

**MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD ON MONDAY 1<sup>st</sup> JUNE 2020 AT 7.30pm VIRTUAL MEETING DUE TO CORONAVIRUS RESTRICTIONS.**

**Present: Councillors** N Kenton (Chair) P Bailey M Hay A Barwick M.Jones  
N Ellis D Russell M Smith C Boughton M Kemp

Sarah Wells Clerk to the Parish Council Dist Cllr S Manion. .

**1. ELECTION OF CHAIRMAN**

RESOLVED Cllr Mark Jones is elected as Chairman. Proposed by Cllr Kenton and seconded by Cllr Hay.

**2. APOLOGIES**

County Cllr S Chandler

**3. DECLARATIONS**

Cllr Jones declared a prejudicial interest in the applications for the Clerks job as his wife has applied for the position.

**4. ELECTION OF VICE CHAIRMAN**

Cllr Kemp nominated Cllr Boughton, Cllr Boughton thanked the council but did not want to take on the role. There being no other nominations it was agreed this item should be held over until next month.

**Action Clerk**

**5. PARISH COUNCIL VACANCIES**

**To deal with current Parish Council vacancies.**

**a) Vacancy for a Parish Councillor following resignation**

RESOLVED Lindsay Taylor be co-opted onto the Council with immediate effect. The Clerk to contact her and get the required paperwork completed.

**Action Clerk**

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

**b) Appointment of New Clerk**

A final shortlist of 3 candidates had been interviewed during the week of the 11th May 2020. Due to current restrictions joint interviews had been conducted with Eastry and Woodnesborough Parish Councils via Zoom. Cllrs Russell, Boughton and the Clerk had conducted the interviews and two members of Woodnesborough Parish Council had sat in to observe. Two Cllrs from Great Mongeham Parish Council had subsequently watched the interviews.

Cllrs Boughton, Russell and Clerk had agreed on the best candidate and had offered her the position.

RESOLVED the Council ratified the appointment of Mrs Joanna Jones as Clerk to the Parish Council, starting on 1st August 2020. She would be employed for 78 hours per month at LC2 SCP18-23 starting at SCP18. All other terms and conditions to be in line with the Clerks model contract of employment.

Both Woodnesborough and Great Mongeham Parish Council had agreed on this selection and had also appointed Mrs Joanna Jones as Clerk to Woodnesborough Parish Council and Great Mongeham respectively.

Cllr Jones re-joined the meeting

## 6. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 20<sup>th</sup> April 2020 are duly signed by the Chairman as a true and correct record of the meeting.

## 7. ACTIONS FROM THE LAST MEETING

### Churchyard & Cemetery

*Self sow 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 gentleman that mows the grass had asked if some no fouling signs could be put up as it is very unpleasant when cutting the grass. The Clerk had contacted DDC environmental enforcement and the signs had now been received. She would put up as soon as possible. **Action Sarah Wells ongoing**

### Leisure Fields

#### Gun Park

Play area inspections - RESOLVED the area of warn safety surfacing under the monkey bars should be replaced. The Clerk had tried order the materials, however wicksteed were not taking orders at the moment. She would try again this week, and get the handyman to make the repairs.

**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.

**Action Sarah Wells ongoing**

### Highways Improvement Plan

The Clerk to ask KHS if passing place yellow line along Lower Street could be added to the scheme.

**Action Sarah Wells ongoing**

### 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 hole 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**

**Ground work**

The Clerk had cancelled to the Standing Order as agreed. The Contractors had stopped most of the work for 2 week, they had continued to gang mow the Gun Park. They were back at work now. There was some discussion about the lack of communications and customer service of the current contractor. The Clerk explained that the current contract could be re-let from March 2021. Tenders would need to be sort in Oct 2020. **Action Clerk**

**Communication**

*Local retailers* – The Clerk had written to the 4 local retail outlets as agreed. **Action Discharged**

**Finance**

The Clerk had set up the wage related Standing Orders. **Action Discharged**

**Parish Council Website**

The Clerk had contacted Netwise and started the arrangements to migrate to a new website.

**Action Clerk ongoing**

**8. CORONAVIRUS UPDATE****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. DDC have stopped the regular conference calls with Town and Parish Council's, however they are still providing information on local support.

**9. CORRESPONDENCE**

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

**a) Consultation Documents**

None received.

**b) Newsletters and Circulars**

i) Clerks and Councils Direct

Noted by the members.

**c) Other**

i) Latest Kent Police and Rural Crime Report

Noted by the members.

**10. HIGHWAYS**

To discuss and agree actions relating to highways issues

a) Cllr Bailey reported that the SID unit had been down for a few month during the lock down, he had now put it up again and was moving it between the posts on the entrances to the Village.

b) There was a discussion ref nuisance bikes and quad bikes. It was agreed the members would record incidents times and dates and if possible registrations, makes and models of bikes, this information would be forwarded to the Local PCSO and Rural police unit. **Action Cllr Members**

c) Cllr Russel asked if it was possible to get a footpath installed to allow safe access to the pond from the Village. A solution to this problem was not forthcoming.

