

**MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD ON
MONDAY 7th DECEMBER 2020 AT 7.30pm VIRTUAL MEETING DUE TO CORONAVIRUS
RESTRICTIONS via MS Teams.**

Present: Councillors M Jones (Chair) N Kenton M Smith A Barwick M Hay
 N Ellis (part) D Russell L. Taylor M Kemp C Boughton

Joanna Jones Clerk to the Parish Council Dist Cllr S Manion County Cllr S Chandler

1. APOLOGIES

Cllr Bailey

2. DECLARATIONS

None received.

3. MINUTES OF LAST MEETING

RESOLVED the minutes of the Planning Meeting of the Parish Council held on 2nd November 2020 are duly signed by the Chairman as a true and correct record of the meeting.

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 2nd November 2020 are duly signed by the Chairman as a true and correct record of the meeting.

4. ACTIONS FROM THE LAST MEETING

Parish Room

New Parish Room – Planning permission expires February 2021 - Clerk re-applied for planning permission.
Action Discharged

Longterm Outstanding items

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

Bench by the horse trough

KHS permission forms – KCC have granted permission for the bench.

RESOLVED purchase a bench & handyman to fit, clerk to organise.

Action Clerk

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

Gun Park

Three trees have been identified as needing work in the Gun Park, Cllr Jones produced specifications which the Clerk has sent out, awaiting quotes.

Action Discharged

Ground work

New Contracts from 2021 – Clerk investigated, contract not due to end until February 2022.

Action Discharged

Accounts

Items to add to next year's budget – Members requested Highways Improvement Plan to be included in the draft budget

Action Clerk

Natwest Bank Accounts – change of signatories – Joanna Jones has been successfully added to the signatory list, retired Cllrs have been removed.

RESOLVED complete paperwork to change address of Parish Office, apply for a debit card for Joanna Jones and remove Sarah Wells as an authorised signatory.

Action Joanna Jones, Cllrs Barwick & Kemp

Gun Park

Safepay Inspections Report – Cllr Boughton to review the reports and check the play areas.

Action Cllr Boughton on-going & Cllr Russell

COMMUNICATION

Communication Strategy – *Uniform communication strategy across all platforms* - the Clerk reported that the Communication strategy of using the website, noticeboard and social media to broadcast news was working and that the Clerk, Cllrs Hay & Boughton would continue to work together on this. The Meet and Greet event would be planned to happen once the Coronavirus situation has resolved.

Action Discharged

LEISURE FIELDS

Gun Park - *overgrown area at the back of the goal, Football club concerned about losing footballs*- The landowner has made excellent progress on clearing the area at the back of the goal, the Clerk will write to the landowner to thank him and will remind him about the need for signs to go up. The Clerk had updated the football club about progress.

Action Discharged

Existing Playground

Cllr Russell and the Clerk investigating/putting a proposal together for repairing where necessary, removing the roundabout and adding 1 or 2 pieces of new equipment – site visits took place, awaiting quotations.

Action Discharged

Parish Councillors – Cllr Jones advised that a collection had been started for a retirement gift for Sarah Wells, all donations welcome and current councillors to let past councillors know.

Action all Cllr on-going

CORRESPONDENCE

Greville Almshouse Charity – *Request for Parish Council nominated Trustee* – Clerk sent letter nominating Deborah Russell.

Action Discharged

HIGHWAYS

Salt Bin refilling information request from Highways – Request sent & tonne bag of salt delivered to the Recreation Ground, Cllr Kemp covered with a tarpaulin.

Action Discharged

Broken steps & streetlight at Gore Road/Mill Lane Junction – email

Clerk reported that DDC state the light & steps are due to be inspected imminently – the clerk is to continue to monitor progress on these repairs

Action Clerk on-going

HIP

Draft HIP submitted to Highways – virtual meeting booked for January

Action Discharged

ACCOUNTS

2020/21 Budget talks – Clerk to work on draft budget for January meeting

Action Clerk

POND AND PARADE

Pond Area – email – Clerk responded.

Action Discharged

Broken picnic bench at pond – Clerk reported quoted repair price - RESOLVED repair the bench, Clerk to organise.

Action Clerk

ALLOTMENTS

Triangular allotment area behind log park - Risk assessment carried out by Cllrs Boughton & Hay
Action Discharged

Invoices - Clerk updated Cllr Bailey with any unwanted allotments and chased any outstanding payments.
Action Discharged

CHURCHYARD AND CEMETERY

Yew tree split – Cllr Jones & DDC Tree Officer had both provided professional opinions on the Yew tree and both recommended fell, Clerk has shared information with the Church and sought three quotations for tree removal, only one had been received by the meeting. DDC have stated that a replacement Yew will need to be planted.

