

**MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD ON  
MONDAY 4<sup>th</sup> OCTOBER 2021 AT 7.30pm IN THE PARISH ROOM**

**Present: Councillors:** M Jones (Chair) A Barwick M Hay J McDonnell  
M Kemp N Kenton D Russell M Smith L Taylor

Joanna Jones Clerk to the Parish Council

**1. APOLOGIES**

County Cllr S Chandler, Dist Cllr S Manion, Cllrs C Boughton, N Ellis

**2. DECLARATIONS**

Cllr Hay declared an interest in the Noticeboard refurbishment quotations as he lives next door to one of the contractors who quoted.

**3. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 6<sup>th</sup> September 2021 are duly signed by the Chairman as a true and correct record of the meeting.

**4. ACTIONS FROM THE LAST MEETING**

**PLANNING MEETING – ACTIONS**

**PLANNING APPLICATIONS**

Understanding Planning Procedures - Cllr Kenton reported that a report will be produced by DDC to explain CIL compliance, Section 106 funding and communications with DDC and circulated to all members – delayed due to work on the Local Plan. **Action Cllr Kenton On-going**

DOV/21/00421 – Council to write to the applicant to request funding for Village amenities - Cllr Ellis has produced a draft letter, but in the meantime KCC have requested CIL funding, in light of this Cllr Ellis to re-draft the letter and Clerk to send on headed paper. **Action Cllr Ellis & Clerk On-going**

**Consultation**

DDC Settlement Confines Boundary Review – Clerk reported on consultation to DDC. **Action Discharged**

**ORDINARY MEETING - ACTIONS**

**REPORTS**

**Parish Councillors** – Better website protection - Cllr Hay & Ellis to investigate further – Cllr Hay is looking at the V2 website option, but it depends on GDPR rules. **Action Cllrs Hay & Ellis On-going**

**LEISURE FIELDS**

Teen Shelter – PCSO suggested painting to reduce anti-social behaviour – Quotes received. **Action Discharged**

**CORRESPONDENCE**

Community Resilience Emergency Plans Questionnaire – Submitted by Clerk **Action Discharged**

Email – Information Security & Electoral Roll (DDC) – Letter of complaint sent to DDC **Action Discharged**

Email re:DDC grants - Clerk advised the Parishioner **Action Discharged**

**HIGHWAYS**

Speedwatch - Volunteers requested via EVN, social media, website & noticeboard. **Action Discharged**

Streetlight on footpath – Mill Lane to Gun Park – Clerk emailed information requested to Parish Councillors. **Action Discharged**

**FINANCE**

Business Office 365 renewal – includes Teams – Renewed

**Action Discharged**

**FORTHCOMING EVENTS**

**Council Events** - Coffee Morning Plan – Clerk spoke to organisers and volunteers requested via EVN, social media, website and the noticeboard.

**Action Discharged**

Litterpick/Weedpick – Organised with DDC, 5 Bells and promoted in EVN, on noticeboard, website and social media.

**Action Discharged**

**POND AND PARADE**

Parade hand-rail – quotes – 5 quotes to consider.

**Action Discharged**

Phonecall re: Toilets re-opening – toilets re-opened and shopkeepers informed

**Action Discharged**

**ALLOTMENTS**

Allotment triangle proposal – to be put back to allotments, Clerk to organise.

**Action Clerk On-going**

**LEISURE FIELDS**

Tree Surgery quotes – Successful contractor informed.

**Action Discharged**

Email: Football Club – re grass cuttings - Clerk reported to Football Club.

**Action Discharged**

**Play Area Improvements**

Refurbishment of existing equipment – extra Wicksteed parts required – Delays explained on social media and in EVN, Clerk submitted more photos and requested Wicksteed quotation.

**Action Discharged**

Proludic Proposal & Grants - Clerk to begin the process of applying for grants.

**Action Clerk On-going**

**Bowling Green & Parish Room**

New Parish Room – Meeting notes to be circulated to the Parish Councillors and another meeting to be organised.

**Action Cllr Ellis On-going**

Covid rules – Users informed of rules of use.

