

**MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD ON
MONDAY 8th NOVEMBER 2021 AT 7.30pm IN THE PARISH ROOM**

Present: Councillors: M Jones (Chair) A Barwick C Boughton J McDonnell
N Ellis M Hay M Kemp N Kenton M Smith

Joanna Jones Clerk to the Parish Council County Cllr S Chandler 2 members of the public

1. APOLOGIES

Dist Cllr S Manion, Cllrs D Russell, L Taylor

2. DECLARATIONS

None received.

The meeting was closed at 7.32pm so the members of the public could speak, they requested permission to use the Gun park for a day during the summer of 2022 to hold a village fete to raise money for future events in the village, possible dates included coinciding with the Queen's Jubilee celebrations, their event experience was described and plans for the fete were outlined. The meeting re-opened at 7.37pm.

3. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 4th October 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, still being worked on. **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.

Discussions were held and it was agreed that instead of writing to the applicant of DOV/21/00421, the Clerk is to write to Forward Planning at DDC to list village projects that the Parish Council would like to be put forward for Section 106 Funding. **Action Clerk**

ORDINARY MEETING - ACTIONS

REPORTS

Parish Councillors – Better website protection - Cllr Hay has investigated the Netwise V2 website option. **Action Discharged**

ALLOTMENTS

Allotment triangle proposal – taps have been installed, plots measured, five out of seven plots let with contracts and invoices issued. **Action Discharged**

Proludic Proposal & Grants – Grant applications are on hold until it is known that it is possible to source parts for the swings as the previous manufacturer has gone out of business. The Clerk will need to source three quotes from different suppliers for the play area before any grant applications are made.

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**

CORRESPONDENCE

Etopia Development – Road names request – Clerk informed Etopia of ideas and reasoning behind them.
Action Discharged

HIGHWAYS

Speedwatch – need more volunteers – Clerk informed Cllr Boughton of Parish Councillors willing to help.
Action Discharged

Streetlight on footpath – Mill Lane to Gun Park – Clerk forwarded relevant emails to Cllr Kenton who is still investigating lighting options with DDC/KCC.
Action Cllr Kenton On-going

FORTHCOMING EVENTS**Council Events**

Coffee Morning Plan – first coffee morning held successfully.
Action Discharged

Litterpick – 9th Oct 2021 – Successful litter pick held and article sent to EVN.
Action Discharged

Outside Events

KALC Training Events – GDPR training booked for Cllr Hay
Action Discharged

Eastry Village Hall AGM – Cllrs Ellis & Taylor attended as the Parish Council Representatives.
Action Discharged

Eastry Neighbourhood Watch Coffee Morning – 29th Oct 9am-12 noon - Cllr Russell attended
Action Discharged

Remembrance Parade – 14th Nov – Poppy Wreath ordered.
Action Discharged

POND AND PARADE

Parade hand-rail – quotes – amended quote sent, approved by Councillors and accepted, awaiting start date.
Action Discharged

Pond Lease - Signed and sent to Strutt & Parker.
Action Discharged

ALLOTMENTS

New Allotments – taps installed.
Action Discharged

Invoices – Issued
Action Discharged

LEISURE FIELDS**Gun Park**

Teen Shelter – quotes - 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 On-going

Grounds Work Contractor - Contract renewal – Clerk, Cllrs Jones and Boughton to work on updating and improving the contract before it goes out to tender.
Action Clerk, Cllrs Jones & Boughton On-going

Play Area Improvements

Refurbishment of existing equipment – Wicksteed have provided a quote for some of the missing swing parts, the original manufacturer has gone out of business, the Clerk has requested a quote from a specialist engineering firm, Wicksteed parts will not be ordered until the outcome is known.
Action Clerk On-going

New Equipment - Cllr Kenton reported that the Clerk needed to write to DDC's Forward Planning Team to register the Village Needs, draft letter to be sent to Cllr Ellis for approval.
Action Clerk & Cllr Ellis

CHURCHYARD AND CEMETERY

Recreation Ground - Charity Commission Annual Return – Clerk completed and submitted.

Action Discharged

Parish Room - Clerk sourced prices for electrical safety check.

Action Discharged

IMPROVING THE VILLAGE

Village Gardening Gang - Clerk updated potential volunteers.

Action Discharged

Noticeboard Refurbishment – work completed, Clerk & Chair to check that enough stain has been applied to the doors.

Action Clerk & Cllr Jones

REPORTS

Parish Councillors – Clerk liaised with other Parish Councils and DDC and organised Gypsy and Traveller planning meeting with DDC representatives, District Councillors and Parish Councils. **Action Discharged**

COMMUNICATION

Communication Strategy – Eastry Parish Council Twitter account now back in the control of Eastry Parish Council. **Action Discharged**

Cllr Hay to look into setting up an Instagram Account for the Parish Council. **Action Cllr Hay On-going**

Old emails – have been deleted from the server.

