



EASTRY PARISH COUNCIL

Thornton House, Thornton Lane, Eastry, Sandwich, Kent, CT13 OEU
Tele 01304 746036

To all members of the Parish Council

28th April 2021

You are hereby summoned to attend the Annual Meeting of Eastry Parish Council to be held on Wednesday 5th May 2021 at 7pm, virtual meeting to take place using MS Teams, for the purposes of transacting the following business

J Jones

Joanna Jones
Clerk to the Parish Council

AGENDA

1. ELECTION OF CHAIRMAN

2. APOLOGIES

To receive and approve apologies for non-attendance at the meeting

3. DECLARATIONS

To receive declarations of interests relating to matters included on the agenda.

4. ELECTION OF VICE CHAIRMAN

The meeting will be closed so that members of the public can speak.

Members of the public are welcome to attend but can only speak during the designated timeslot. Anyone wishing to attend please email clerk@eastry-pc.gov.uk for the meeting ID number and password

5. MINUTES OF LAST MEETING

To confirm the following minutes of the Parish Council

- a) Minutes of the Planning Meeting of the Parish Council held on 12th April 2021
- b) Minutes of the Ordinary Meeting of the Parish Council held on 12th April 2021

6. COMMITTEES, WORKING PARTIES & DELEGATES

To select membership of the following committees

Committees

- i) Finance
- ii) Planning
- iii) Allotment Committee – consider an allotment representative instead of a committee

Working Parties

- a) Leisure Fields
- b) Pond and Parade
- c) Church Yard and Cemetery

To nominate Councillors to undertake the following roles

Delegates

- a) Risk Assessment
- b) KALC x 2
- c) Village Hall Committee x 2
- d) Eastry Young Peoples Club x 1
- e) Footpath Officer/s
- f) Councillor responsible for Finance
- g) Community Resilience and Emergency Planning Rep/s – consider removing

7. REVIEW OF COUNCIL ASSETS AND INVENTORY

To review the inventory of land and assets including buildings and office equipment

8. REVIEW OF PROCESSES AND PROCEDURES

To review and adopt appropriate procedures – all on website

- a) Standing orders – Reviewed May 2018
- b) Financial regulations - Jan 2016
- c) Complaints procedure
- d) Freedom of Information Act 2000 request handling
- e) GDPR – May 2018
- f) Press Media policy

9. ACTIONS FROM THE LAST MEETING

To receive information resulting from actions generated at the last meeting.

10. CORONAVIRUS UPDATE

- a) Information from DDC, KCC and Central Government

All emails received in connection with the Coronavirus and vaccinations have been forwarded to Council members as received.

11. CORRESPONDENCE

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

a) Consultation Documents

- i)NALC – Rural Broadband Consultation – Due 25th May

b) Newsletters and Circulars

- i) Neighbourhood Watch updates
- ii) KALC – Ransomware & Scams
- iii) Local Government Bulletin
- iv) KALC - Remote Meetings Court Case Unsuccessful

c) Other

- i) DDC Great British Spring Clean – 28th May – 13 June
- ii) Golf Open Legacy Fund – for Community Groups – on website, social media & noticeboard
- iii) Phonecall re: Bonfires in garden at Mill Green – advised parishioner to contact DDC & keep diary & also reported to DDC.
- iv) Complaint via DDC that toilets closed and no signage – Clerk contacted complainant & explained closed due to Covid
- v) Complaint re Centenary Gardens fences being broken- Clerk advised Parishioner to complete Complaints form on Sanctuary Website & reported to Sanctuary Housing

12. HIGHWAYS

To discuss and agree actions relating to highways issues

- i) KCC Forwards Work Programme
- ii) Overgrown Footpath Complaint- EE256- Liss Road – Clerk reported
- iii) Felderland Lane Closed – 10th May
- iv) Streetlight on footpath – Mill Lane to Gun park – DDC cost approx. £7,000

8.FINANCE

To discuss financial matters affecting the council.