**Action Discharged**

Bowling Club – Emails re: Insurance issues & concerns about new Parish Room - Bowling Club informed that the working party would consider any concerns.

**Action Discharged**

Email re: Village Hall & Parish Room – Need 2 Parish Councillors on VH Committee – Constitution emailed to Parish Councillors.

**Action Discharged**

**IMPROVING THE VILLAGE**

Email re: Village planting proposal – requests for gardening gang put out on social media, website, EVN and noticeboard, article in EVN on how to report dirty street signs, land behind bench on Lower Street reported to Highways to be tidied up, quotes received for repainting the noticeboard.

**Action Discharged**

**5. 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 & NALC – News & CEO Bulletin
- iii) Local Government Bulletin

- iv) Kent Plan Bee
- v) KCC Member’s Environment Briefing

Noted by members.

**c) Other**

- i) DDC – Litter & Dog Fouling Enforcement

DDC now have additional Environmental Enforcement Officers to patrol the district and serve fixed penalty notices to persons dropping litter or who fail to clean up after their dogs, Parish Council can request patrols.

- ii) Etopia Development – Road names request

Discussions were held on possible names for the two roads in the new development, suggestions included; Old Station Road, Jack Bones Road and Wells Road, Clerk to report to Etopia and explain the significance of the choices. **Action Clerk**

- iii) Police & Crime Plan Survey – on social media & website
- iv) KALC Learning & Development Survey – completed

Noted by members.

**6. HIGHWAYS**

To discuss and agree actions relating to highways issues

- i) Speedwatch – need more volunteers, report had been emailed to all.

Cllrs Barwick & Russell were both willing to help when they could, clerk to inform Cllr Boughton.

**Action Clerk**

- ii) HIP – Awaiting KCC response

Noted by members

- iii) Streetlight on footpath – Mill Lane to Gun Park – Quotes

The quotes were discussed in detail and there were some concerns on the reliability of solar street lights, Cllr Kenton to investigate lighting options with DDC/KCC, clerk to forward all emails to Cllr Kenton.

**Action Clerk & Cllr Kenton**

- iv) DVSA – Investigation into Ovendens on Thornton Lane complete – No concerns.

All the above noted by members.

**7. FINANCE**

To discuss financial matters affecting the council.

- i) AGAR – External Audit Complete, no concerns – Notice of Conclusion of Audit on website.
- ii) Gas Bill credit of £84.14

Noted by members

- iii) Parish Council Grants

No applications have been received so far, the grants have been advertised in EVN and on the website.

- iv) Accounts 2021/22 – Budget v Actual to 30<sup>th</sup> September 2021

RESOLVED the accounts to 30<sup>th</sup> September should be adopted by the council – see Appendix 1.

- v) Welcome Back Fund – DDC in the process of submitting for approval

**8. PAYMENTS**

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

<b>Payments Oct 2021</b>				
<b>Receipts</b>				
	Microsoft 365 Refund		£270.72	
	Memorial stone		£350.00	
<b>Paid between meetings</b>				

<b>Card Payments</b>				<b>VAT</b>
EE Ltd - Sept		Card	13.36	<b>2.23</b>
Buzz Networks - Sept		Card	7.96	<b>1.33</b>
Tesco – Handwash & cleaning cloths for toilets		Card	5.55	<b>.93</b>
Cartridge People – Magenta Toner Cartridge		Card	85.90	<b>14.32</b>
<b>Unity Trust Payments</b>		<b>Cheque No</b>		<b>VAT</b>
Clerks Salary Sept 2021		BP	944.03	
H M Revenue and Customs ER NI Sept	40.81			
H M Revenue and Customs EE NI Sept	28.29			
H M Revenue and Customs PAYE Sept	3.60			
		BP	72.70	
Employers Pension Contribution Sept	250.95			
Employees Pension Contribution Sept	56.80			
		BP	307.75	
Caretakers Pay Sept 2021		BP	734.50	
British Gas – Electricity – 19 July to 18 Aug Mtr 21610		DD	23.62	<b>1.12</b>
British Gas – Electricity – 19 July to 18 Aug Mtr 21656		DD	11.70	<b>.55</b>
Unity Trust Service Charge			18.00	
<b>To pay – Unity Trust</b>				
TR&C Carpenter- Caretaker & allotment supplies- Aug A/c		BP	56.72	<b>9.45</b>
Trevor Oku – Grass Cutting Churchyard - Sept		BP	230.00	
Netwise UK – VAT from Inv 2121 – Domain Name		BP		<b>12.00</b>
Harmer & Sons – Grounds Maintenance - Sept		BP	711.10	<b>118.52</b>
Gary Boorman – Gun Park Play Area - Gates		BP	137.00	
PKF Littlejohn LLP – AGAR External Audit Fee		BP	360.00	<b>60.00</b>
TR&C Carpenter- Toilet supplies – Sept A/c		BP	38.92	<b>6.48</b>

