Minutes of the meeting of Hersden Parish Council held at the Hersden Neighbourhood Centre on Tuesday 14th July 2026 at 7.00pm

Present:
Parish Cllr Jack Brabham (Chairman)
Parish Cllr Claire Warman (Vice Chairman)
Parish Cllr Patricia Hatton
Parish Cllr Paul Glover
Parish Cllr David Almond
Parish Cllr Andrew Todd
Parish Cllr Ross Llewellyn
Canterbury City Councillor Cllr Harry McKenzie (for part of the meeting)
Hersden Caretaker
Amanda Sparkes (Locum Clerk)

103/26 Apologies for absence and reason for absence
Apologies for absence were received from Parish Cllr E Berceanu (work commitment), Canterbury City Councillor Cllr Keji Moses, KCC Community Warden Roger Lithgow and the Clerk Lisamarie Foster (unwell).
Cllr Brabham welcomed everyone to the meeting and explained that as the Clerk was unwell and unable to attend the meeting that Amanda Sparkes was standing in as a Locum Clerk to minute the meeting and type up the Minutes afterwards at a rate of £15 per hour.

104/26 To receive Declarations of Interests
Cllr Brabham declared an interest in Agenda item 111/26 – a memorial bench for parish councillor Andrea Brabham who passed away on 12 June 2026.

105/26 Minutes of previous Meetings
Cllr Almond proposed and Cllr Glover seconded and all councillors agreed that the Minutes of the meeting held on 9th June 2026 were a true record of the meeting, and the Chairman duly signed them.
The Minutes of the Extraordinary meeting held on 30th June 2026 were not available, so this item was deferred to the next meeting.
ACTION: Clerk to bring these Minutes to the next meeting.

106/26 Matters arising not agenda items

Parish Council HIPs
Cllr Brabham advised that an email had been received from KCC Highways on 07 July 2026 that, due to experiencing operational pressures, the team is not holding any meetings for 12 weeks or so for any parish council submitting a Highways Improvement Plan.

CCC briefing for Parish Councils on Planning Enforcement in the Canterbury district
CCC is offering an online Planning Enforcement briefing from 5.30pm - 7pm on Monday 12 October 2026. CCC has a recently adopted Planning Enforcement Plan for the district. The Plan explains how reports of potential planning breaches are prioritised and managed by the planning team and gives information about who deals with other non-planning matters.

107/26 Public discussion on items on the agenda
There were no members of the public present, so the meeting continued.

108/26 KCC & CCC Cllrs Reports; Police & Community Warden Reports
CCC Cllr Harry McKenzie's report was circulated on 09 July 2026.
KCC Community Warden Roger Lithgow's report was circulated on 30 June 2026.
Nothing had been received this month from PC Amelia Parker-Wellard.

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CCC Cllr Harry McKenzie
Cllr McKenzie explained that, since the Joint Transportation Board meeting, the No 7 bus, likely to be a re-routed bus through Broad Oak is to be reinstated although not as the previous route.

At CCC Scrutiny meeting last month city councillors heard that all 3 of the Park and Ride sites have higher usage – all 3 are up by 12% and Sturry is up by 18% in the last year (June 2025 to June 2026).

CCC has a new Planning Enforcement Policy – Cllr McKenzie explained that he and CCC Cllr Moses have emailed officers with questions including how Appeals will be handled.

The CCC Biodiversity grant is open until 24 July 2026.

Cllr McKenzie explained CCC has adopted a new Housing Strategy with lots of elements to it. He commented that he was pleased to see long-term empty homes to be brought back into use. The government is to introduce measure that domestic violence perpetrators may be removed from social housing.

A Community Safety Partnership meeting was held. Cllr McKenzie asked questions about illegal parking and vandalism of football fields.

Due to the hot weather recently bin collections are starting earlier from 6am.

For the World Cup, both Riverside and a venue in Herne Bay will offer public viewings of the semifinal on 15 July – and the final if England makes it to that.