- i)DDC Business Rates – nil for 2021/22
- ii)McAfee subscription refunded 13/4/21 £89.99
- iii)ICCM Subscription Renewal - £95.00
- iv)Air Ambulance – Kent Surrey Sussex – Grant request

v) Natwest problems – after submitting many online forms, phone calls and visits to the bank – Clerk now believes the correct paperwork, a mandate and letter have been sent to remove Sarah Wells from the Bank Account & change the correspondence address.

vi) Unity Trust – Paperwork submitted to remove Sarah Wells and Peter Bailey from the account and make Cllr Jones, read only on the internet account. This was submitted late due to Clerk error.

vii) 2020/21 Year End Accounts

viii) 2021/22 Budget

ix) Adoption of Risk assessment

To resolve to exclude members of the press and public during the consideration of business of a confidential nature under the Public Bodies Admissions to meeting Act 1960 s1(2)

x) Staff Salary increases as of 1st April 2021, as per current contracts of employment.

The national salary awards for 2020-21 were adopted for use by the Council in Sept 2020 and backdated to 1st April 2020. Salary Scales for 2021-22 have not been agreed yet.

The Clerk is currently paid at SCP18 with an annual increment due in April 2021 making it SCP19, subject to satisfactory performance, with future annual increments due in April each year to a maximum of SCP23.

The Caretaker is currently paid at SCP10 with an annual increment due in April 2021 making it SCP11, subject to satisfactory performance, with future annual increments due in April each year to a maximum of SCP15.

9. PAYMENTS

To resolve the approval of payments presented at this meeting

10. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

b) Outside Events

i) KALC Training Events – various

ii) KALC – All About the AGAR – Clerk attended – very useful

11. POND AND PARADE

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

12. ALLOTMENTS

To discuss matters raised by the Allotments Management Committee.

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) Tikspac dog poo dispenser - refilled

ii) No dogs sign for Gun Park Play Area

iii) Youth spraying filler on shelter and setting fire to it – reported to PCSO

b) Play Area Improvements

i) Grants

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**

b. **Recreation Ground**

c. **Bowling Green & Parish Room**

- i) Stone King LLP email – re: Bowling Club Lease – able to close file?
- ii) DDC Public Protection Letter

15. IMPROVING THE VILLAGE

To discuss matters relating to improving the village.

16. PARISH COUNCILLOR VACANCY

To deal with current Parish Councillor Vacancy

- i) Cllr Bailey resigned – Removed from Unity Trust & Netwise email account & Website

17. REPORTS

To receive written or verbal reports from:-

- a) **County Cllr** – County Cllr Chandler – report sent for Annual Parish Meeting

- b) **Dist Cllrs**

- c) **Parish Councillors**

18. COMMUNICATION

To agree Council communication to the following media:-

- a) **Communication Strategy**
- b) **Village News Letter**
- c) **Mercury Report** –
- d) **Web Site** – updated regularly

19. DATE OF NEXT MEETING

The next proposed meeting of the Council will be the ordinary meeting on 7 June 2021.