## 9. FORTHCOMING EVENTS

### To discuss and agree actions relating to events

#### a) Council Events

##### i) Coffee Morning Plan

It was agreed that the coffee mornings would resume, initially once a month, 14<sup>th</sup> Oct, 4<sup>th</sup> Nov, 16<sup>th</sup> Dec, with Cllr Joe McDonnell and his wife helping the existing volunteer. Clerk to liaise with Village Hall, volunteers and purchase supplies and advertise event.

**Action Clerk & Cllr McDonnell**

##### ii) Litterpick/Weedpick – 9<sup>th</sup> Oct 2021

Clerk and Cllr Russell to update maps and Clerk to update risk assessment and collect equipment, Cllr Hay to promote on social media again.

**Action Clerk & Cllrs Russell & Hay**

#### b) Outside Events

##### i) KALC Training Events – various

Cllr Hay is interested in GDPR training, Clerk to investigate.

**Action Clerk**

##### ii) KCC Road Safety Strategy Launch – Clerk attended, detail to follow from KCC

##### iii) Eastry Village Hall AGM – 5<sup>th</sup> Oct – 7 pm – 2 PCs requested for committee

Cllrs Ellis and Taylor to represent the Parish Council on the Village Hall Committee, clerk to inform committee.

**Action Clerk**

##### iv) The Queen's Green Canopy Project

##### v) Eastry Neighbourhood Watch Coffee Morning – 29<sup>th</sup> Oct 9am-12 noon

Cllr Russell & Clerk to attend, Clerk to RSVP.

**Action Clerk**

vi) Remembrance Parade – 14<sup>th</sup> Nov – Poppy Wreath  
Clerk to order Poppy wreath.

**Action Clerk**

## 10. POND AND PARADE

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

### a) Parade hand-rail – quotes

Discussions were held on the various quotes, unfortunately some of the prices were no longer valid so Clerk to request updated quote from Wheeler Jefferiss Ltd for stainless steel handrails, the preferred contractor and material, and email to Parish Councillors for approval. Once approved Clerk to organise acceptance before material prices go up again.

**Action Clerk**

### b) Pond Lease

RESOLVED pond lease to be signed and returned to Strutt & Parker.

**Action Clerk**

### c) Toilets re-opened

Noted by members.

## 11. ALLOTMENTS

To discuss matters raised about the Allotments

### a) New Allotments – tap quotes

RESOLVED accept the quote for £120 from Reuben Crick for installing taps at the new allotments.

**Action Clerk**

### b) Invoices

Clerk to issue allotment invoices.

**Action Clerk**

## 12. LEISURE FIELDS

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

### a) Gun Park

#### i) Teen Shelter – quotes

Discussions were held on the quotes to re-paint the Teen Shelter, it was decided that the Teen Shelter may be better looked after if the teens felt more involved with it, Cllr Russell to investigate the possibility of the graffiti artist working with the Youth Club to graffiti the teen shelter once it has been wire brushed and treated for rust by a contractor. Clerk to request requote from Gary Boorman, the preferred contractor, once outcome is known.

