

**MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD ON
MONDAY 6th JULY 2020 AT 7.30pm VIRTUAL MEETING DUE TO CORONAVIRUS
RESTRICTIONS.**

Present: Councillors M Jones (Chair) P Bailey M Hay A Barwick LTaylor
 N Ellis D Russell M Smith C Boughton M Kemp
 N Kenton – only in first Zoom meeting out of 3

Sarah Wells Clerk to the Parish Council Dist Cllr S Manion. County Cllr S Chandler
 Joanna Jones – Clerk from 1-8-20

1. APOLOGIES

Cllr M Smith

2. DECLARATIONS

Cllr Jones declared a prejudicial interest in the quotes to remove the tree stump in the Gun Park as he has quoted for the job, he will abstain from the vote.

3. ELECTION OF VICE CHAIRMAN

RESOLVED Cllr Deborah Russell is elected as Vice Chairman. Proposed by Cllr Boughton and seconded by Cllr Kemp.

4. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 1st June 2020 are duly signed by the Chairman as a true and correct record of the meeting.

5. ACTIONS FROM THE LAST MEETING

Churchyard & Cemetery

Self sown trees in corner of the rec by the old school building – Waiting for planning permission to be agreed. **Action Cllr Jones ongoing**

Highways

Footpath behind Hospital site – Dog Fouling

The Clerk has received the signs from DDC environmental enforcement and has some corrugated cardboard, but needs some cable ties, Cllr Jones will drop some off, Clerk will then put them up as soon as possible. **Action Sarah Wells & Cllr Jones ongoing**

Leisure Fields

Gun Park

Play area inspections - repair kits for the worn area of safety surfacing under the monkey bars have arrived and the handyman will repair imminently. **Action Sarah Wells ongoing**

Bowling Green & Parish Room

New Parish Room – Both Cllr Barwick and the Clerk had spoken to the architect. It was unlikely that an accurate costing could be obtained without a fee being charged.

There seemed to be some confusion between the bowling club and members of the Council about possible grants for the new building. The Clerk to arrange a meeting with members of the bowls club and members of the council to discuss – Currently unable to meet in person **Action Clerk ongoing**

Highways Improvement Plan

The Clerk to ask KHS if passing place yellow line along Lower Street could be added to the scheme – a site meeting is required, currently unable to meet in person. **Action Clerk ongoing**

Leisure Fields**Gun Park**

- i) Large tree uprooted by storms – 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 hole left when it pulled the roots out of the ground - Clerk has received quotes, decision to be made in meeting. **Action Discharged**

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 – still waiting to hear from QS **Action Clerk ongoing**

Highways

Nuisance bikes and quad bikes – no Councillors had yet reported incidents dates and times to the Local PCSO and Rural Police Unit, but they knew what to do if required to do so. **Action Discharged**

Finance

- a) **Change to Financial Procedure** – the clerk will individually email Cllrs in order to arrange for them to sign the appropriate Unity Trust paperwork for: Cllr Jones to be removed as a signatory and authoriser of bank payments but to be able to input payments, Cllr Barwick to be able to authorise payments and Cllrs Hay, Smith and Russell to be added to the Unity Trust account.

Action Clerk

Reports

- b) **Parish Councillors** – Cllr Boughton had suggested that the Caretaker spray weeds along the edges of footpaths instead of the pulling them up, the Clerk investigated whether DCC/KCC already undertook spraying, Kent Highway Services responded and said they only sprayed the road edges, DDC didn't respond. The Clerk has requested the spraying schedule for the whole village from KCC,.Cllr Russell reported that some of the Public Rights of Way were definitely looking clearer. **Action Discharged**
- c) **Opening Public Toilets** – Cllr Boughton discussed opening the Public toilets with the caretaker, no guidance has been received from DDC yet – RESOLVED public toilets to remain closed.

Parish Council Website

The Clerk had contacted Netwise and started the arrangements to migrate to a new website – waiting for a .gov website address from JISC, two years of Parish Council minutes and 2 years of Parish Council magazines have already been uploaded. **Action Clerk ongoing**

6. NEW CLERK

RESOLVED a mobile phone, new landline number, desk top computer and software and printer are to be purchased for the new Clerk, the cost will be split at approximately 25% each from Woodnesborough & Great Mongeham Parish Councils and 50% from Eastry Parish Council. Cllr Ellis & Cllr Taylor will assist/ advise on the mobile and landline purchase. Cllr Jones & the Clerk will work on the purchase of the desk top computer and printer. **Action Clerk, Cllr Jones, Cllr Ellis, Cllr Taylor**

7. CORONAVIRUS

a) Information from DDC, KCC and Central Government

All email 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.

