

**MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD ON
MONDAY 7th JUNE 2021 AT 8pm IN EASTRY VILLAGE HALL**

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

Joanna Jones Clerk to the Parish Council District Cllr S Manion 1 member of the public

1. APOLOGIES

County Cllr S Chandler, Cllrs M Kemp & J McDonnell

2. DECLARATIONS

None received.

The meeting was closed so that members of the public could speak, the member of the public did not wish to speak so the meeting was re-opened.

3. MINUTES OF LAST MEETING

RESOLVED the minutes of the Annual Meeting of the Parish Council held on 5th May 2021 are duly signed by the Chairman as a true and correct record of the meeting.

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4. ACTIONS FROM THE LAST MEETING

PLANNING MEETING – ACTIONS

PLANNING APPLICATIONS

Understanding Planning Procedures - Cllr Kenton to arrange for a DDC representative to come to the June meeting to explain CIL compliance, Section 106 funding and communications with DDC – Cllr Kenton reported that no-one is able to attend the meeting from DDC but a report will be produced by DDC and circulated to all members. **Action Cllr Kenton On-going**

DOV/21/00421 – Council to write to the applicant to request funding for Village amenities - *Cllr Ellis to produce letter, Clerk to put on headed paper and send.* **Action Cllr Ellis & Clerk On-going**

ORDINARY MEETING ACTIONS

HIGHWAYS

Speedwatch – *Sharing SID data with Speedwatch group* – Data downloaded successfully and shared with the Parish Councillors and Speedwatch group. **Action Discharged**

IMPROVING THE VILLAGE

Maintaining new green sites proposal – Ascertaining ownership – The Clerk forwarded photos of the plots and contacted Highways and the owners identified from doing Land Registry searches, who stated the small strips of land had been purchased by Highways. Clerk to enquire on the Highways Reporting tool and Cllr Manion advised the Clerk to email the KCC Highways Manager. **Action Clerk on-going**

COMMUNICATION

Communication Strategy - Improving Technology - MS Teams Proposal – Added to June agenda. **Action Discharged**

CORRESPONDENCE

Consultation Documents - Rural Broadband Consultation & – Electronic Communication Infrastructure Consultation – Cllr Hay completed both **Action Discharged**

Other - DDC Great British Spring Clean –Poster and risk assessment updated, booked with DDC and refreshments booked with Five Bells, promoted on the website and social media. **Action Discharged**

HIGHWAYS

Speedwatch - Volunteer position advertised on the website and social media. **Action Discharged**

LEISURE FIELDS

Gun Park - No dogs sign for Gun Park Play Area - Clerk to organise two 'No dogs' signs on poles for within the Gun Park play area and signs for the entrances to the Gun Park advising people to pick up after their dogs – quotes received. **Action Discharged**

Play Area Improvements

Grants – The Clerk and Cllr Russell have met and produced an action plan. **Action Discharged**

CHURCHYARD AND CEMETERY

Bowling Green & Parish Room – Stone King LLP email -Clerk advised to close the file. **Action Discharged**

DDC Public Protection Letter – The Parish Room now has a QR code and is prepared for re-opening following Government covid guidelines. The key holder list and risk assessment have been signed by the Bowling Club and Eastry Village News representatives and new keys have been issued to them.

Action Discharged

PARISH COUNCILLOR VACANCY

Joe McDonnell New Parish Councillor– Declaration of Acceptance of Office completed and Disclosable Pecuniary Interest form completed and submitted to DDC and Netwise email account set up.

Action Discharged

COMMUNICATION

Village News Letter - Clerk submitted Litterpick information. **Action Discharged**

5. CORONAVIRUS**Information from DDC, KCC and Central Government**

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

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 & Fraud Alerts
- ii) KALC – News, website access & CEO Bulletin
- iii) Local Government Bulletin
- iv) NALC- Meetings Update, Newsletter & CEO Bulletin
- v) UK Protect Bulletin
- vi) Kent Coast Volunteering – Good Neighbours Service – On noticeboard & website
- vii) DDC – Promote Your Village on BBC South East
- viii) Kent Police - Rural Task Force Report & Rural matters Magazine
- ix) NHS 111 First Communications Service– on website & social media

All the above noted by members.

Cllr Russell thanked Cllr Hay for improving communications via the website and social media, all agreed.

c) Other

- i) Thank you email re: Centenary Gardens fence & Sanctuary Housing.
- ii) Scam Email – reported to Netwise & Pfishing.gov.uk

Noted by members.