RESOLVED on the grounds of Health & Safety accept the quotation for removal of the Yew, Clerk to liaise with Church & Contractor.
Action Clerk

REPORTS

County Cllr Chandler's report - *not received* – Clerk forwarded to members. **Action Discharged**

Parish Councillors - Cllr Barwick - sent defibrillator pad and battery expiry dates, Clerk updated defibrillator registration form and submitted to SECAMB. **Action Discharged**

Parish Councillors - *Cllr Taylor suggested that details of the Royal Voluntary Service NHS Volunteer Responders scheme should be promoted* - Clerk contacted RVS – posters added to the website, noticeboard forwarded to Eastry Village News and Cllr Hay reported on Social Media.

Action Discharged

5. CORONAVIRUS**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 frequently and the information is fluid in nature. NALC and SLCC continue to strongly advise local councils to continue to meet remotely, without the need for face to face contact.

6. CORRESPONDENCE

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

a) Consultation Documents

None received

b) Newsletters and Circulars

- i) Neighbourhood Watch updates
- ii) Police – Fraud updates & Rural Task Force Report & Counter Terrorism
- iii) NALC Chief Execs Bulletins
- iv) KALC – Chief Execs Bulletin & KALC News October & November
- v) KALC - Local Government Bulletin 1 & 2
- vi) KALC – KCC Member Environment Briefing
- vii) Roger Gough Updates & EU Transition Briefing & KRF Press Release

Noted by members.

b) Other

- i) KALC – Community Award Scheme – Nominations by 12th Feb 2021
- ii) DDC Authority Monitoring Report on Eastry – Completed by Clerk
- iii) Eastry Village News – Delayed until beginning of December
- iv) Charity Commission Newsletter
- v) KCC & Kent & Medway CCG – New Crisis Support Cards

- vi) Kent Libraries – Open for Select & Collect
- vii) Census 2021 – Due March 21st
- viii) Kent Community Housing Hub – Affordable Housing
- ix) Country File – Tree Planting Project

The above noted by members

- x) PSPO relating to dogs – due to expire in July

RESOLVED dogs to be excluded from the Recreation Ground as well as the Centenary Gardens & Gun Park Play Areas.

Action Clerk

- xi) Annual Policing Survey – on website, noticeboard & social media

Noted by the members

7. HIGHWAYS

To discuss and agree actions relating to highways issues

- i) Speedwatch

Cllr Boughton reported that training with the Police was still on hold. Discussions were held on the Speedwatch group using the SID data for publicity and education purposes. RESOLVED the Clerk will share the SID data with the speedwatch group from the New Year. Cllr Russell will deliver the SID software to the clerk.

Action Cllr Russell & Clerk

- ii) New SID operator

The Clerk agreed to take over operating SID from January 2021 with her father, a handover will take place with Cllr Bailey & the Clerk.

Action Cllr Bailey & Clerk

- iii) KCC Pot hole weekly updates
- iv) Updown Road - Closed 19 – 25 Nov
- v) Felderland Lane, Worth - Closed 14-18 Dec
- vi) HIP – submitted, virtual meeting booked for Jan 2021

Noted by members

8. ACCOUNTS

To discuss and agree actions relating to any financial correspondence presented to the council.

- i) AGAR Section 3 External Audit Report – 2019-20 Conclusion of Audit – No issues raised.

Noted by the members.

- ii) 2020/21 Budget talks – Discuss meeting schedule

It was agreed a finance meeting should be held on the 4th of January to discuss next year's precept, this would allow the full council to decide on the precept at the January meeting. RESOLVED the increase in council tax would be no more than 1.99%.

9. PAYMENTS

RESOLVED the following payments should be made, proposed by Cllr Kemp and seconded by Cllr Hay.

Payments December 2020				
Receipts				
Allotments Rents	471.75			
Business Reserve A/c Int - Oct	1.01			
Paid between meetings				
Card Payments				
				VAT
EE Ltd - Oct	13.75			2.29
EE Ltd - Nov	13.20			2.20
Buzz Networks – Landline Rental - Oct	7.96			1.33