Cllr Almond advised that the dog bin in Hazel Court in Chislet Gardens is broken, and he asked Cllr McKenzie if it could be changed to a dual waste one as it gets full quickly and that end of the village gets a lot of litter. Cllr McKenzie agreed to request a dual replacement.

Cllr McKenzie left the meeting at this point (7.25pm).

109/26 Chair, Cllrs, Clerk and Caretaker's reports

Chairman's report
Cllr Brabham advised that the bench on the main road by Chopsticks is now installed and thanks had been received for its installation.
ACTION: Wording for the plaque for this bench is to be confirmed and brought to the next meeting.

For the casual vacancy following the death of Andrea Brabham in service CCC held off creating the Notice of Vacancy until after the funeral – the Notice will be posted next week.
ACTION: Post Notice of Vacancy on the noticeboards.

The new bins are now installed and Cllr Brabham recorded thanks to the caretaker. He advised he has been approached by a business that is interested in sponsoring and advertising on one or more bins.
ACTION: This will be an Agenda item for the next meeting.

Cllr Hatton
Cllr Hatton said she would like no fireworks after the World Cup football matches as the crops are so dry.
ACTION: Notices on social media and the parish council website to be done.

Cllr Glover – Cllr Glover had nothing to report.

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Cllr Almond
Cllr Almond advised he has been picking up rubbish, and he has reported some fly tipping on the recreation ground.
He said a resident has asked what is happening regarding the development of the shop and nursery on the Red Row development.
ACTION: Cllr Brabham advised he thought bricks were being laid today (14 July 2026) but that an update from Quinns should be sought.

Cllr Todd – Cllr Todd had nothing to report.
Cllr Llewellyn – Cllr Llewellyn has nothing to report.
Cllr Warman – Cllr Warman had nothing to report.

Clerk report
Cllr Brabham gave the following Clerk updates:

- The Clerk had phoned Spires Academy regarding hedging – an order has had to be received from KCC due to nesting birds.
- The year end AGAR was sent to the external auditor with supporting documents, and it has been published online.
- The Clerk posted a Safe Cycling advert on Facebook.
- The playpark inspection has been booked. This is an unmonitored check as to have a councillor attend the inspection it costs more.
- The Clerk ordered "No Ball Games" signs but they were damaged. More signs have arrived and the Caretaker is to install them.
- The Clerk has ordered poobags and holders. These have been delivered and advertised.

Caretaker report
The caretaker advised he had installed the new bench, installed new bins, and received appreciation from some residents for these.
There had been a Facebook report of a broken bike and glass at the rec, but he found nothing in either the rec or the ball court.
He commented that there is still a fly tipping issue at St Albans – a fridge and mattress there have been reported. He has not found any graffiti or gas canister capsules.

110/26 Correspondence received:
Road closures in Kent – these have been circulated to Councillors.
KALC/NALC training schedules and newsletters – these have been circulated to Councillors.
South East water updates - these have been circulated to Councillors.
Concurrent Function Funding Contract – this has been signed and sent back to CCC to release the payment along with a monitoring report, etc.

Hersden Skate park Evaluation and Sports pavilion update: Cllr Brabham advised that he and the Clerk are to attend a meeting on 14 August with CCC officers.

Update on Local Government Reorganisation – CCC is offering an online Parish Forum on 20 July 2026 at 6pm. Cllr Warman will attend this.

Restoration of bus No 7 - The No 7 bus service through Broad Oak will be restored in September 2026.

Draft Tenancy strategy and Draft Tenancy Policy - CCC has two current consultations on these strategies – details were circulated to councillors on 18 June 2026.

Draft homelessness and rough sleeping strategy 2026-2030 - CCC is consulting on this strategy – details were circulated to councillors on 16 June 2026.

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111/26 Bench
Cllr Brabham declared an interest and passed this item to Cllr Warman as vice chairman to deal with it. There had been a suggestion from a resident for a memorial bench for Cllr Andrea Brabham, and 3 quotes had been sourced.
Cllr Glover said that he would prefer an established tree with a plaque. Andrea had loved a Christmas tree, and one could be planted and save money each year. This would be more economically friendly, and it could be planted in front of the neighbourhood centre.
Cllr Warman proposed a new task for quotes for an established fir tree that can be planted and with a memorial plaque. This was seconded by Cllr Glover and all councillors agreed.
ACTION: Clerk to source three quotes for an established fir tree that can be planted and with a memorial plaque and bring details to the next meeting.

