

**MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD ON  
MONDAY 6<sup>th</sup> SEPTEMBER 2021 AT 8pm IN EASTRY VILLAGE HALL**

**Present: Councillors:** M Jones (Chair) N Ellis J McDonnell D Russell L Taylor  
Joanna Jones Clerk to the Parish Council 2 members of the public

**1. APOLOGIES**

County Cllr S Chandler, Dist Cllr S Manion, Cllrs A Barwick, C Boughton, M Hay, M Kemp, N Kenton, M Smith

**2. DECLARATIONS**

None received.

The meeting was closed at 20.03 so that the member of the public who wished to speak, could speak. The Parishioner suggested that the community of Eastry could work together to 'spruce up the village', using sustainable planting in various areas of the village, cleaning street signs and encouraging villagers to improve their own gardens and areas outside their houses as well as helping to maintain public areas with gardening gangs. The Chair thanked the Parishioner for attending and for her ideas. The meeting was re-opened at 20.06.

**3. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 5<sup>th</sup> July 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 – expected in July. **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**

**HIGHWAYS**

Streetlight on footpath – Mill Lane to Gun Park – Clerk has sourced two quotes for 2 solar lights and a quote from KCC, KCC advised no grants available for solar lighting. **Action Discharged**

**POND AND PARADE**

Parade hand-rail request – Clerk has sourced three quotes. **Action Discharged**

**LEISURE FIELDS**

**Play Area Improvements**

Grants – Clerk has investigated 40 grants and identified 3 possible sources of funding for the play area. **Action Discharged**

New Parish Room – working party – first meeting held. **Action Discharged**

**REPORTS**

**Parish Councillors** – Better website protection - Cllr Hay & Ellis to investigate further.

**Action Cllrs Hay & Ellis On-going**

**CORRESPONDENCE**

Queens's Platinum Jubilee – Clerk registered Eastry Parish Council for Beacon Lighting 22<sup>nd</sup> June 2022 **Action Discharged**

**HIGHWAYS**

Overgrown vegetation on roads & footpaths – Clerk reported to DDC & KCC and submitted article to EVN.  
**Action Discharged**

**FINANCE**

Grant Criteria & 2021/22 Grants for Organisations - Clerk amended the criteria on the website and announced small grants for village organisations accepted for consideration for 2021/22 on website and in EVN.  
**Action Discharged**

Grant Application – Rural Crafts Marquee – Ploughing Match – Clerk wrote to applicant.

**Action Discharged**

Clerk – ILCA Course – Clerk registered for ILCA

**Action Discharged****FORTHCOMING EVENTS**

**Council Events** - Coffee Morning Plan – Clerk informed organisers that the cost of the hall and refreshments would be funded by the Parish Council.

**Action Discharged**

Village Society/Institute – Litterpick - Clerk and Cllr Russell have produced a plan. **Action Discharged**

**ALLOTMENTS**

Horticultural Society – Tree Planting proposal & ground clearance request in triangle - Clerk had communicated that the strimmer could only be lent out to licensed trained operatives. **Action Discharged**

**LEISURE FIELDS**

Teen Shelter – PCSO suggested painting to reduce anti-social behaviour – Still waiting for some quotes – Clerk to chase. **Action Clerk on-going**

Trees blocking streetlights in Gun Park - Cllr Jones has produced a specification for tree works, Clerk has sourced 3 quotes. **Action Discharged**

**Play Area Improvements**

Play area signs – need updating – Clerk ordered signs, have been received, handyman due to install.

**Action Discharged****CHURCHYARD AND CEMETERY**

Cemetery extension update – Clerk produced map of requested area and sent to Church Commissioners.