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DDC – Planning Application Parish Hall	231.00			
	273.87			
Unity Trust Payments		Cheque No		VAT
Clerks Salary Nov 2020		BP	930.31	
H M Revenue and Customs ER NI Nov	38.70			
H M Revenue and Customs EE NI Nov	26.45			
	65.15	BP	65.15	
Employers Pension Contribution Nov	246.02			
Employees Pension Contribution Nov	55.68			
	301.70	BP	301.70	
Caretakers Pay Nov 2020		BP	720.20	
Opus Energy - Parish Rm Gas 5 Oct to 4 Nov 20		DD	33.96	1.62
Everflow Allotment water 18-12-20 to 17-01-21		DD	38.25	
British Gas - Electricity 19 Sept to 18 Oct Mtr 21610		DD	13.68	0.65
British Gas - Electricity 19 Sept to 18 Oct Mtr 21656		DD	11.34	0.54
Trevor Oku – Nov Invoice – Churchyard Grass Cutting		BP	115.00	
Harmers – groundworks – November Invoice		SO	698.89	116.48
Safeplay – Playground Inspection – November Invoice		BP	106.20	17.70
To pay				
KALC – GDPR Workshop 14/12/2017 – Not paid		BP	36.00	6.00
PKF Littlejohn LLP – AGAR Audit		BP	360.00	60.00
AJL Garden Services		BP	410.00	
L. Chipchase – 2 x Christmas trees		BP	180.00	

10. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

i) Christmas Trees

The Christmas trees have gone up in front of The Five Bells and the Village Hall, the lights still need to go on both Christmas Trees.

Action Cllr Jones

ii) Christmas Carols around the Christmas tree are currently unable to take place following DDC/Government guidance due to the Coronavirus restrictions.

a) Outside Events

- i) KCC Highways Virtual Annual Parish Seminar – Attended by Clerk 23 Nov
- ii) NHS South Kent Coast Virtual Meeting – 11th Nov
- iii) KALC Community Energy Events – 1,3,8,21 Dec
- iv) KALC – 3 x Free Volunteering Events
- v) KCC Prospective Councillor Event – 6th May 2021

Noted by members

11. POND AND PARADE

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

i) Picnic Site – email

Cllr Kenton reported that he owned the land and was currently experiencing problems with fly tipping, but the matter was in hand.

12. ALLOTMENTS

To discuss matters raised by the Allotments Management Committee.

- i) Parish Councillor responsible for allotments & Handover

Cllr Taylor will take over responsibility for allotments from 1st January 2021 and Cllr Bailey will undertake a handover with Cllr Taylor and the Clerk when it is safe to do so.

Action Cllrs Bailey, Taylor & Clerk

- ii) Triangular allotment area behind log park

The risk assessment suggested that this is not a suitable area for dogs or dog walkers as it needs to be cleared, levelled and a great deal of rubbish needs to be removed. The members felt there was a risk of injury to individuals and animals. RESOLVED in its current state this area cannot be used by animals or people.

13. LEISURE FIELDS

To discuss matters relating to the Councils leisure fields and amenities, to receive correspondence relating to leisure fields.

a) Gun Park

- i) Dog Waste Bin – re-installed
ii) Coronavirus signs put up again at Gun Park & Centenary Gardens Play Areas

Noted by members

b) Play Area Improvements

Awaiting quotations

c) Correspondence

None received

14. 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

Harmers – hedges have been cut to contract height, members had noted the improvement

b. Recreation Ground

c. Bowling Green & Parish Room

- i) Bowling Green & Shed -Registered for rates

The members were concerned that the Bowling Club had applied to register for rates without seeking permission from the Parish Council as the landowners first, the Clerk to write a letter to the Bowling Club to this effect.

Action Clerk

d. Churchyard & Cemetery

15. REPORTS

To receive written or verbal reports from:-

- a) **County Cllr** Chandler's report had been - emailed

County Cllr Chandler reported on Covid, KCC proposing food vouchers for the school holidays, Covid winter grant scheme, EU transition and traffic management, Sandwich Toll Bridge is open again and Kent's Plan Bee.

b) **Dist Cllrs**

Dist. Cllr Manion wished everyone Happy Christmas and reported on the Budget process, Brexit, Border controls at Whitfield and the success of the Enterprise Zone in Sandwich.

Dist. Cllr Kenton reported on the Budget and that the Local Plan will be going to Consultation in January 2021.

c) **Parish Councillors**

No reports

d) PCSO – October & November Parish Updates - emailed

16. COMMUNICATION

To agree Council communication to the following media:-

a) **Communication Strategy**

To use the website, noticeboard and social media to encourage parishioners to support local businesses, in particular those who are unable to open as they normally do due to Covid-19 restrictions, The Five Bells & Infinita.

Action Clerk, Cllrs Hay & Boughton

b) **Village News Letter**

The Clerk is regularly contributing to Eastry Village News on behalf of the Parish Council

c) **Mercury Report**

No report

d) **Web Site**

17. DATE OF NEXT MEETING

The next Finance Meeting of the Council will be 4th January 2021, the next Ordinary meeting of the Council will be 11th Jan 2021

Scheduled 1st Feb 2021 1st March 2021 12th April 2021

Closed 20.50