**Action Cllr Russell & Clerk**

#### ii) Grounds Work Contractor – Meeting held with Chair to discuss contract concerns

An open and frank discussion had been held with the Contractor about parts of the contract which had not been carried out, he has promised that the contract will be honoured. The contract is up for renewal in April and the Clerk and Cllrs Jones and Boughton will work on updating and improving it before it goes out to tender.

**Action Clerk, Cllrs Jones & Boughton**

### b) Play Area Improvements

#### i) Refurbishment of existing equipment – extra Wicksteed parts required & extra work required on attaching signs to gates

Wicksteed have still not provided a quote for the missing swing parts – Clerk to chase. **Action Clerk**

#### ii) New Equipment

The clerk is still working on the grant applications and has liaised with the school. Cllr Kenton will investigate how to register the Village Needs, such as a new play area, parish room and sports pavilion with DDC planning for possible future funding from planning developments.

**Action Cllr Kenton**

### 13. 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 - awaiting Church Commissioner response

Discussions were held on the amount of land required and the possible price to pay, it was decided to await the response from the Church Commissioners.

#### a. Recreation Ground

i) Charity Commission Annual Return

Clerk to complete.

**Action Clerk**

#### b. Bowling Green & Parish Room

i) New Parish Room

Discussions were held on the need to make the building eco-friendly and the high predicted cost of the build.

ii) Toilet leak

A plumber had checked the toilet and it wasn't worth repairing yet, a temporary solution was in place, at no charge.

iii) Boiler service and gas safety certificate inspection booked, Clerk to look into electrical safety check.

**Action Clerk**

### 14. IMPROVING THE VILLAGE

a) KCC Cultivation Licence for vision plays – Awaiting response from KCC

Noted by members.

c) Village Gardening Gang

Discussions were held, there had been a very low response and it was decided to wait until the DDC funding was confirmed for temporary flower troughs and to then request volunteers to maintain the troughs after installation. Clerk to inform potential volunteers.

**Action Clerk**

c) Noticeboard Refurbishment – Quotes

DDC had agreed to repaint the Tourism sign for free and the quotations for refurbishing the village noticeboard were discussed, Cllr Hay did not vote or take part in the discussions as one of the contractors is his neighbour.

RESOLVED to accept the quotation from Gary Boorman for £208, subject to possible fluctuations in material prices.

**Action Clerk**

### 15. REPORTS

To receive written or verbal reports from:-

a) **County Cllr** – Sue Chandler's report had been emailed.

b) **Dist Cllrs** – Nick Kenton reported that Green waste collections will resume from October 11<sup>th</sup>, there will be a rebate on next year's subscriptions and waste collections on the whole are going well. DDC are working on the Local Plan, identifying Gypsy & Traveller sites and employment sites.

c) **Parish Councillors** – Cllr Jones reported that he and the Clerk had attended a meeting organised by Ash and Woodnesborough Parish Councils where local parish council representatives shared their concerns about DDC's Gypsy and Traveller policies and the Local Plan. The next stage is for the Parish Councils to request that their District Councillors request a meeting with DDC's Head of

Planning, the Gypsy & Traveller Officer and the District and Parish Councillors. The members were in support of this. Clerk to liaise with other Parish councils and organise meeting. **Action Clerk**

Cllr Russell reported on the Cottington Event that she and the Clerk had attended, that Greville Homes have organised an afternoon tea for residents and that the Youth Club were going to request funding from the Parish Council for a defibrillator, but the Clerk had advised that the football club already had one so it was hoped that they could share it.

Cllr Taylor reported that the Chair was due to speak to the Community Scouts about what Cllrs do for the community and that Eastry School needed volunteers for Fireworks night on 13<sup>th</sup> November.

**d) PCSO** – No report

Noted by members.

## 16. COMMUNICATION

To agree Council communication to the following media:-

a) **Communication Strategy** – Instagram & Twitter/Cllrs to delete emails

Cllr Hay reported that the Parish Council's Facebook account was going well but there appeared to be an Eastry Parish Council Twitter account that the Council did not know about and had no control over. Clerk to investigate. **Action Clerk**

Cllr Hay to look into setting up an Instagram Account for the Parish Council.