Scheduled 5th July

Eastry Parish Council
Budget 2020/21 v Actual to 31/03/2021

	Actual to 31-03-2020	Budget 2020/21	Actual to 31- 03-2021	Predicted Outturn
RECEIPTS				
Precept	55,070.60	56,190.00	56,190.00	56,190.00
Allotments	824.10	850.00	974.12	974.12
Burials	1,550.00	2,000.00	2,200.00	2,200
Grants	10,000.00	0.00	0.00	0
Interest Current Account	108.54	100.00	27.13	26.05
Capital Interest	384.78	380.00	60.25	60.25
VAT	2,853.67	3,236.10	5738.42	5738.42
Other	65.06	65.00	66.16	0
	70,856.75	62,821.10	65,256.08	65,188.84
Current Account Funds B/F	107,259.57	106,187.11	106,187.11	106,187.11
Capital Carry Forward	68,667.24	69,052.02	69,052.02	69,052.02
	246,783.56	238,060.23	240,495.21	240,427.97
PAYMENTS - CURRENT A/C	Actual to 31-03-2020	Budget 2020/21	Actual to 31- 03-2021	Predicted Outturn
<i>Admin</i> Clerks Salary	12,867.93	13,404.00	12537.27	12537.27
PC National Insurance Cont.	580.62	603.00	523.75	523.75
Pension Contribution	2,499.68	2,614.00	3002.08	3002.08
	15,948.23	16,621.00	16,063.10	16,063.10
Telephone	26.00	170.00	276.92	274.61
Office Allowance	72.00	360.00	414.00	462.00
Stationery - Consumables, Post	190.71	300.00	413.22	200.00
Office equipment - Computer,Printer			689.31	689.31
Audit Fees	300.00	300.00	300.00	300.00
Internal Auditor	90.00	125.00	75.00	75.00
Insurance	2,032.86	2,400.00	2072.00	2400.00
Training	0.00	300.00	86.00	30.00
Travelling/Cllrs Expenses	0.00	300.00	21.15	21.15
Annual Meeting	36.00	50.00	0.00	0.00
Web-Site,Internet security,email,Teams	200.99	1,250.00	1423.12	1333.13
Wreath - remembrance Sunday	20.00	25.00	20.00	25.00
Bank Charges	72.00	72.00	72.00	72.00
Pension deficit fund	0.00	5,000.00	0.00	0.00
	18,988.79	27,273.00	21,925.82	21,945.30
<i>Parish Room & Pavilion</i> Rates	81.65	90.00	0.00	90.00
Gas	357.33	350.00	386.03	343.78
Electric	364.64	350.00	249.29	309.78
Fire Extinguishers Check	54.30	150.00	70.14	70.14
Boiler Service	0.00	100.00	0.00	0.00
maintenance/improvements	0.00	250.00	35.41	0.00
Fire Extinguisher Checks	55.80	150.00	0.00	0.00
Repair following vandalism	0.00	250.00	0.00	0.00
	913.72	1,690.00	740.87	813.7

Eastry Parish Council
Budget 2020/21 v Actual to 31/03/2021

PAYMENTS - CURRENT ACCO	Actual to 31-03-2020	Budget 2020/21	Actual to 31- 03-2021	Predicted Outturn
Chch Yard & Cemetery Grass	1,870.00	1,900.00	1955.00	1955.00
Chch Yard & Cemetery hedges	696.17	695.00	637.01	694.92
Recreation Ground A3	1,133.79	1,132.00	1097.63	1191.96
Gun Park A4	2,319.00	2,316.00	2123.00	2316.00
Allotments A5	1,805.96	1,804.00	1653.63	1803.96
Highstreet A6	576.30	575.00	527.12	575.04
Pond A7	467.63	467.00	428.12	467.04
Tree Work All	1,240.00	2,000.00	500.00	890.00
Additional Work	1,200.00	1,200.00	0.00	500.00
	11,308.85	12,089.00	8,921.51	10,393.92
<i>Allotments</i> Maintenance	218.39	1,000.00	588.99	601.49
Water Use	448.77	400.00	596.26	487.86
	667.16	1,400.00	1185.25	1089.35
<i>Leisure Fields</i> Maintenance	22.00	1,500.00	299.50	217.00
Vandalism Repairs	498.00	1,000.00	0.00	0.00
Bins & Dog Bins	0.00	500.00	9.95	0.00
Pond	0.00	1,000.00	198.00	200.00
Play Equipment Inspection	373.50	500.00	265.50	265.50
Parade	0.00	800.00	0.00	150.00
	893.50	5,300.00	772.95	832.50
<i>Community Services</i> Vllge Caretake	8244.60	8,543.00	8653.78	8653.78
Pension Contributions	0.00	257.00	0.00	0.00
Equipment	91.93	200.00	180.33	200.00
Toilet Supplies	45.25	65.00	17.40	17.40
SID	0.00	250.00	0.00	0.00
PAD Supplies	0.00	100.00	134.00	134.00
Highways Improvement Plan	0.00	0.00	0.00	0.00
	8,381.78	9,415.00	8,985.51	9,005.18
<i>Grants</i> Grants	1,901.08	1,500.00	325.00	325.00
Coffee Break	1,766.55	1,700.00	220.00	220.00
Section 137	0.00	500.00	0.00	0.00
	3,667.63	3,700.00	545.00	545.00
<i>Church Yard Maintenance/works</i>	0.00	1,000.00	0.00	0.00
Monument Safety	95.80	2,000.00	0.00	0.00
	95.80	3,000.00	0.00	0.00
<i>Membership</i> KALC	588.96	682.76	682.76	682.76
Publications	0.00	250.00	0.00	0.00
SLCC	101.00	110.00	103.00	103.00
ICCM	95.00	100.00	95.00	95.00
	784.96	1,142.76	880.76	880.76
Christmas Trees & Lights	208.15	300.00	203.89	203.89
Parish Council elections	197.87	0.00	0.00	0.00
Eastry open day & communications	0.00	150.00	258.88	87.60
	406.02	450.00	462.77	291.49
Other Projects	1,532.50	3,548.45	0.00	0.00
Damage falling tree Gun Park		0.00	1377.20	1377.20
HMRC Overpayment		0.00	0.00	0.00
Professional fees planning appl.	0.00	500.00	581.00	581.00