8. 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 May
- ii) KALC News June

Forwarded to Cllrs by Clerk, noted by the members.

c) Other

- i) KALC Chief Execs Bulletin June
- ii) Reporting Nuisance Motorcycling
- iii) Kent Police Rural Task Force Report

Forwarded to Cllrs by Clerk, noted by the members.

9. HIGHWAYS

To discuss and agree actions relating to highways issues

- a) Email ref Speeding Sandwich Road – Request for 30mph to be moved back, this request has been made to Highways before and it does not meet the criteria. Cllr Russell will talk to the householder. **Action Cllr Russell**

10. ACCOUNTS

RESOLVED the following payments should be made.

Receipts June				
		0.00		
Card Payments	S Wells			VAT
	Postage 27-05-20	18.24		
	A4 Sheets correx sheets	9.95		
	Face Masks x 50	20.99		
	Hand Sanitiser 6 x 500ml	35.98		6.00
		85.16		
Jul Payments			Cheque No	VAT
	Clerks Salary Jun 2020		STO	998.57
	H M Revenue and Customs Income Tax Jun	5.10		
	Employees NI Jun	37.12		
	Employers NI Jun	50.97		
		93.19	STO	93.19
	Employers Pension Contribution Jun	267.63		
	Employees Pension Contribution Jun	60.57		
		328.20	STO	328.20
	Caretakers Pay Jun 2020		STO	701.35
	Harmer & Sons Ground Work Jun 2020		BP	698.89
	Trevor Oku - Cemetery and Churchyard Services June		BP	230.00

British Gas - Electricity 19 Apr to 18 May Mtr 21610		DD	18.33	
British Gas - Electricity 19 Apr to 18 May Mtr 21656		DD	9.34	
British Gas - Electricity 19 May to 18 June Mtr 21610		DD	17.56	0.83
British Gas - Electricity 19 May to 18 June Mtr 21656		DD	11.70	0.55
Opus Energy - Parish Rm Gas 5 May to 4 Jun 20		DD	10.95	0.52
Opus Energy - Parish Rm Gas 5 Jun to 4 Jul 20		DD	7.70	0.37
Everflow Allotment water 18-7-20 to 17-8-20		DD	57.83	
PS Heating & Plumbing Boiler Service		BP	90.00	
KCC Commercial Services - Stationery		BP	38.46	6.41
G Boorman – Clears Allotments	150.00			
G Boorman – Clears Allotments	310.00			
	460.00	BP	460.00	
D Carr – Website – Forward emails from old website for one month		BP	50.00	
ED Price – Independent Audit 2019/20		BP	75.00	
Online playgrounds – Wetpour repair kits		BP	192.00	32.00
Clerk Expenses May 2019 to Jul 2020		BP	390.00	

11. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

i) Eastry open Day – Neighbourhood Watch have responded and said they would like to be involved in the day, Cllr Russell will add them to the list. Discussions were held on when the Open Day may be, possible September.

Action Cllr Russell

b) Outside Events

i) KALC – Website Accessibility Zoom Event on Wednesday 5th August at 10.00am.

ii) KALC Virtual Meeting Workshops:

Tuesday 14th July 2020

Tuesday 21st July 2020

iii) Manston ACP Stage 2 – Invitation To (Zoom) workshop 15th July 2pm and 6.30pm

Noted by the members.

12. POND AND PARADE

To discuss matters relating to the Pond, Parade and area behind the bus shelter.

Discussions were held, it was felt that a good job had been done on the trimming at the Parade, the grass has been cut around the pond, but it is very overgrown and nothing appeared to have been done in the area behind the bus shelter. The Clerk would chase the contractor, Harmer & Sons, to complete the work according to the contract.

Action Clerk

13. ALLOTMENTS

To discuss matters raised by the Allotments Management Committee.

Cllr Bailey reported that one new allotment had been let today, another one was waiting to be let, 4 plots hadn't had any work done during 2020, so Cllr Bailey would write to the plot holders. More allotment holders are needed for the committee, the very experienced previous chair will give up in October and the current secretary has been in post for 7 years so a re-think will be required in September/October.

