



**Finance**

*Parish Council Website* – Unfortunately Cllr Ellis had not been available to speak to the Clerk about the changeover. It was agreed the Clerk should contact Netwise directly and contact Cllr Ellis if there were any problems. **Action Sarah Wells**

**Forthcoming Events**

*Eastry open Day* – An article had been placed in the Village News Letter. **Action Discharged**

*Annual Parish Meeting Date* – All the invitations had been sent out, however due to the current situation the meeting was cancelled for this year.

Great British Spring Clean – 20 Mar to 13 Apr 2020 – Cancelled

Town and Parish Local Plan meeting – Thur 19<sup>th</sup> March 4.15pm Cllr Jones had attended.

*Parking Discussion* – DDC 24<sup>th</sup> March, 3pm Tracker Room – Cancelled

**Leisure Fields****Gun Park**

i) Large tree uprooted by storms – Damage to private fencing and Green House glass  
Cllr Jones had spoken to the home owners and the Clerk had arranged for the fence to be replaced. It had cost £12.00 for new glass for the green house and the Clerk had reimbursed the property owner.

Emergency work had been undertaken to clear the tree from the Gun Park and gardens as well as the access road. The Stump still need to be dealt with as does the whole left when it pulled the roots out of the ground. The Clerk to get quotes. **Action Sarah Wells ongoing**

**Churchyard & Cemetery****Bowling Green & Parish Room**

New Parish Room - Build Costs

The Clerk had spoken to the architect, he felt it was unlikely to get a quote for the work unless it was through a proper tender process. It would take several days to work up a quote and without a chance of getting the job builders would be unlikely to spend the necessary time. He recommended getting a QS to provide a quote this would cost around £500.00.

Cllr Barwick was unsure if the current plans contained enough detail for an accurate quote. It was felt that a full detailed specification should be drawn up so that it could be put out to tender. The Clerk to discuss with the architect. **Action Sarah Wells ongoing**

**Long-term outstanding items****a) Cemetery Extension**

Email from Land Agent – Cllrs Jones and Kenton to meet and discuss with the land agent at the same time as the Pond discussions. **Action Cllr Kenton ongoing**

**b) Bench by the horse trough**

KHS permission forms – The forms had been submitted. **Action Cllr Jones ongoing**

**c) Pond Licence**

Cllrs Jones and Kenton to meet and draw up a tree management plan to be sent to the Church Commissioners land agent for discussion before the Licence is discussed.

**Action Cllrs M Jones and N Kenton ongoing**

**d) Gun Park**

Remaining Lime Tree by school fence – Possible work required

Cllr Jones had inspected the tree and would forward a report to the Clerk so she could obtain quotes for the work. **Action Cllr Jones ongoing**

## Communication

*Use of Notice Boards and possible additional* – Cllr Barwick had look and there was insufficient room to move the existing notice board to the Parade. It was agreed a location for a smaller board should be considered.

## 5. CORONAVIRUS UPDATE

### a) Information from DDC, KCC and Central Government

All emails received in connection with the Coronavirus had been forwarded to Council members as received. The situation changes daily and the information is fluid in nature. DDC are holding weekly conference calls with Town and Parish Council Clerks and have set up a Clerks What's App group to help disseminate useful information.

Both DDC and KCC have set up help lines for the most vulnerable. DDC liaison officers have contacted those on the "Shielded List" directly to ensure they have the necessary food stores and medicine to stay at home and stay safe.

Both the Clerk and Community warden are sign posting people to the above helplines.

### b) Meeting Rules

Parish Council meeting rules have been amended to allow virtual meetings of the Parish Council to take place. Parish Meetings and Annual Meetings of the electors have not been included in these changes. In NALC's view, the current Government Guidance means these meeting should not take place in person, therefore they cannot take place until social distancing rules are relaxed.

The requirement to hold an Annual meeting of the Council in May to make appointments has been relaxed and current appointments can stand until May 2021, however Councils have the power to make appointments should they decide to.

RESOLVED the position of Chairman and vice Chairman should be decided at the next meeting, all other appointments to stand until May 2021.

Members of the public still have the right to attend Parish Council meetings so provision must be made for them to attend virtual meetings, however the rules on participation remain the same and members of the public are not allow to speak during the meeting. Due to the increase in Zoom bombing (meetings being interrupted by trolls that hijack or disrupt them), the meetings will be password protected and members of the public will need to email the Clerk for details.

### c) Accounts and Audit

The timeframe for the approval of accounts and completion of the Annual Governance Return have been extended until 31<sup>st</sup> Aug 2020. However as the Clerk is leaving before then she would envisage these being completed by the end of June.

## 6. CORRESPONDENCE

To discuss and agree actions relating to correspondence received by the Council.

### a) Consultation Documents

None received.

### b) Newsletters and Circulars

#### i) KALC NEWS

Noted by the members

### c) Other

#### i) KALC Chief Executive Bulletin

Noted by the members.

**7. HIGHWAYS**

Nothing to discuss at this time.

**8. ACCOUNTS**

RESOLVED the following payments should be authorised, proposed by Cllr Bailey and seconded by Cllr Kemp.