Eastry Parish Council
Budget 2020/21 v Actual to 31/03/2021

Street Furniture	1,395.00	1,000.00	522.00	360.00
	2,927.50	5,048.45	2480.20	2318.20
New Parish Room Capital	0.00	69,052.02	0.00	0.00
New Parish Room Revenue	250.00	62,000.00	0.00	0.00
Playarea - Allotments	16,522.30	0.00	0.00	0.00
Play equipment Gun Park	0.00	13,500.00	0.00	0.00
New toilets	0.00	4,000.00	0.00	0.00
VAT	5,736.14	0.00	2288.38	1815.70
Reserves	0.00	19,000.00	0.00	0.00
Total	71,544.15	238,060.23	49,189.02	49,931.10
Current Account B/F	106,187.11		Current Account C/F	122,254.17
Capital Account B/F	69,052.02		Capital Account C/F	69,052.02
Petty Cash	0.00			191,306.19
Receipts	65,256.08			
Payments	-49,189.02			
	191,306.19			

Eastry Parish Council
Draft Budget 2021/22 - April

	Actual to 31-03-2021	Draft Budget Jan - 2021/22	Draft Budget April - 2021/22	Notes
RECEIPTS				
Precept	56,190.00	56,592.79	56,592.79	
Allotments	974.12	975.00	975.00	
Burials	2,200.00	2,000.00	2,000.00	
Grants	-	-	10,000.00	1
Interest Current Account	27.13	12.00	12.00	
Capital Interest	60.25	-	-	
VAT	5,738.42	1,815.70	2,288.38	
Other	66.16	-	67.00	
	65,256.08	61,395.49	71,935.17	
Current Account Funds B/F	106,187.11	59,444.85	122,254.17	
Capital Carry Forward	69,052.02	131,052.02	69,052.02	
	240,495.21	251,892.36	263,241.36	
PAYMENTS - CURRENT A/C	Actual to 31-03-2021	Draft Budget Jan - 2021/22	Draft Budget April - 2021/22	
<i>Admin</i> Clerks Salary	12537.27	12,500.00	12,500.00	
PC National Insurance Cont.	523.75	470.00	470.00	
Pension Contribution	3002.08	3,000.00	3,000.00	
	16,063.10	15,970.00	15,970.00	
Telephone	276.92	240.00	240.00	
Office Allowance	414.00	288.00	288.00	
Stationery - Consumables, Post	413.22	300.00	500.00	
Office equipment - Computer, Printe	689.31	0.00	0.00	
Audit Fees	300.00	300.00	330.00	
Internal Auditor	75.00	85.00	85.00	
Insurance	2072.00	2400.00	2200.00	
Training	86.00	300.00	250.00	
Travelling/Cllrs Expenses	21.15	200.00	200.00	
Annual Meeting	0.00	50.00	60.00	
Web-Site, Internet security, email, Teams	1423.12	300.00	500.00	
Wreath - remembrance Sunday	20.00	25.00	25.00	
Bank Charges	72.00	76.00	76.00	
Pension deficit fund	0.00	5000.00	5000.00	
	21,925.82	25,534.00	25,724.00	
<i>Parish Room & Pavilion</i> Rates	0.00	95.00	0.00	
Gas	386.03	360.00	360.00	
Electric	249.29	350.00	360.00	
Fire Extinguishers Check	70.14	150.00	150.00	
Boiler Service	0.00	150.00	150.00	
maintenance/improvements	35.41	250.00	250.00	
Fire Extinguisher Checks	0.00	150.00	150.00	
Repair following vandalism	0.00	250.00	250.00	
	740.87	1755.00	1670.00	