**11. FINANCE**

To discuss Financial matters affecting the Council

**a) Change to Financial Procedure.**

RESOLVED Cllr Jones should be removed as a signatory and authoriser of bank payments, he would be able to input payments, but not authorise. Cllr Barwick to have his authorisation level changed from set up to authorise payments. Cllrs Hay, Smith and Russell to be added to the Unity Trust account.

**Action Clerk**

**12. ACCOUNTS**

RESOLVED the following payments should be made.

<b>Receipts April</b>				
	<b>Precept</b>	56,190.00		
<b>Card Payments</b>	<b>S Wells</b>			<b>VAT</b>
	Halfords - Locks	15.00		
		<b>15.00</b>		
<b>May Payments</b>			<b>Cheque No</b>	<b>VAT</b>
	Clerks Salary Apr 2020		STO	998.57
	H M Revenue and Customs Income Tax Apr	5.10		
	Employees NI Apr	37.12		
	Employers NI Apr	50.97		
		<b>93.19</b>	STO	93.19
	Employers Pension Contribution Apr	267.63		
	Employees' Pension Contribution Apr	60.57		
		<b>328.20</b>	STO	328.20
	Caretakers Pay Apr 2020		STO	701.35
	Clerks Salary May 2020		STO	998.57
	H M Revenue and Customs Income Tax May	5.10		
	Employees NI May	37.12		
	Employers NI May	50.97		
		<b>93.19</b>	STO	93.19
	Employers Pension Contribution May	267.63		
	Employees' Pension Contribution May	60.57		
		<b>328.20</b>	STO	328.20
	Caretakers Pay May 2020		STO	701.35
	British Gas - Electricity 19 Mar to 18 Apr Mtr 21610		DD	21.63 1.03
	British Gas - Electricity 19 Mar to 18 Apr Mtr 21656		DD	7.64 0.36

Opus Energy - Parish Rm Gas 5 Apr to 4 May 20		DD	16.14	0.77
Everflow Allotment water 18-6-20 to 17-7-20		DD	31.76	
Trevor Oku - Cemetery and Churchyard Services Mar		BP	230.00	
Trevor Oku - Cemetery and Churchyard Services Apr		BP	260.00	
Trevor Oku - Cemetery and Churchyard Services May		BP	260.00	
Harmer & Sons Ground Work Apr 2020		BP	698.89	116.48
Harmer & Sons Ground Work May 2020		BP	698.89	116.48
Mickle Creative Solution - Banner open day		BP	87.60	
D Carr Web site Jan to Jun 2020		BP	78.00	
NETWISE - Website costs		BP	1,009.00	
<b>New Standing Orders</b>				
Trevor Oku - Cemetery & Churchyard Services Jun to Oct	230.00			
Harmer & Sons Ground Work Jun to Feb 2021	698.89			

### 13. FORTHCOMING EVENTS

#### To discuss and agree actions relating to events

##### a) Council Events

###### i) Eastry open Day

To be kept on the agenda and discussed when restrictions were lifted more fully.

##### b) Outside Events

###### i) KALC – Online Learning and Development – Effective working in a virtual world 18th June 10am

Noted by the members.

### 14. REPORTS

#### To receive written or verbal reports from:-

##### a) Dist Cllrs

Cllr Manion gave a report including information of DDC grants to local businesses and the monetary costs to the District Council of the COVID 19 crises.

Cllr Kenton reported in waste collection services and litter picking on the A256.

##### b) Parish Councillors

Cllr Boughton said the Caretaker was spending a lot of time pulling up weeds along the edge of footpaths. He asked if it would be possible for him to spray them. It was felt this would bring lots of problems with health and safety and spraying licences. It was felt a better way of dealing with this would be to employ a qualified contractor. The Clerk though spraying was already undertaken by DDC/KCC. She would investigate.

**Action Sarah Wells**

The matter of opening the public toilets in line with DDC was also discussed. Cllr Boughton to discuss with the caretaker.

**Action Cllr Boughton**

Cllr Hay asked if information on scams could be communicated to local residents, the Clerk said any information she received was put on the Councils website and facebook page. Unfortunately very few local residents followed either of these. It was agreed the communication group should discuss.

**15. COMMUNICATION**

**To agree Council communication to the following media:-**

a) Communication Strategy

Cllrs Jones, Russell, Ellis and Hay to meet and discuss between meetings.

b) Village News Letter

Next Issue Aug/Sept so could be discussed at the next meeting.

c) Mercury Report

Not putting local news in at the moment.

d) Web Site

As needed.

**16. DATE OF NEXT MEETING**

The next meeting of the Council will be 6th July 2020

Scheduled 7th Sept 2020

5th Oct 2020

2nd Nov 2020

7th Dec 2020

Closed 20.52pm.