

**Minutes of General Meeting at 7pm on Tuesday 10<sup>th</sup> October 2023 at Broad Oak Village Hall**

**Present:**

Cllr John Hogben (Vice Chairman), Cllr Peter Campbell, Cllr Peter Wenham, Cllr Ann Davies, Cllr Heather Taylor & Cllr Karen Isaac.

Ken Dekker Interim Clerk, Ken Bullock Cemetery Superintendent and Alan Webster Caretaker

**7780: Apologies for absence**

Cllr. Ashley Bubb, KCC Cllr Alan Marsh, CCC Cllr's Keji Moses and Harry McKenzie

**Public questions**

A member of the public asked the question to the Council, would they be willing to hold a joint consultation regarding the Popes Lane development.

A second member of the public had asked for an extension of time for the consultation to take place, but this had not been granted.

At Item 7798 this will be discussed.

A third member of the public spoke on Item 7796.

**7781: To receive Declarations of Disclosable Pecuniary Interests and Other Significant Interests and Voluntary Announcements of Other Interests on any agenda items and a reminder to think of any changes to the DPI register held at CCC, such as change of job or home**

Cllr's Davies and Wenham indicated that they had an interest on item 7796.

Cllr Issac indicated an interest in item 7797.

**7782: To approve the minutes of the Extraordinary Parish Council Meeting held on Wednesday 14<sup>th</sup> September 2023**

One small change to the minutes of item 7777 should read £40,000 not £16k.

Cllr Hogben proposed, and Cllr Wenham seconded. Approved.

**7783: Matters arising from the minutes of the Parish Council Meeting held on Wednesday 14<sup>th</sup> September 2023**

Cllr Davies asked if anyone has contacted the library to see if we can use it for meetings.

Cllr Campbell asked if there were any updates on the following items:

- Item 7718: Cemetery Fencing. To agree the type of fencing to replace the existing damaged fence and approve the seeing of quotations for supply and installation of the

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fencing. Cllr Bubb reported that he hadn't had the opportunity to review the fence and make a recommendation to the Council.

- Item 7735: Decision on quotation for replacing the Mesh in the Dog Walking Area from Firwood Fencing. Action: Cllr Hogben said he will take a look at the fence to see what materials would be best to use. Cllr Hogben was investigating the use of mesh for this. Cllr Davies suggested using the Payback Team for the installation. Cllr Hogben agreed this was a possibility but would need the sheets to be cut to size first. Action: The site needs to be measured up by the Caretaker in order for Cllr Hogben to get these works priced
- Item 7736: Decision on quotation for replacing the Ledon See Sawhorse. Action: Clerk to check with the insurance company to see if claim can be made.
- Item 7764: Update on Centenary Woodland including proposal to re-open to the public. Cllr Campbell reported that the site was now safe and could be re-opened to the public once the pathway had been cleared. Action: the gardening contractor was to be instructed to clear the pathways in Centenary woods.
- Item 7771: Proposal to provide Dog Waste bins for St Nicholas Church. Cllr Taylor noted that Church Warden reports could be provided to each monthly Parish Council meeting, they are to be approached and asked if they wish to. Action: Cllr Taylor to speak to Church Warden
- Item 7737: Discussion on Speed Camera purchase for Sturry Parish Council. Action: Clerk to research prices and contact Lydden Parish for advice. Cllr Taylor is progressing this item and stated that the Parish Council could register as part of Speed Watch. This will be a future agenda item.

Has anything been done about a key safe for the Parish office. K Bullock stated that he had done some research and found that there are only small ones and that they all look too flimsy.

#### **7784: Chairman and Councillors' reports.**

Cllr Hogben thanked Ken Dekker for stepping in to be the Interim Clerk and welcomed him to his first meeting.

#### **7785: County and District Councillors' reports.**

No report from Cllr Marsh

The Clerk read out Canterbury City Cllr's report.

We met with a representative from the Sturry Neighbourhood Watch on Herne Bay Road to inspect overgrown vegetation and trees and non-functioning streetlights that we are now taking up with KCC.

We met with a resident outside Sturry Church of England Primary School to inspect the parking and traffic chaos and were appalled by what we saw; we have also communicated with other residents on the same issue since. We are communicating with council officers and the school to try to find a solution.

Harry met with a resident in Densgrove Park to speak about loud noises at anti-social hours of the morning that were causing distress and set about helping to identify and solve the source of the noises.