**Eastry Parish Council
Draft Budget 2021/22 - April**

PAYMENTS - CURRENT ACCO	Actual to 31-03-2021	Draft Budget Jan - 2021/22	Draft Budget April - 2021/22	
Chch Yard & Cemetery Grass	1,955.00	1,900.00	1,900.00	
Chch Yard & Cemetery hedges	637.01	695.00	695.00	
Recreation Ground A3	1,097.63	1,132.00	1,132.00	
Gun Park A4	2,123.00	2,316.00	2,316.00	
Allotments A5	1,653.63	1,804.00	1,804.00	
Highstreet A6	527.12	575.00	575.00	
Pond A7	428.12	467.00	467.00	
Tree Work All	500.00	2,000.00	2,000.00	
Additional Work	-	1,200.00	1,200.00	
	8,921.51	12,089.00	12,089.00	
<i>Allotments</i> Maintenance	588.99	1,000.00	1,000.00	
Water Use	596.26	500.00	600.00	
	1,185.25	1,500.00	1,600.00	
<i>Leisure Fields</i> Maintenance	299.50	1,250.00	1,250.00	
Vandalism Repairs	-	750.00	750.00	
Bins & Dog Bins	9.95	250.00	250.00	
Pond	198.00	500.00	500.00	
Play Equipment Inspection	265.50	300.00	300.00	
Parade	-	500.00	2,000.00	2
	772.95	3,550.00	5,050.00	
<i>Community Services</i> Village Caretaker	8,653.78	9,000.00	9,000.00	
Pension Contributions	-	-	-	
Equipment	180.33	225.00	225.00	
Toilet Supplies	17.40	50.00	50.00	
SID	-	150.00	150.00	
PAD Supplies	134.00	150.00	150.00	
Highways Improvement Plan	-	10,800.00	10,800.00	
	8,985.51	20,375.00	20,375.00	
<i>Grants</i> Grants	325.00	1,500.00	1,500.00	
Coffee Break	220.00	850.00	850.00	
Section 137	-	500.00	500.00	
	545.00	2,850.00	2,850.00	
<i>Church Yard Maintenance/works</i>	-	1,000.00	1,000.00	
Monument Safety	-	1,950.00	2,000.00	
	-	2,950.00	3,000.00	
<i>Membership</i> KALC	682.76	782.76	813.77	
Publications	-	250.00	250.00	
SLCC	103.00	110.00	110.00	
ICCM	95.00	100.00	100.00	
	880.76	1,242.76	1,273.77	
<i>Events</i> Christmas Trees & Lights	203.89	300.00	300.00	
Parish Council elections	-	500.00	1,000.00	3
Eastry Open Day/Communications	258.88	150.00	300.00	4
	462.77	950.00	1,600.00	

Eastry Parish Council
Draft Budget 2021/22 - April

PAYMENTS - CURRENT ACCO	Actual to 31-03-2021	Draft Budget Jan - 2021/22	Draft Budget April - 2021/22	
Contingency	-	3,044.58	2,907.57	
Damage falling tree Gun Park	1,377.20	-	-	
HMRC Overpayment	-	-	-	
Professional fees - New Parish Rm	581.00	500.00	2,000.00	5
Street Furniture	522.00	500.00	550.00	
	2,480.20	4,044.58	5,457.57	
New Parish Room Capital	-	131,052.02	69,052.02	
New Parish Room Revenue	-	-	62,000.00	
Playarea - Allotments	-	-	-	
Play equipment Gun Park	-	20,000.00	30,000.00	6
New toilets	-	4,000.00	4,000.00	
VAT	2,288.38	-	-	
Reserves	-	20,000.00	17,500.00	
Total	49,189.02	251,892.36	263,241.36	
Notes				
1. Grant For Play Area Improvements				
2. Improvements - Access/Barriers				
3. Saving towards 2021				
4. To improve communications				
5. Preparation for new Parish Room				
6. Refurb & refresh Gun Park Play Area				