**Action Discharged****Recreation Ground**

Email – trees overhanging footpath in Church Street - Cllr Jones has produced a specification for tree works, Clerk has sourced 3 quotes and updated Parishioner. **Action Discharged**

**REPORTS**

**Dist Cllrs** – Cllr Manion advised on possible funding for the play area - Clerk & Cllr Russell investigated KCC – Inside Track & spoke to Sutton Parish Council re: Play area funding, Sutton Parish Council had not led the play area project, a Community Action Group had been formed to run it, using a funding stream that has expired. **Action Discharged**

**Parish Councillors** – Passing of Dick Laslett - Clerk sent a card and a donation was to be made to Lymphoma Action.

Cllr Taylor's attack by a dog on her way to the meeting – Clerk organised flowers. **Action Discharged**

**COMMUNICATION**

**Village News Letter** - Clerk submitted articles about overgrown vegetation and Village Grants 2021/22  
**Action Discharged**

## 5. CORRESPONDENCE

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

### a) Consultation Documents

- i) KCC Household Waste Recycling Centres Booking System

Noted by members

### b) Newsletters and Circulars

- i) Neighbourhood Watch updates & Fraud Alerts  
 ii) KALC & NALC – News & CEO Bulletin  
 iii) Local Government Bulletin  
 iv) UK Protect Bulletin  
 v) Library Update  
 vi) Kent PCC – Rural Newsletter

All the above noted by members.

### c) Other

- i) Emails re: Green waste collections

DDC Green waste collections are due to resume at the end of September. Cllrs were very concerned about the rotting green waste and the lack of communication from DDC.

- ii) Community Resilience Emergency Plans Questionnaire- deadline 13<sup>th</sup> Sept

After discussions it was agreed that the Parish Council are thinking of developing an Emergency Plan - Clerk to complete the questionnaire. **Action Clerk**

- iii) Email – Information Security & Electoral Roll (DDC)

Members were concerned that DDC had not met their GDPR responsibilities, Clerk to write to DDC to complain. **Action Clerk**

- iv) Email re: DDC grants

Clerk to advise the Parishioner to try ‘Locate in Kent’ for grants **Action Clerk**

## 6. HIGHWAYS

To discuss and agree actions relating to highways issues

- i) Speedwatch – email praising Speedwatch efforts, need more volunteers

Request more Speedwatch volunteers via EVN and social media. **Action Clerk & Cllr Hay**

- ii) HIP

KCC traffic surveys (24 hours a day for 7 days) show mean speeds in Lower Street of 29.6mph northbound and 30 mph southbound, 85<sup>th</sup> percentile 34.3 mph northbound and 34.9 southbound, mean speeds in Lower Gore Lane of 34.8 mph northbound and 32 mph southbound, 85<sup>th</sup> percentile 41.6 mph northbound and 38.9 southbound. Highways Improvement Plan update still being worked on by KCC.

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

Three quotes and two different lighting units were discussed in detail, it was agreed that the Clerk would investigate further the running costs, expected life of the unit, timer and where a unit could be seen in operation of one of the lighting systems. **Action Clerk**

- iv) Various overgrown footpaths & vegetation - reported to PROW, DDC & KCC

- v) New & old streetlights at end of Mill Lane – not working, reported- DDC stated old light will be removed and new lighted connected in the Autumn – now working.

- vi) Double Yellow lines repainted outside Food Stores - although cars still parking there

- vii) KCC Bridleway EE490 at Eastry Definitive Map Modification Order 2020 – KCC submitted to Secretary of State

- viii) Open Golf road closures/modifications

- ix) Heronden Road, Eastry – Closed 3-5 August
- x) Mill Lane closed – 9-11 August – works took longer than expected
- xi) Sandwich Bypass – A257-A256 roundabout closed overnight 16-19<sup>th</sup> Aug
- xii) Woodnesborough Lane Eastry – Closed 23-27 Aug
- xiii) Woodnesborough Rd, Sandwich – Closed 2-4<sup>th</sup>, 17<sup>th</sup> Aug, 12<sup>th</sup> Sept
- xiv) The Street, Woodnesborough – Closed 23<sup>rd</sup> Aug – 4<sup>th</sup> Sept
- xv) Updown Road, Northbourne – Closed 25 Aug – up to 21 days

All the above noted by members.