**Action Cllr Hay**

The clerk explained that the Parish Council has exceeded the server capacity for emails and the website, all Parish Councillors to delete old emails that are no longer required and the clerk will delete from the server. Cllr Hay will investigate Netwise 2 for the website & email account.

**Action all Cllrs, Clerk & Cllr Hay**

b) **Village News Letter** - Deadline 14<sup>th</sup> Nov for Dec/Jan edition

c) **Mercury Report** – currently no Villages section, various news to include.

d) **Web Site** – updated regularly

e) **Clerk's Holiday** – 18-22nd Oct

Noted by members.

## 17. DATE OF NEXT MEETING

The next proposed meeting of the Council will be the Ordinary meeting on 1 November 2021.

Scheduled                      6<sup>th</sup> December                      10<sup>th</sup> January 2022

The meeting closed at 21.40

## Appendix 1

Eastry Parish Council  
Budget v Actual to 30/09/2021

	Actual to 31-03- 2021	Draft Budget April - 2021/22	Actual to 30-09- 2021
<b>RECEIPTS</b>			
Precept	56190.00	56592.79	56592.79
Allotments	974.12	975.00	0.00
Burials	2200.00	2000.00	3625.00
Grants	0.00	10000.00	0.00
Interest Current Account	27.13	12.00	0.00
Capital Interest	60.25	0.00	5.15
VAT	5738.42	2288.38	2291.12
Other - Refunds McAfee & Microsoft 365	66.16	67.00	360.71
	<b>65256.08</b>	<b>71935.17</b>	<b>62874.77</b>
Current Account Funds B/F	106187.11	122254.17	122254.17
Capital Carry Forward	69052.02	69052.02	69052.02
	<b>240495.21</b>	<b>263241.36</b>	<b>254180.96</b>
<b>PAYMENTS - CURRENT A/C</b>	<b>Actual to 31-03- 2021</b>	<b>Draft Budget April - 2021/22</b>	<b>Actual to 30-09- 2021</b>
<i>Admin</i> Clerks Salary	12537.27	12500.00	6189.76
PC National Insurance Cont.	523.75	470.00	244.38
Pension Contribution	3002.08	3000.00	1500.77
	<b>16063.10</b>	<b>15970.00</b>	<b>7934.91</b>
Telephone	276.92	240.00	120.34
Office Allowance	414.00	288.00	204.00
Stationery - Consumables, Post	413.22	500.00	52.80
Office equipment - Computer,Printer	689.31	0.00	0.00
Audit Fees	300.00	330.00	0.00
Internal Auditor	75.00	85.00	75.00
Insurance	2072.00	2200.00	0.00
Training	86.00	250.00	155.00
Travelling/Cllrs Expenses	21.15	200.00	0.00
Annual Meeting	0.00	60.00	0.00
Web-Site,Internet security,email,Teams	1423.12	500.00	360.00
Wreath - remembrance Sunday	20.00	25.00	0.00
Bank Charges	72.00	76.00	36.00
Contingency Pension deficit fund	0.00	5000.00	0.00
	<b>21925.82</b>	<b>25724.00</b>	<b>8938.05</b>
<i>Parish Room &amp; Pavilion</i> Rates	0.00	0.00	21.17
Gas	386.03	360.00	0.00
Electric	249.29	360.00	178.28
Fire Extinguishers Check	70.14	150.00	0.00
Boiler Service	0.00	150.00	0.00