112/26 Tulip bulbs
Cllr Brabham explained that a £57.50 quote for 250 bulbs had been agreed previously but these had sold out at that offer price, and new prices sought. These were discussed. Now 150 bulbs costs £52.90. Cllr Brabham proposed spend up to £110 and buy as many bulbs as possible (150 bulbs x 2? If still available). This was seconded by Cllr Hatton and all councillors agreed with a show of hands.
ACTION: Clerk to spend up to £110 and buy bulbs.

113/26 Noticeboards
Cllr Brabham explained that the parish council has previously agreed to provide a new noticeboard on the Hoplands development on the green, and to replace the Meadow View noticeboard. Three quotes were circulated.
One for £1020.54 was excluded as it was a lift up door. One for £383.47 was aluminium and magnetic and another was for £616.
Cllr Brabham proposed the £383.47 option and to purchase just one to what it is like quality wise. It could go at the preschool if it's not suitable. Cllr Llewelyn seconded the motion.
ACTION: Clerk to order the agreed noticeboard.

114/26 Event - Emergency Services Day
This event will be held on Saturday 29 August 2026. Cllr Brabham advised he'd had confirmation of attendance from the Police and Tactical Unit. The Police will do bike marking.
The Fire Brigade will attend if able.
The parish council will be involved with an information stall and dog bags etc.
The Air Ambulance are to have an information stall but without their helicopter.
South East Ambulance are to be chased. The Red Cross and St John's are also being approached.
Cllr Warman suggested that the parish council don't need to do any more. Cllr Brabham said he would make this event a priority for next week.
ACTION: Clerk and Chairman to complete any necessary actions.

115/26 Policies and Procedures – IT Policy
Cllr Brabham explained the IT Policy has been discussed previously (Minute No 94/26) but not yet approved. The Full Policy was not available at the meeting. There was a previous query regarding the parish council paying for eye tests for employees who use display screen equipment. Research suggests the parish council should do so if a request is made. The eye test should be undertaken in the employee's own time.
There was a query regarding whether there is a minimum number of hours an employee must work to be eligible.
The item was deferred as councillors were not happy to approve an incomplete policy.
The template is a KALC template. Cllr Almond suggested that the Clerk contact KALC for clarification.
ACTION: To the clerk to do.

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116/26 Planning & Enforcement Matters
CA/26/01012 Land to the south of Island Road (A28) The remaining land of the former Chislet Colliery, Hersden. Application for lawful development certificate for implementation of planning permission CA/22/02278.
3m of footpath has been installed to enact the permission.
The parish council had no comments.

117/26 Financial Matters
There was no finance appendix to hand.
The bank balance at 30 June 2026 was £104,212.48.
The following invoices were approved for payment:

- Clerk salary July £855.14
- Caretaker salary July £281.67
- John Caddick grounds maintenance for June £376.99
- KCC Pension June £294.13
- Caretaker mobile allowance July £10.00
- Debit card monthly charge £3.00

Total payments authorised £1,820.93

There was nothing available for any debit card transactions, but two councillors signed the invoices.
Cllr Almond and Cllr Hatton will authorise the transactions above at the bank.
ACTION: That the Clerk should check for any underpayments for the caretaker's mobile allowance (June's may be unpaid) and that the Clerk produce a July Finance Appendix and circulate this to councillors in due course.

August Payments via email - It was agreed that Cllr Llewellyn and Cllr Almond would authorise payments at the bank for August.

Unity Bank submission form – this submission form was deferred for signing as it did not include any detail of what the mandate actions.

118/26 Working Group updates
There were no updates on any of the working groups.

119/26 Any other business
There was nothing from any councillors
Cllr Brabham recorded thanks to Amanda Sparkes for acting as locum clerk for the meeting.

120/26 Date of next Meeting:
8th September 2026 (no meeting in August)

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