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We were briefed on the status of the Broad Oak reservoir by planning officers which we then relayed to the Sturry Parish Council for feedback. We are now chasing up some loose ends with planning officers before announcing updates to residents.

We researched the status of Hope Villa with the planning department and updated residents about its status with an impending planning application. We are prepared to review the planning application and communicate with residents and the parish council on next steps.

**7786: Community Warden report**

No report

**7787: Village Caretaker's report.**

It has been an up and down month; we have had a few issues in the play park with fly tipping of a shopping trolley and two bikes. I have returned the trolley to the relevant supermarket and the bikes are stored in the mortuary.

I have been working in the cemetery.

**7788: Cemetery Superintendent's Report**

**Admin Work:**

With no Clerk, I believe I have managed to keep on top of most key issues. Enquiries & emails have either been dealt with or passed on to an appropriate councillor. Wages and critical invoices have been paid.

Open Queries in hand: Cemetery = 9 Burials = 3 Council General = 8  
*(excludes walk in, email, telephone enquiries resolved at the time)*

I must impress on Councillors the importance of moving from personal email accounts to the secure council business email accounts. I know some councillors have had problems and I am happy to help anyone struggling, so please do call me or come into the office so we can get this resolved.

We will stop sending anything to personal email accounts at the end of October!

I have been working with Highway Business Services, on implementing the last three elements of their proposal which the council approved earlier this year. They are a new firewall, (the old contract ends on 31<sup>st</sup> October), a higher level of security and spam filtering on emails, and a cloud-based server, which will finally enable us to get the laptop up and running.

We do have working Wi-Fi in the office, so anyone requiring access, come and see me.

I have been managing an issue with our electric supply in the office. We received a notice from EDF (our supplier at the time) saying they were sorry we were leaving. To cut a very long story short, it transpires at some point in the past, a contract was

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signed with a company called Bionic, who automatically migrate you to a new (better?) contract when your old one expires. I am still trying to establish the exact conditions of this contract/agreement. Our electricity was moved to British Gas on 1<sup>st</sup> October 2023. The problem is no one was aware of this, and nothing has been in front of the council!

**Cemetery Database:**

Work surveying the cemetery (matching what physically exists with Grave space, Burial and Database records) continues. This is an as and when activity, which will continue for months, possibly years to come.

**Cemetery Other:**

Since my last report, we have had 1 burial & 2 burials of cremated remains. I have several enquiries about possible burials and/or purchases of plots in hand at various stages.

**7789: Clerks Report**

In my first four days in the role, I have found a couple of outstanding invoices that needed immediate action.

I have set up my login for Sage salary program, once in and after getting HNRC paid, and I have updated the outstanding ticket.

I will have to work with the Finance committee to be able to get access to Lloyd's bank account. I believe that at a prior meeting it was decided to move bank accounts to Unity Trust Bank, before this is done, I will need all the information from the existing accounts such as direct debits and all payees so that these can be set up with the new account.

Having one signatory is not satisfactory so with the new account I will set up at least four signatories, so that any two can authorize payments once approved by Council.

I was today set up on Realtis and have a very good contact there who told me that nothing has been inputted since April, so once I have sorted through all the paperwork, I will be able to start to get the cash book up to date. This is not going to be an easy task and will probably take a considerable length of time.

I was instructed to input all of April and part of May and then go back to Realtis to check all has been done correctly.

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## 7790: Finance

### a) Payments for Approval

The following invoices were submitted for approval:

£379.36	CCC	Parish Election Charge
£1250.89	John Caddick	Grounds Maintenance
£226.20	ROSPA	Annual playground inspection
£254.78	Screwfix/ B&Q	Trade Account Card
£57.02	Mustang Washrooms	Washroom Supplies for two months
£132.86	Westleyhire Ltd	Portable Toilet Rental

Cllr Davies asked if the Westleyhire was for one month or two, it was explained that it was for slightly over one month and that we have just received October's invoice and we pay £25 per week for cleaning and £10 a month for the hire with the VAT it comes to £132.86.

Cllr Cambell Queried the Grounds maintenance amount, Cllr Davies replied that it was for all the grass cutting and Cllr Cambell was shown the invoice, the contractor should have his work checked every so often.

Cllr Davies proposed, and Cllr Hogben seconded. All agreed.

Cllr Taylor stated that the previous clerk has not received her remaining pay or her P45, she requires this so that she can be taxed at the normal rate.

Cllr Bubb was to get this sorted for her. Talk to Cllr Bubb when he gets back from holiday. Cllr Hogben is to look at her contract.