Action Discharged

Netwise 2 website/email option – Cllr Hay has investigated

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

Noted by members.

c) **Other**

- i) Kent Fire & Rescue – Fire Hydrant initiative

Discussions were held and it was decided that the Clerk is to inform the Parish Council insurers and then sign up for the initiative.

Action Clerk

- ii) KALC Community Warden Review – deadline 2nd Nov
- iii) Police & Crime Plan Survey – on social media & website

Noted by members

- iv) Scout Village Survey Results & request for a Parish Councillor to visit – Cllr Hay volunteered

Clerk to organise date with Scouts and Cllr Hay to attend.

Action Clerk & Cllr Hay

- v) Prevent Venue Hire Guidance
- vi) DDC – Publication of Councillor Home Addresses on Websites

Discussions were held on missing Councillor photos from the website and the fact that photos are not shown in both places on the website. Councillors to email missing photos to Clerk and Cllr Hay will ensure that they are in both places on website.

Action Cllrs, Cllr Hay & Clerk

6. HIGHWAYS

To discuss and agree actions relating to highways issues

i) Speedwatch

Cllr Boughton gave a report on Speedwatch, it will be disbanded during the winter months due to lack of volunteers.

ii) HIP

Discussions were held on KCC's HIP feedback, the Cllrs were pleased that a bollard was going to be installed at the end of the parade layby but disappointed with the response to the other requests and it was agreed that none of Highway's suggestions would be progressed.

iii) Streetlight on footpath – Mill Lane to Gun Park

Cllr Kenton reported that discussions are on-going with DDC.

iv) Sandwich level crossing – Dover Rd/New Street – closed Oct 15,18,24,25,31

v) Statenborough Lane – closed 6-13th Oct

vi) Woodnesborough Lane Closed – 25th Oct to 5th Nov

vii) 2 x Overgrown footpaths – reported to DDC

viii) DDC cleaned street signs, including Woodnesborough Lane

ix) Lower Street/High Street – Closed 2nd Dec – 5 nights

x) Gore Road, Eastry – Closed 30th Nov

xi) Northbourne Road, Deal, Jct closed Eastry Park – 8th Nov – 21 days

Noted by members

7. FINANCE

To discuss financial matters affecting the council.

i) Gas Bill credit of £70.42

ii) Parish Council Grants – 1 application

iii) Welcome Back Fund -Plan in place

iv) Budget talks 2022/23

Noted by members

v) Date for Finance Meeting

Due to the lack of grant applications it was agreed that one finance meeting would be held in January to discuss grants applications, the budget and the risk assessment. Clerk to liaise with Cllr Taylor to organise a date and to inform any grant applicants of the change of decision date. **Action Clerk**

vi) Return to Play: Small Grants Sport England

vii) Contain Outbreak Management Fund

Noted by members.

8. PAYMENTS

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

Payments Nov 2021				
Receipts				
Memorials & Internments		£870.00		
Allotment Rental Income		£74.50		
Paid between meetings				
Card Payments				VAT
EE Ltd - Oct	Card	13.93		2.32
Buzz Networks - Oct	Card	7.96		1.33
The Five Bells – Litterpick Refreshments	Card	165.00		
KALC – Data Protection Course	Card	42.00		7.00
Booker Ltd – Coffee Morning supplies	Card	61.72		3.49

RG Williams & Co – Gas Safety Certificate Parish Room.		Card	89.00	14.83
National Boiler Spares - Worcester Bosch Filling Key		Card	4.00	0.67
EE Ltd - Nov		Card	13.36	2.23
Unity Trust Payments		Cheque No		VAT
Clerks Salary Oct 2021		BP	943.83	
H M Revenue and Customs ER NI Oct	40.81			
H M Revenue and Customs EE NI Oct	28.29			
H M Revenue and Customs PAYE Oct	3.80			
		BP	72.90	
Employers Pension Contribution Oct	250.95			
Employees Pension Contribution Oct	56.80			
		BP	307.75	
Caretakers Pay Oct 2021		BP	734.50	
British Gas – Electricity – 19 Aug to 18 Sept Mtr 21610		DD	24.02	1.14
British Gas – Electricity – 19 Aug to 18 Sept Mtr 21656		DD	12.09	.57
To pay – Unity Trust				
KALC – All About The AGAR Course		BP	42.00	7.00
Gary Boorman – Eastry Car Park Noticeboard		BP	208.00	
Reuben Crick – 2 taps installed at allotments		BP	120.00	
Eastry Village Hall – Sept Parish Meeting		BP	22.00	
Spectrum Safety – Fire Extinguisher Checks		BP	156.18	
Harmer & Sons – Grounds Maintenance - Oct		BP	711.10	118.52
Safeplay – Playground Inspection		BP	108.00	18.00
British Gas – Electricity – 19 Sept to 18 Oct Mtr 21610		DD	20.32	0.96
British Gas – Electricity – 19 Sept to 18 Oct Mtr 21656		DD	11.72	.55

9. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

i) Coffee Morning – Risk assessment, Natasha’s Law, volunteers & dates

It was agreed that from January the coffee morning would be held on the second Thursday of the month, Clerk to put in EVN and Cllr Hay to put out on social media. Christmas jumpers to be worn to the 16th December coffee morning and Clerk to purchase mince pies & squash. **Action Clerk & Cllr Hay**

ii) Proposed Gun Park Fete – Summer 2022

Discussions were held, RESOLVED the Parish Council are happy to allow the Gun Park to be used for the Fete, subject to the necessary paperwork being in place (insurances, risk assessments etc). 2nd June is suggested as that is the date that the Beacon in the Gun Park will be lit at approximately 9pm for the Queen's Platinum Jubilee, it was also suggested that the fete organisers liaise with the Church regarding the date because of the Church fete. Clerk to inform Fete organisers. **Action Clerk**

iii) Christmas Trees

Christmas tree to be put up on 28th November, Cllr Jones to source from usual supplier. **Action Cllr Jones**

iv) The Queen’s Platinum Jubilee Beacon Lighting – 2nd June

Nothing to discuss.

b) Outside Events

i) KALC Training Events – various

ii) St. Mary The Virgin, Eastry – Time of Remembrance – 31st Oct, 3-7pm

iii) KALC Area Committee Meeting – 27th Oct, minutes forwarded

iv) KALC AGM – Zoom – 13th Nov

Noted by members.

- v) Remembrance Parade – 14th Nov

It was agreed that Cllr Jones will lay the wreath on behalf of Eastry Parish Council.

Action Cllr Jones

- vi) South Kent Coast Health Reference Meeting – 17th Nov – Zoom

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 – amended quotation accepted
b) Pond Lease - signed copy returned by Strutt & Parker

Noted by members.

- c) Email re: Eastry Pond

Discussions were held and it was agreed that the Clerk would get quotes for clearing the pond vegetation.

Action Clerk

11. ALLOTMENTS

To discuss matters raised about the Allotments

- a) New Allotments – taps installed, plots measured & allocated, new padlocks ordered
b) Invoices – Issued

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 – Painting investigations on-going
ii) Play Area Inspections – Quote for 2022 - £90 an inspection

Discussions were held and it was decided that a playground inspection company who did aerial inspections would be preferred, Clerk to source quotes.

Action Clerk

b) Play Area Improvements

- i) Refurbishment of existing equipment

The Clerk reported that several playground equipment suppliers and an engineering firm couldn't help with the missing swing parts, the shackles had now been sent off to a specialist engineering firm.

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 – Church Commissioners chased – awaiting response

b) Recreation Ground

Nothing to report

c) Bowling Green & Parish Room

- i) New Parish Room

A working party meeting was agreed for 15th November at 7.30pm. **Action Cllrs Ellis, Jones & Barwick.**

- ii) Electrical Safety Check – prices

It was agreed for the Clerk to book an electrical safety check at the Parish Room for an approximate cost of £100.

Action Clerk

14. IMPROVING THE VILLAGE

a) KCC Cultivation Licence for vision splays – refused verbally, requested explanation in writing Discussions were held at the frustration of not being able to maintain the vision splay areas, the Clerk explained that the Parish Council cannot instruct contractors to carry out work that KCC Highways have refused permission for.

15. REPORTS

To receive written or verbal reports from:-

a) **County Cllr – Cty Cllr Chandler – Report emailed**

Cty Cllr Chandler also reported on current KCC Consultations and took questions on the Sweepstake issue.

b) **Dist Cllrs** – Cllr Kenton reported that waste collections were improving, that Dover town improvements has started and the local plan is progressing.

c) **Parish Councillors** – Concern was expressed at the amount of time it is taking DDC to re-paint the History Board sign – Clerk to chase. **Action Clerk**

d) **PCSO** – No report

Noted by members.

16. COMMUNICATION

To agree Council communication to the following media:-

a) **Communication Strategy**

Cllr Hay reported that the Instagram set up is on-going, Twitter is set up, there is no need to update to the V2 website yet, Parish Councillors should ensure that they seek permission before they take photos of the members of the public and if anyone requires advice to set-up emails on other devices ask Cllr Hay, Cllr Hay & Ellis will continue to update the IT and Social Media policies. It is recommended that the Clerk attends the next GDPR training. **Action Cllrs Hay & Ellis & Clerk**

b) **Village News Letter** - Deadline 14th Nov for Dec/Jan edition
Coffee morning dates to go in-to next edition of EVN.

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

d) **Web Site** – updated regularly

Noted by members.

17. DATE OF NEXT MEETING

The next proposed meeting of the Council will be the Ordinary meeting on 6th December 2021.

Scheduled 10th January 2022 7th February 7th March

The meeting closed at 21.33