7. HIGHWAYS

To discuss and agree actions relating to highways issues

i) Speedwatch

Cllr Boughton gave a short report, there are five active members of Speedwatch who runs two sessions a week, every other week. Fifty two speeders have been identified and 4 letters have been sent by the police. More recruits are required along with an admin volunteer, the Lower Street Speed Group are submitting an article to Eastry Village News.

ii) HIP – KCC Speed surveys – should be before the summer holidays

iii) Sandwich Toll Bridge Closed – 27th June – 9.15pm – 5am

iv) Streetlight on footpath – Mill Lane to Gun Park – KCC pricing

The Clerk reported that all long-running, disputed with UKPN, broken street lights in the DDC area are planned to be repaired by the end of September. Discussions were held on the options of installing a street light at the estimated costs of £7,000 DDC, £6,500 KCC or solar lights from a commercial provider, £2,500-£4,500. Cllr Manion was asked if he could provide information about grants for solar lighting, the Clerk is to follow up with the two Solar power providers.

Action Clerk & Cllr Manion

v) Parishioner photos of Owendens vehicles – forwarded to DVSA Enforcement

Noted by members.

vi) Email re: Barrier on parade & speeding

The clerk reported that KCC Highways did not think that a barrier would be suitable for the end of the parade layby but said that a bollard maybe, it was advised to add this area of concern to the HIP.

RESOLVED add the parade layby area of concern to the HIP, Clerk to contact Highways and update the parishioner.

Action Clerk

vii) Overgrown vegetation at Boystown Place & footpath between Peak Drive & Gore Rd – reported to PROW & KCC Highways

viii) Woodnesborough Road – Closed 1st June – up to 4 days

Noted by members.

8. FINANCE

To discuss financial matters affecting the council.

a) DDC Welcome Back Fund – Action Plan Submitted to meet 31st May deadline

b) Year End Accounts 2019/20 – Independent Auditors Report - No action points, report signed off.

Noted by members.

c) Audit Form Section 1

i) Consider the findings of the review by the members meeting as a whole

The Annual Governance Statement was examined by the members

ii) Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements.

RESOLVED the Annual Governance Statement was approved by the Council.

d) Audit Form Section 2

i) Consider the Accounting Statements by the members meeting as a whole;

The Accounting Statements were examined by the Council.

ii) Approve the Accounting Statements by resolution: and

RESOLVED the Accounting Statements were approved by the Council.

iii) Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which the approval is given

The Chairman signed and dated Section 1 and 2 of the Annual Return.

e) Opus Energy – Meter reading submitted – Credit £141.28

f) Everflow Water – meter readings submitted – Credit £251.17

Noted by members.

9. PAYMENTS

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

Payments June 2021				
Receipts				
	VAT refund		£2,291.12	
Paid between meetings				
Card Payments				VAT
	EE Ltd - June	Card	18.49	3.08
	B & Q – Blue roll for sanitising	Card	3.97	.66
	Brewers – Key cutting – Parish Room rear door	Card	13.50	2.25
	Brewers – Key cutting – outside gate	Card	11.85	1.98
	Tesco - Paper	Card	5.70	0.95
	Land Registry Search – Green sites around village	Card	3.00	
	Land Registry Search – Green sites around village	Card	3.00	
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Unity Trust Payments				VAT
	Clerks Salary May 2021	BP	957.16	
	H M Revenue and Customs ER NI May	45.24		
	H M Revenue and Customs EE NI May	30.72		
	H M Revenue and Customs PAYE May	7.20		
		83.16	BP	83.16
	Employers Pension Contribution May	255.88		
	Employees Pension Contribution May	57.92		
		313.80	BP	313.80
	Caretakers Pay May 2021		BP	748.80
To pay – Unity Trust				
	British Gas – Electricity – 19 April to 18 May Mtr 21610	DD	18.17	.86
	British Gas – Electricity – 19 April to 18 May Mtr 21656	DD	11.34	.54
	ED Price - Internal Audit Fee	BP	75.00	
	Harmer & Sons – Grounds Maintenance - May	BP	711.10	118.52
	Trevor Oku – Grass Cutting Churchyard - May	BP	230.00	
	Gary Boorman – Allotments Fence & Playground Repairs	BP	48.00	
	Petty Cash transfer to Natwest Card Account	Trf	700.00	

10. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

i) Litterpick – 3rd July – school informed, will promote

Discussions were held about the need to update the risk assessment to adequately cover children taking part

and the need to produce maps for the litter-pickers and for submission to DDC as part of the risk assessment. The Scout Leader has also requested a copy of the risk assessment. The Clerk to forward the DDC guidance to Cllr Boughton and Cllr Russell and Cllr Taylor who will update the risk assessment and produce the litter picking maps. Clerk to forward the updated Risk assessment to the Scout Leader and DDC and the maps to DDC and to arrange collection of litter picking tools. Cllr Hay to promote on social media and encourage participants to inform the clerk to give an idea of numbers.

Action Clerk, Cllrs Boughton, Russell, Taylor & Hay

b) Outside Events

- i) KALC Training Events – various
- ii) KALC – Dover Area Committee Meeting – 26th May – No-one able to attend.

Noted by members.

11. POND AND PARADE

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

- a) Parade hand-rail request – Outside bakery

Clerk to get quotations for the work.

Action Clerk

- b) Church Commissioners Pond Lease & Tree Survey – Strutt & Parker chased by phone & email

Noted by members

12. ALLOTMENTS

To discuss matters raised by the Allotments Management Committee.