### **7791: To discuss and a proposal for a new pedestrian crossing on the A28 near the junction with Babs Oak Hill**

A resident has put forward a proposal for a new pedestrian crossing on the A28 so that children going to school in Canterbury can safely cross the road to the bus stop.

Cllr Taylor informed the Council that first port of call is KCC and possibly Cllr Marsh.

### **7792. Discussion and proposal of Christmas event**

Cllr Taylor informed the Council that she had a meeting with Ken Bullock and Alan Webster regarding to road closure and xmas lights.

Road closure application went in last week and applied for events licence from CCC. Ten sets of new lights have been ordered.

Cherry picker booked for 26<sup>th</sup> November which is a Sunday. Notice to be put on Facebook to let residents know that this is happening in the High Street.

Road closure signage is booked.

Reindeer and Gingerbread grotto plus a sleigh and letter box booked.

Cllr Isaac said that we have 6 stalls interested.

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We are charging £15 per stall; we will have a form for the stall holders to fill in and payment will be up front, this will have all the information required for the needs of the stall holders.

School play group will be in attendance wearing fancy dress and father xmas will judge the best one.

Cllr Davies will look up the supplier for the presents.

Cllr Hogben said the band is booked.

Flyers to be distributed throughout the ward for the event.

Food and drink vendors will not be charged for their pitch but will be asked to donate towards the cost of the event.

It was proposed to increase the budget for this event to £5000 so that the committee do not have to come back to Council for more money because the present budget is not enough.

Cllr Hogben proposed, and Cllr Taylor seconded. All agreed.

**7793. Update on providing Dog Waste bins for St Nicholas Church**

Need to get prices for dual purpose general waste bins. Clerk to investigate this.

**7794. Discussion & Approval of Grant Request from Sturry Kings Football Club**

(requested grant £1035)

Request for more information as per the application form and to ask them to attend the meeting when this will be discussed.

**7795. Discussion & Approval of proposal to no longer offer “named” plots in Sturry Cemetery.**

This was discussed at the last meeting and K Bullock has no problem with the outcome from that meeting.

**7796. Sturry Social Centre update and for decision on the following items:**

Cllr. Davies stated that the Social Centre has failed in getting any grants for this work and would also like to add that the SC is not asking for any more money from the Parish Council, just that they honour their decision from a previous meeting to the sum of £40000.

Cllr's Davies and Wenham left the room.

Cllr Taylor would like to know when this figure was agreed as she cannot remember agreeing to this and could not find this in any minutes.

Need to check standing orders to see if we need a public consultation on this.

Cllr Hogben stated that the SC are putting in £11000 of their own money as well.

Need to see quotes at our next meeting.

Cllr's Davies and Wenham return to the meeting.

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**7797. Centenary Woodland – update**

Work in the woodland has been completed and Natural England are willing to set up a management plan in readiness to open the woodland to the public.

A property bordering the woodland has trees obscuring it, Cllr Taylor recommended getting quotes from tree surgeons to pollard them.

**7798. Consultation over proposed development on the Pope’s Lane Field**

An application from the parish council for an extension of time to enable the PC to fully consult with residents.

To jointly with SABORA arrange a public consultation meeting at Sturry Primary School

To agree a budget of no more than £500.00 to cover the cost of printing leaflets, exhibition material and venue. A member of SABORA has volunteered to provide the artwork for leaflets etc. Free of charge and members will also help to distribute leaflets and assist with the meeting, it has only a small budget but is willing to cover some of the cost.

Clerk to contact Gladmans and K Bullock to arrange the school hall for meeting.

Proposed by Cllr Taylor and seconded by Cllr Hogben.

**7799. Approval of the Parish Council’s Financial Risk Assessment – as recommended by the Finance Committee.**

Cllr Campbell presented the risk assessment to the Council.

Proposed by Cllr Campbell and seconded by Cllr Hogben Approved

**7800. Approval of the budget allocations as recommended by the Finance Committee subject to a review in November prior to setting next year’s precept.**

Proposed by Cllr Davies and seconded by Cllr Taylor Approved

**7797. To Discuss if Council can have any input regarding the reservoir at Broadoak.**

Cllr Isaac asked if there was anything the Council can do to keep residents updated on the reservoir as there has been no further information going forward.

Cllr Hogben suggested that we keep a watching brief on the situation.

**7798. Date for next meeting.**

Weds 8<sup>th</sup> November 2023

Meeting closed at 21:49

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