## 7. FINANCE

To discuss financial matters affecting the council.

- i) Welcome Back Fund – DDC – Service Level Agreement Signed
- ii) Unity Trust Bank – Eligibility for FSCS confirmed
- iii) DDC Community Grant Scheme & Well Being Fund – on noticeboard & website
- iv) Gas Bill credit of £94.50.
- v) Unity Trust Bank – Standard Service Tariff Changes & Changes to Terms & Conditions

All the above noted by members.

- vi) Business Office 365 renewal – includes Teams

RESOLVED Clerk to renew

**Action Clerk**

## 8. PAYMENTS

RESOLVED the following payments should be made, proposed by Cllr Russell and seconded by Cllr Taylor.

Payments Sept 2021				
<b>Receipts</b>				
Burial Plot & Internment		£800.00		
Memorial stone		£75.00		
<b>Paid between meetings</b>				
<b>Card Payments</b>				<b>VAT</b>
Flowers – Injured Cllr		Card	15.00	
EE Ltd - July		Card	14.96	<b>2.49</b>
Buzz Networks - July		Card	7.96	<b>1.33</b>
Bickers – Stamps		Card	9.06	
Bickers – Cards		Card	5.70	<b>0.95</b>
Viking Ltd - Stationery		Card	37.10	<b>6.19</b>
EE Ltd - Aug		Card	13.36	<b>2.23</b>
Brewers – Key cutting		Card	26.40	<b>4.40</b>
Buzz Networks - Aug		Card	7.96	<b>1.33</b>
SLCC – ILCA Course Fee		Card	144.00	24.00
RBL – Playground signs		Card	64.13	10.69
Unity Trust Payments		Cheque No		VAT
Clerks Salary July 2021		BP	944.03	
H M Revenue and Customs ER NI July	40.81			
H M Revenue and Customs EE NI July	28.29			
H M Revenue and Customs PAYE July	3.60			
		BP	72.70	
Employers Pension Contribution July	250.95			
Employees Pension Contribution July	56.80			
		BP	307.75	
Caretakers Pay July 2021		BP	734.50	

British Gas – Electricity – 18 June to 18 July Mtr 21610		DD	22.68	1.08
British Gas – Electricity – 19 June to 18 July Mtr 21656		DD	11.34	.54
Donation – In Memory R Laslett – Lymphoma Action –		CHQ 30042	35.00	
Clerks Salary Aug 2021		BP	943.83	
H M Revenue and Customs ER NI Aug	40.81			
H M Revenue and Customs EE NI Aug	28.29			
H M Revenue and Customs PAYE Aug	3.80			
		BP	72.90	
Employers Pension Contribution Aug	250.95			
Employees Pension Contribution Aug	56.80			
		BP	307.75	
Caretakers Pay Aug 2021		BP	734.50	
<b>To pay – Unity Trust</b>				
Eastry Village Hall Hire - June & July		BP	44.00	
Wicksteed – Play Area Parts		BP	1188.42	<b>198.07</b>
Safeplay – July Inspection		BP	108.00	<b>18.00</b>
Trevor Oku – Grass Cutting Churchyard - July		BP	230.00	
Harmer & Sons – Grounds Maintenance - July		BP	711.10	<b>118.52</b>
Trevor Oku – Grass Cutting Churchyard - Aug		BP	230.00	
Harmer & Sons – Grounds Maintenance - Aug		BP	711.10	<b>118.52</b>
Clerk’s Expenses/reimbursements – May, June, July		BP	100.50	

## 9. FORTHCOMING EVENTS

### To discuss and agree actions relating to events

#### a) Council Events

##### i) Coffee Morning Plan

Parish Councillors were concerned that volunteers would be required to support the organiser, Clerk to speak to organiser and request helpers via EVN and social media and the noticeboard. **Action Clerk**

##### ii) Venue next PC meeting

It was agreed that the next meeting would be held in the Parish Room.