<b>Receipts Feb &amp; Mar</b>				
<b>Card Payments</b>	<b>S Wells</b>			<b>VAT</b>
	Coffee Break	11.57		
	McAfee Annual subscription	44.99		
		<b>56.56</b>		
<b>Mar and April Payments</b>			<b>Cheque No</b>	<b>VAT</b>
	Clerks Salary Mar 2020		STO	959.44
	H M Revenue and Customs Income Tax Mar	12.80		
	Employees NI Mar	42.58		
	Employers NI Mar	48.97		
		<b>104.35</b>	STO	104.35
	Employers Pension Contribution Mar	209.41		
	Employees Pension Contribution Mar	59.06		
		<b>268.47</b>	STO	268.47
	Caretakers Pay Mar 2020		STO	687.05
	Harmer & Sons Ground Work Mar 2020	698.89		116.48
	British Gas - Electricity 19 Feb to 18 Mar Mtr 21610		DD	22.97 1.09
	British Gas - Electricity 19 Feb to 18 Mar Mtr 21656		DD	7.48 0.35
	Opus Energy - Parish Rm Gas 5 Feb to 4 Mar 20		DD	52.04 2.48
	Opus Energy - Parish Rm Gas 5 Mar to 4 Apr 20		DD	49.28
	Everflow Allotment water 18-5-20 to 17-6-20		DD	26.48
	<b>Paid between meetings</b>			
	KCC Supplies - Stationery		BP	48.24 8.04
	KALC - Annual membership		BP	819.31 136.55
	Eastry Village Hall - Jan to Mar - Coffee Break		BP	220.00
	ICCM Membership		BP	95.00
	G Boorman - Replace fencing damaged by falling tree		BP	336.00
	Replacement Garden Chairs & Chimaera - Tree damage		BP	118.00
	<b>To Pay</b>			
	Repairs to Allotment water leak		BP	20.81

**9. FORTHCOMING EVENTS**

To discuss and agree actions relating to events

**a) Council Events**

i) Eastry open Day

To be discussed once the current social distancing restrictions have been lifted.

**b) Outside Events**

Nothing planned for the near future.

## 10. GROUND WORK

The main contractor is only undertaking gang mowing, therefore the main area of Gun Park is being cut however paths and verges are not being touched, nor is the recreation ground, allotment paths and the play areas. The Churchyard and Cemetery contract is continuing.

Cllr Boughton offered to cut the recreation ground, the members thanked him for the offer and it was agreed he should cut it during the next few days.

RESOLVED the standing order set up to pay the contractor should be cancelled. **Action Sarah Wells**

## 11. REPORTS

To receive written or verbal reports from: -

### a) Dist Cllrs

Cllr Kenton reported that DDC groundwork contracts has also ceased, most of the districts employees were now home working, waste services continued to operate.

Cllr Manion reported on the financial concerns being raised as DDC were spending a lot of their reserves taking care of vulnerable people in the district, as well as offering grants and rate reductions to local businesses. They were also losing revenue due to the closure of leisure centres etc.

### b) Parish Councillors

No reports received.

## 12. COMMUNICATION

To agree Council communication to the following media: -

### a) Communication Strategy

- i) Meet the Council Event – Cancelled
- ii) Local retailers

RESOLVED the Clerk should write to the 4 local retail outlets that were still trading and keeping the local community supplied with essentials, namely Bickers Newsagents, The Village Store, S and C Baitup Family Butchers and Eastry Pharmacy. **Action Sarah Wells**

### b) Village News Letter

- i) Next Issue closing date 10th May

Update on CORVID 19 help to local communities and businesses. Thank you to retail outlets.

### c) Mercury Report

### d) Web Site

As required.

## 13. PARISH COUNCIL VACANCIES

To deal with current Parish Council vacancies.

- a) Vacancy for a Parish Councillor following resignation

Still no one had come forward. The post would continue to be advertised.

- b) Applications for Clerks Vacancy

Cllr Jones declared a prejudicial interest and withdraw from the meeting.

The Clerk explained that 5 applications had been shortlisted, and that the next step would be to interview and make an appointment.

RESOLVED Cllrs Barwick, Boughton, Russell and the Clerk should examine the applications and decide how many interviews to undertake.

RESOLVED Cllrs Boughton, Russell and the Clerk were authorised to undertake the interviews and if a suitable candidate emerged make the appointment of the new Clerk.

#### **14. FINANCE**

To discuss Financial matters affection the Council

- a) Staff Salary increases as of 1st April 2020, as per current contracts of employment.

The national salary awards for 2018-19 were adopted for use by the Council in Jan 2019, this award covered 2018-19 and 2019-20. Salary scales for 20-21 have not been agreed yet.

The Clerk is currently paid at SCP22 with an annual increment due in April 2020 making it SCP23 with future annual increments due in April each year to a maximum of SCP28.

RESOLVED the Clerks annual increments was agreed, once the new rates were received any cost of living increase to be backdated to 1<sup>st</sup> April 2020.

The Caretaker is currently paid at SCP 9 with an annual increment due in April 2020 making it SCP10, subject to satisfactory performance, with future annual increments due in April each year to a maximum of SCP 15.

RESOLVED the Caretakers annual increments was agreed, once the new rates were received any cost of living increase to be backdated to 1<sup>st</sup> April 2020.

The Clerk to set up the wage related Standing Orders.

**Action Sarah Wells**

- b) Parish Council Website

The Clerk to contact Netwise and make the arrangements to migrate to a new website.

**Action Sarah Wells**

#### **15. DATE OF NEXT MEETING**

The next meeting of the Council will be on Monday 1<sup>st</sup> June 2020.

The meeting closed at 8.30pm