- a) Horticultural Society – Tree Planting proposal & ground clearance request in triangle

Discussions were held and the tree planting proposal was agreed in principle, the Clerk to confirm with the Horticultural Society that they just wished the ground to be strimmed and they would maintain the trees once planted. The Clerk reported that the recent demand for allotments may mean that consideration needs to be given to clearing part of the area for additional allotment plots.

Action Clerk

- b) 2 more allotments rented & 2 more enquiries
- c) Emergency fence repair at school allotments site.

Noted by members.

A query was raised about hosepipe use on the allotments and possible waste of water, Clerk to check the wording on the tenancy agreement and report back.

Action Clerk

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) Complaint about Gun Park Play Area – Clerk responded with upgrade plans
- ii) Emergency repair completed – area under climbing frame/slide

Noted by members.

b) Play Area Improvements

- i) Grants

Cllr Russell reported that basic repairs have started at the play area. Cllr Russell and the Clerk are working together, a meeting with Proludic is booked to get an accurate specification and quote, costs and grant funding will then be considered and questionnaires sent out. It is hoped that grant applications will be submitted in July with work starting from October onwards. One or two accessible pieces for disabled users are being considered as well as improving access for wheelchairs and pushchairs, removing the roundabout and the provision of a new and exciting piece of equipment and replacement of the wetpour surfacing. Clerk to investigate Coal Board Funding.

Action Clerk

- ii) Quotes for play area replacement parts & signs

RESOLVED to spend approximately £1,130, including delivery and VAT on Wicksteed replacement parts

for the play area, Clerk to order.

Discussions were held on replacement of the age limit signs at the Play area, Clerk to ask Sarah Wells and Wicksteed about the current age limit of under 12.

Action Clerk

iii) Quotes for dog signs in Gun Park Play area & Gun Park entrances
RESOLVED to purchase two 'No dogs allowed' signs and two 'Please clear up after your dog' signs from Mickle Print at a cost of £310 plus VAT, considerably cheaper than the Wicksteed quote. Cllr Jones to provide free of charge recycled poles and the handyman to complete the installation at an estimated cost of £160, Clerk to organise.

Action Clerk

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

i) Cemetery extension - Clerk chased Strutt & Parker by phone & email

Noted by members

b) Recreation Ground

i) Request from WI to hold picnic – 6th June

Noted by members

c) Bowling Green & Parish Room

i) Key Holder's List & Risk assessment signed – Bowling Club & Eastry Village News

Noted by members

ii) Bowling Club – Permission for Irrigation System & written agreement re: water bill

Discussions were held and it was agreed that the Clerk is to request more information, which is to be circulated to the members before the next meeting.

Action Clerk

iii) New Parish Room – working party

It was agreed that Cllrs Jones, Barwick and Ellis are to form the Parish Room Working Party, the clerk will provide all relevant documents produced so far and the working party will have their first meeting.

Action Clerk, Cllrs Jones, Barwick & Ellis

15. IMPROVING THE VILLAGE

To discuss matters relating to improving the village.

i) Maintaining green sites at entrances to village

16. REPORTS

To receive written or verbal reports from:-

a) **County Cllr** – County Cllr Chandler – emailed a report

b) **Dist Cllrs** – Cllr Manion reported on the Open Golf and investing in affordable homes. Cllr Manion was then questioned about Section 106 funding, the members felt that Eastry needed funding for playgrounds, roads, pavements and general infrastructure but did not know how to access it. Cllr Manion agreed to contact DDC about Eastry Parish Council's concerns and to forward information about Section 106 funding to the Clerk to forward to members. Parish Councillors are to email the Clerk with ideas for a Section 106 Wish List.

Action District Cllr Manion & Clerk & Cllrs

c) **Parish Councillors** – Cllr Hay reported the need for better website protection. Cllr Hay & Ellis to investigate further.

Action Cllrs Hay & Ellis

- d) **PCSO** – Report emailed, Clerk to meet on 11th June Re: Dangerous parking, speeding & teen shelter vandalism.

Noted by members.

23. COMMUNICATION

To agree Council communication to the following media:-

- a) **Communication Strategy** – Improving Technology – MS Teams Proposal

Cllr Ellis explained to the council the benefits of upgrading the Teams software package at an approximate cost of £500 per year, demonstration for the clerk to be organised. **Action Cllr Ellis & Clerk**

- b) **Village News Letter** - Deadline 14th July for Aug/Sept edition, report submitted re:Gun Park Play Area plans

- c) **Mercury Report** – currently no Villages section

- d) **Web Site** – updated regularly

- e) **Clerk's Annual Leave** – June 17-18, July 20-26 incl.

All the above noted by members

18. DATE OF NEXT MEETING

The next proposed meeting of the Council will be the Ordinary meeting on 5 July 2021.

Scheduled 6th September 4th October 1st November 6th December

The meeting closed at 21.57