Action Cllr Bailey

14. LEISURE FIELDS

To discuss matters relating to the Council's leisure fields and amenities, to receive correspondence relating to leisure fields.

a) Gun Park

i) Quotes to remove large stump – Cllr Jones withdrew from the meeting at 20.23, because he had submitted a quotation for the works. Two quotes had been submitted, RESOLVED accept the cheapest quote from Mark Jones Tree Surgery. 20.25 Cllr Jones re-joined the meeting.

ii) Tarmac lifting drive from school gates to Gun Park - Discussions were held about the Poplar tree causing the problem – Cllr Jones advised that the roots should be ground out, then herbicide plugs used to prevent regrowth and then the tarmac repaired. Due to the trip hazard risk, Cllr Jones will mark the hazard with luminous paint and the Clerk will follow up tarmac quotes. **Action Cllr Jones & Clerk**

iii) COVID 19 – Play Area Opening – The Association of Play Industries have advised that the Play Area can open providing that government guidance is followed, discussions were held about the need for regular sanitising of the play equipment and the need to take bookings, unfortunately the parish council doesn't have the resources for this, so the Clerk will close and lock the gates and put up signs stating that the play areas are closed at the Gun Park & Centenary Gardens. The Clerk will take photographs as a record and put a statement on the website and on Social Media that as Eastry Parish Council don't have the resources to meet Government guidelines, the play areas are closed until further notice, but this will be re-visited and re-assessed.

Action Clerk

b) Play Area Improvements

i) Gun Park Play Area Quote – Sovereign have provided a quotation to replace the equipment in the Gun Park, it is suggested that the existing footprint is used and a replacement wetpore laid. Discussions were held on how the works could be funded, an Awards For All grant could be applied for, some funds have already been earmarked in the budget for the project, a Public Works Loan could be considered, a Consultation could be undertaken, involving the Youth Club, School, Scouts, Brownies & Guides. Cllr Chandler suggested that an application could be made for her Member's Grant and a Public Works Loan could be considered. Cllr Russell will approach the Youth Club to see if they are willing to put any funds in and thought will be given to a September consultation, once schools are back. **Action Cllr Russell**

c) Correspondence

i) PCSO report May & June – Noted by the members

15. CHURCHYARD AND CEMETERY

To discuss and agree action on matters relating to land controlled by the Council in and around Church Street.

a) **Churchyard & Cemetery** - Cllrs agreed it was looking good.

b) **Recreation Ground** - Cllrs agreed it was looking good.

c) **Bowling Green & Parish Room**

i) New Room, Build costs, planning permission expires Feb 2021 – Cllr Barwick will look into the timelines. **Action Cllr Barwick**

16. LONGTERM OUSTANDING 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**

Ground work

The Clerk explained that several contractors known to the Council will be asked to tender for the various groundwork contracts, which can be re-let from March 2021. Tenders would need to be sorted in Oct 2020, schedules and maps of what is required are available for the contractors to price from. **Action Clerk ongoing**

17. REPORTS

To receive written or verbal reports from:-

a) Dist Cllrs

Cllr Chandler sent a written report – noted by the members.

Cllr Manion gave a report including information on The Aspire Project, an EU funded Project to tackle obesity, also on the change of purpose of the Lock down Hub to a Business support Hub, offering DDC grants to local businesses.

b) Parish Councillors

Cllr Kemp was concerned about the fencing in Centenary Gardens, the Clerk will contact Sanctuary Housing. **Action Sarah Wells**

The DDC Rural Parking Meeting via Zoom had been attended by Cllr Kenton, Sarah Wells & Jo Jones, no members thought that charging to park in the car park was a good idea and were also concerned about the impact it would have on road parking and the Village Hall car park and local businesses.

18. COMMUNICATION

To agree Council communication to the following media:-

a) Communication Strategy – still unable to meet

b) Village News Letter

Clerk's retirement, closing date 14 July – The Clerk was thanked for the last 17 years of hard work by the Chair and members and wished well in her retirement, a suitable celebration would be postponed until social restrictions were lifted. Sarah Wells to write a retirement piece for the Village News Letter and Jo Jones to write an introduction as the New Clerk. **Action Sarah Wells & Jo Jones**

c) Mercury Report

Not putting local news in at the moment.

d) Web Site

New site how much information needed in Councillor Profiles – discussions were held on what should be included, all Cllrs to provide photos, phone numbers, addresses, duties, email address and a small biography.

Action All Councillors

16. DATE OF NEXT MEETING

The next meeting of the Council will be 7th September 2020

Scheduled	5th Oct 2020	2nd Nov 2020	7th Dec 2020
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Closed 20.51