##### iii) Litterpick/Weedpick

It was agreed that the next next litterpick would be on 9<sup>th</sup> October with refreshments at the 5 Bells, using the same route map as last time, request that Cllr Boughton update risk assessment and Clerk to organise with DDC, 5 Bells and promote in EVN, noticeboard and social media.

**Action Clerk & Cllrs Russell, Boughton & Hay**

#### b) Outside Events

- i) KALC Training Events – various
- ii) KALC Dover Area Committee Meeting – 21<sup>st</sup> July - Clerk unable to attend
- iii) Speedwatch Information Event – 1<sup>st</sup> Sept 2-4pm
- iv) KCC Road Safety Strategy Launch – 15<sup>th</sup> Sept – Manston Airport – Clerk to attend
- v) Betteshanger Country Park – Museum Event – 30<sup>th</sup> Sept 9-11am – Clerk & Cllr Russell to attend
- vi) Traveller sites meeting Ash PC– 20<sup>th</sup> Sept 7.30pm – Cllr Jones & Clerk to attend
- vii) White Cliffs Walking Festival 26-31<sup>st</sup> Aug – on website & NB
- viii) DDC Reconnect Programme – On website & Noticeboard
- ix) Craft Fair 25<sup>th</sup> Sept & Boot Fair Safari – 10<sup>th</sup> Oct – on website & noticeboard

Noted by members.

## 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 different quotes and it was agreed that the Clerk would source one more quote for galvanised steel hand rails.

**Action Clerk**

- b) Pond Lease - Arrived, needs amendments

- c)Parade & Area behind Horse Trough – Clerk chased Contractors to improve maintenance

Noted by members

- d)Phonecall re: Toilets re-opening

RESOLVED the toilets to re-open once the clerk has purchased any necessary supplies/equipment and the caretaker has cleaned them, Clerk to inform caller.

**Action Clerk**

## 11. ALLOTMENTS

To discuss matters raised by the Allotments Management Committee.

- a) Horticultural Society – Put in grant to DDC for Tree Planting along fence line, allotment triangle

- b) Mill Green complaint re: overgrown allotment plot – Clerk chased contractors, plot flailed

- c) UK Power Networks – worked on pole via allotment access – 17<sup>th</sup> August

- d) Chaucer Hospital coffee bean/ wool recycling – posters put up in allotments

Noted by members

- e) Allotment triangle proposal – waiting list of 6

RESOLVED the allotment triangle to be put back to allotments, Clerk to organise.

**Action Clerk**

- f) Overgrown Allotment holders – All chased

Noted by members

## 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 – awaiting quotes for refurbishment.

- ii) Play Area Inspection report – reports on unfinished refurbishment

- iii)Tree Surgery quotes – Gun Park & Recreation Ground

Three quotes had been received, these were discussed.

RESOLVED accept the Tree Surgery quotation for £1,980 + VAT from Wraight's. Clerk to organise.

**Action Clerk**

- iv)Email: Football Club – re grass cuttings

Members were concerned about the volume of grass cuttings and discussed the contractor's response, it was hoped that this was a one-off and it was agreed that the Grounds Maintenance renewal contract will include the need for regular cuts. Clerk to report to Football Club.

**Action Clerk**

### b) Play Area Improvements

- i) Refurbishment of existing equipment – extra Wicksteed parts required

Unfortunately more work is required than anticipated on the swings and extra parts are required, it has all taken longer than expected due to this and the delay on parts being available. Clerk to forward the Wicksteed quotation for approval once received. Clerk to submit an article to EVN to explain delays and Cllr Hay to put out on social media.

