent his apologies as he is on annual leave.

35/21 **Declarations of Councillor's interests regarding items on the Agenda**

There were no declarations.

It was confirmed that DPI forms have been received at CCC for Cllrs T McMahan, R Llewellyn, J Brabham and L Austin.

36/21 **To approve the minutes of the Following Meetings**

Minutes of the Meeting held on 12th January 2021
Proposed Cllr J Brabham. Seconded Cllr R Llewellyn. All Agreed.

Minutes of the Meeting held on 9th February 2021
Proposed Cllr T McMahan. Seconded Cllr J Brabham. All Agreed.

Minutes of the Extraordinary Meeting held on 11th February 2021
Proposed Cllr J Brabham. Seconded Cllr T McMahan. All Agreed.

37/21 **Matters arising not agenda items**

No items.

38/21 **Public Discussion**

There was no public participation.

Signed

Date

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39/21

KCC & CCC Cllrs Reports; PCSO & Community Warden reports.

CCC Cllr Georgina Glover stated that there had been a lot of problems with bin collections and also loss of paper waste inserts and that she was trying her best to get replacements.

Precept has been allocated and the new ratable values have been sent out.

PCSO's report read out by Cllr K Dekker.

Community Warden's report was read out by Cllr K Dekker and will be circulated to all Cllrs.

40/21

Chair, Cllrs, Proper Officer and Caretaker's reports.

Cllr Austin stated it had been a quiet month. She had attended the Parish Council Engagement forum and had discussions with D Hards regarding his new contract and duties. She has also been dealing with the takeover of the Clerk's Responsible Finance Officer's role, including setting up of the internal audit.

Cllr McMahan has been drafting a risk assessment for the Caretaker's role and completing a first draft of the Capital Grant Funding application.

Cllr J Brabham spoke with a representative from KCC regarding the land at Ash Crescent, the fence has been moved back to original location and KCC have signed off on this issue.

A resident has said they will purchase five (5) salt bins and donate them to the Parish Council. The Parish Council need to ascertain that this donation is acceptable and if it is, that KCC will fill the salt bins. The placement of the bins will need to be approved by KCC.

Cllr J Brabham to check if Dan Skeet can attend the Working Party meeting on 16th March 2021 to assist with the proposed beautification project and hear HPC's initial ideas.

Cllr Dekker stated he had attended the Parish Council Engagement forum along with the Chair.

In his role as Proper Officer, Cllr Dekker reported that he has been dealing with taking on the role of Proper Officer for the Parish Council. This includes, but is not limited to:

- Taking over the running of the web page for the Council.
- Working with the Clerk's email account to change details. Problems have been encountered with proposed changes and this is to be discussed under item 49/21.
- Informing the external auditor of a change of address due to the fact that the AGAR forms are to be sent out this month.
- Informing the Monitoring Officer at CCC that the Clerk has resigned and he has informed the relevant officers at CCC. He has asked that HPC keep him and Matthew Archer updated of any changes reference the Clerk.

Signed

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- Responded to a message from a resident in Sutton Road who had heard that the village was to become a 20MPH limit. Having checked with a contact at KCC and was told that this was not happening in the near future, the resident was informed.

Cllr Dekker read out the Caretaker's report.

41/21

Correspondence received.

Emails received from:

Peter Lee of Wicksteed enquiring if we still needed him to come for a quote on the resurfacing work.

Contact via our web page regarding the Food van at the old aquarium site.

KALC regarding the procedures for Operation London Bridge. E-mail circulated to all Cllrs.

PCSO regarding a scam doing the rounds where people are using the reason that your NI number has been compromised. E-mail circulated to all Cllrs.

Kent Police Rural Task Force Report & Rural Matters. E-mail circulated to all Cllrs.

KALC regarding Census Day. They have asked us to publish on our face book page information provided to raise awareness of the Census. E-mail circulated to all Cllrs. Local Government Bulletin has also been circulated to all Cllrs.

Michael Bailey on behalf of Steven Boyle (Monitoring Officer) regarding the upcoming elections and the Purdah period beginning on the 19th March 2021. This has been circulated to all Cllrs.

42/21

Planning & Enforcement Matters

Application No: CA/21/00351

Proposed two-storey rear and single-storey side extension
5 South View, Island Road, Hersden, Canterbury, Kent, CT3 4HF,
Comments required by 19th March

No objections from Cllrs.

Application No: CA/21/00422

Two-storey rear extension along with cladding to all elevations.
1 South View, Island Road, Hersden, Canterbury, Kent, CT3 4HF
Comments required by 26th March

No objections from Cllrs.

Signed

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Application No: CA/21/00434

Single-storey side extension with mono-pitch and flat roof, to form extended garage.

Whitlocks, The Avenue, Hersden, Canterbury, Kent, CT3 4HL,

Comments required by 26th March

No objections from Cllrs.

Application No: CA/20/02750

First floor and roof extension including creation of 1 no. rear dormer to

No.13A together with roof extension to No. 13

and 13A The Avenue, Hersden, Canterbury, Kent, CT3 4HL,

Comments required by 19th March

No objections from Cllrs.

Cllr Carden abstained from voting.

43/21

Finance Matters

D Hards	Caretakers salary (new rate £9 p/h)	£195.00
	Overtime February (34Hrs @ £8.72)	£296.48
	Expenses Disinfectant x4 bottles	£4.00
	Total	£495.48
J. Caddick	Grounds maintenance	£306.99 incl VAT of £51.16
Lynn Austin	Travel expenses to G Eaton's home and return 64.5 miles @ .45p/m	£29.00
	Postage cost for letters and P45 to G Eaton	£5.38
	Total	£34.38

The above outgoings were Proposed by Cllr K Dekker and Seconded by Cllr T McMahan. All Agreed.

Proposal to spend monies

Open Spaces

Rubbish sack hoop x 2	£20.00
Spray and leave cleaner for play park	£20.00
Grass seed for play park	£20.00

Parish Office

A4 paper	£5.00
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The above was Proposed by Cllr R Llewellyn and Seconded by Cllr J Brahnam. All agreed.

Signed

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Banking sign off

It was agreed by all Cllr's that this month's signatories would be Cllr's Dekker and McMahan.

Zoom renewal

Agreed to renew contract when due.

44/21

Staffing matters

Replacement for Clerk to be discussed at July meeting.

45/21

Working Group updates

Cllr J Brahnam stated he had attended the play area whilst the Wicksteed representative was on site to survey for a quote for resurfacing one damaged area.

46/21

Annual Risk Assessment.

The Annual Risk Assessment draft was circulated in advance of the meeting. There were no further comments regarding the Risk Assessment.

Proposed by Cllr T McMahan and Seconded by Cllr J Brahnam. All agreed.

Document adopted in March 2021 and to be reviewed in July 2021, to bring in line with all other procedures.

47/21

CCC Housing Inspections

The Cllrs expressed concerns that at least one property has dangerous materials in the front garden.

CCC Cllr Glover will enquire and ensure inspections of all CCC properties in the parish are carried out with all urgency.

It was asked if there is going to be a system for reporting for the residents of CCC properties. Cllr Glover said she would check with Housing and revert.

48/21

Future Projects

Capital Grants Funding for planters, benches and waste bins to be discussed at the Working Group meeting on 16th March 2021 and how to go forward with this.

49/21

Any Other Business

Proposal to change email addresses to be discussed at the Working Group meeting on 16th March 2021.

50/21

Date of next Meeting

Next meeting to be held on 13th April 2021.

There being no other business the Meeting was closed at 20:26

Signed

Date