	maintenance/improvements	35.41	250.00	233.39
	Pavilion Fire Extinguisher Checks	0.00	150.00	0.00
	Repair following vandalism	0.00	250.00	0.00
		<b>740.87</b>	<b>1670.00</b>	<b>432.84</b>
		<b>Actual to 31-03-2021</b>	<b>Draft Budget April - 2021/22</b>	<b>Actual to 30-09-2021</b>
<b>PAYMENTS - CURRENT ACCOUNT</b>				
<i>Ground Work</i>	Chch Yard & Cemetery Grass	1955.00	1900.00	1265.00
	Chch Yard & Cemetery hedges	637.01	695.00	354.96
	Recreation Ground A3	1097.63	1132.00	577.50
	Gun Park A4	2123.00	2316.00	1175.52
	Allotments A5	1653.63	1804.00	915.00
	Highstreet A6	527.12	575.00	295.02
	Pond A7	428.12	467.00	237.48
	Tree Work All	500.00	2000.00	890.00
	Additional Work	0.00	1200.00	9.00
		<b>8921.51</b>	<b>12089.00</b>	<b>5719.48</b>
<i>Allotments</i>	Maintenance	588.99	1000.00	0.00
	Water Use	596.26	600.00	57.48
		<b>1185.25</b>	<b>1600.00</b>	<b>57.48</b>
<i>Leisure Fields</i>	Maintenance	299.50	1250.00	3551.79
	Vandalism Repairs	0.00	750.00	0.00
	Bins & Dog Bins	9.95	250.00	0.00
	Pond	198.00	500.00	0.00
	Play Equipment Inspection	265.50	300.00	90.00
	Parade	0.00	2000.00	0.00
		<b>772.95</b>	<b>5050.00</b>	<b>3641.79</b>
<i>Community Services</i>	Village Caretaker	8653.78	9000.00	4407.00
	Pension Contributions	0.00	0.00	0.00
	Equipment	180.33	225.00	23.95
	Toilet Supplies	17.40	50.00	4.62
	SID	0.00	150.00	67.50
	PAD Supplies	134.00	150.00	0.00
	Highways Improvement Plan	0.00	10800.00	0.00
		<b>8985.51</b>	<b>20375.00</b>	<b>4503.07</b>
<i>Grants</i>	Grants/Donations	325.00	1500.00	35.00
	Coffee Break	220.00	850.00	0.00
	Section 137	0.00	500.00	0.00
		<b>545.00</b>	<b>2850.00</b>	<b>35.00</b>
<i>Church Yard Maintenance/works</i>	Churchyard wall	0.00	1000.00	0.00
	Monument Safety	0.00	2000.00	0.00
		<b>0.00</b>	<b>3000.00</b>	<b>0.00</b>
<i>Membership</i>	KALC	682.76	813.77	678.14
	Publications	0.00	250.00	0.00
	SLCC	103.00	110.00	0.00

ICCM	95.00	100.00	95.00
	<b>880.76</b>	<b>1273.77</b>	<b>773.14</b>
<i>Events</i> Christmas Trees & Lights	203.89	300.00	0.00
Parish Council elections	0.00	1000.00	0.00
Eastry Open Day/Communications	258.88	300.00	122.50
	<b>462.77</b>	<b>1600.00</b>	<b>122.50</b>
<b>PAYMENTS - CURRENT ACCOUNT</b>	<b>Actual to 31-03- 2021</b>	<b>Draft Budget April - 2021/22</b>	<b>Actual to 30-09- 2021</b>
Contingency	0.00	2907.57	0.00
Damage falling tree Gun Park	1377.20	0.00	0.00
Village Hall Hire	0.00	0.00	44.00
Professional fees - New Parish Rm	581.00	2000.00	0.00
Street Furniture	522.00	550.00	0.00
	<b>2480.20</b>	<b>5457.57</b>	<b>44.00</b>
New Parish Room <b>Capital</b>	0.00	69052.02	0.00
New Parish Room <b>Revenue</b>	0.00	62000.00	0.00
Playarea - Allotments	0.00	0.00	0.00
Play equipment Gun Park	0.00	30000.00	0.00
New toilets	0.00	4000.00	0.00
VAT	2288.38	0.00	1445.84
Reserves	0.00	17500.00	0.00
<b>Total</b>	<b>49189.02</b>	<b>263241.36</b>	<b>25713.19</b>

Current A/c B/F	122,254.17		
Capital A/c B/F	69,052.02		
Petty cash	0		
Receipts	62,874.77	Current A/c C/F	55,404.08
		Cap & Dep A/c	
Payments	-25,713.19	C/F	173,063.69
	228,467.77		228,467.77