**Action Clerk & Cllr Hay**

- ii)Proludic Proposal & Grants

Cllr Russell reported that Proludic had presented a proposal that included new wetpour for under the slide

unit and a replacement roundabout, new sunken trampoline which would be for both able bodied and disabled children and an aeroskate and a path to improve access. The quotation was almost £52,500, the Parish Council currently only have £20,000 towards the project, it was agreed that the project may need to be completed in phases. It was agreed that the Clerk should begin the process of applying for grants.

**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 update**

The Church Commissioners have responded to the map of the proposed cemetery extension by stating that they need to get the 'best value for the land', they are looking into the terms of the previous sale of land to the Parish Council.

##### **b) Recreation Ground**

Tree Surgery work agreed – see 12aiii.

##### **c) Bowling Green & Parish Room**

###### **i) New Parish Room**

The first working party meeting had been held, notes will be circulated to the Parish Councillors and another meeting is planned.

**Action Cllr Ellis**

###### **ii) Covid rules**

Discussions were held and it was agreed that Parish Room users should still complete the Track & Trace form on entry, but apart from that use their discretion and follow government guidance. Clerk to inform users.

**Action Clerk**

iii) Bowling Club – Emails re: Insurance issues & concerns about new Parish Room & BBQ 12<sup>th</sup> Sept Clerk to inform the Bowling Club that any concerns about the new Parish Room would be considered by the working party.

**Action Clerk**

###### **iv) Email re: Village Hall & Parish Room – Need 2 Parish Councillors on VH Committee**

The Clerk explained that the Village Hall has its own constitution and is a separate legal entity to the Parish Council and Parish Room, a request has been made for 2 Parish Councillors to go onto the Village Hall Committee, they will need to attend the AGM on 5<sup>th</sup> October at 7pm in the Village Hall. Clerk to email the Constitution to all members to be read before the next meeting in order that decisions can be made about who will represent the Parish Council on the Village Hall Committee.

**Action Clerk & all Parish Councillors**

#### **14. IMPROVING THE VILLAGE**

##### **a) DDC & KCC response to complaints about lack of grounds maintenance**

KCC & DDC both telephoned to explain that they were running very behind due to staff absences because of Covid, the pingdemic, lack of drivers and the warm wet weather had encouraged extra fast growth which made the problem worse.

##### **b) DDC owned Car Park – Works order in for vegetation removal & hedges to be cut in Autumn**

c) KCC Cultivation Licence for vision splays– 3 licences applied for & asked KCC about scheme to pay parish Councils to maintain vision splays

Noted by members.

##### **d) Email re: Village planting proposal**

Discussions were held on the proposal and it was agreed that a request would go out on social media and in EVN asking for volunteers who would be prepared to help maintain the green areas around the village, to also include how to report dirty street signs and those obscured by vegetation. In preparation the clerk will

find out who owns the land behind the bench on Lower Street. The Chair thanked the member of the public for proposing the idea. Clerk to also get quotes for repainting the noticeboard.

**Action Clerk**

e) Caretaker back

The Caretaker has been back for over a month now and improvements can be seen around the village.

## 15. REPORTS

To receive written or verbal reports from:-

a) **County Cllr** – No report

b) **Dist Cllrs** – No report

c) **Parish Councillors** – Cllr Taylor thanked the Parish Council for the flowers.

d) **PCSO** – Sept Newsletter – emailed

Noted by members.

## 16. COMMUNICATION

To agree Council communication to the following media:-

a) **Communication Strategy**

RESOLVED that the Parish Council start to use Instagram & Twitter when appropriate.

The Chair reminded Councillors that all communication should go through the Clerk, members should be careful that they are not seen to be promoting their own views on social media as that of the Parish Council and to ensure that emails are not forwarded/sent which may lead to a breach of GDPR.

b) **Village News Letter** - Deadline 14<sup>th</sup> Sept for Oct/Nov 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 4 October 2021.

Scheduled      1<sup>st</sup> November                  6<sup>th</sup> December                  10<sup>th</sup> January 2022

The meeting closed at 22.20