

**MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD ON  
MONDAY 6<sup>th</sup> DECEMBER 2021 AT 7.30pm IN THE PARISH ROOM**

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

Joanna Jones Clerk to the Parish Council Dist Cllr S Manion

**1. APOLOGIES**

Cllrs C Boughton, M Hay, J McDonnell, PCSO Sarah McGuinness

**2. DECLARATIONS**

None received..

**3. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Planning Meeting of the Parish Council held on 8<sup>th</sup> November 2021 are duly signed by the Chairman as a true and correct record of the meeting.

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 8<sup>th</sup> November 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**

Funding for Village amenities - Clerk has written to Forward Planning at DDC with a list of village projects for Section 106 Funding, DDC have acknowledged letter. **Action Discharged**

**LEISURE FIELDS**

**Gun Park**

Proludic Proposal & Grants – Clerk has booked appointments with play equipment manufacturers in January & February. **Action Discharged**

**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**

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**

**LEISURE FIELDS**

**Gun Park**

Teen Shelter – quotes - Cllr Russell has met with the graffiti artist and a project with the Youth Club is a possibility, to be re-visited in the Spring once the weather has improved. **Action Discharged**

Grounds Work Contractor - Contract renewal – Contract has been updated and sent out to four contractors. **Action Discharged**

**Play Area Improvements**

Refurbishment of existing equipment – replacement parts have been sent, unfortunately one type of shackle has had to be sent back and now awaiting stock to be replenished to try a different shackle, shackles are on order. **Action Discharged**

New Equipment - Clerk sent letter to DDC's Forward Planning Team to register the Village Needs, after approval from Cllr Ellis. **Action Discharged**

### **IMPROVING THE VILLAGE**

Noticeboard Refurbishment – Clerk & Chair checked, had been completed according to quote and as last time. **Action Discharged**

### **COMMUNICATION**

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

### **CORRESPONDENCE**

**Other - Kent Fire & Rescue** – Fire Hydrant initiative - Clerk informed insurers and signed up. **Action Discharged**

Scout Village Survey Results - Parish Councillor to visit – Clerk shared contact details. **Action Discharged**

Councillor photos – All received photos have been uploaded to the website **Action Discharged**

### **FINANCE**

Date for Finance Meeting – 17<sup>th</sup> January 7.30pm **Action Discharged**

### **FORTHCOMING EVENTS**

#### **Council Events**

Coffee Morning – Advertised in EVN and on social media. **Action Discharged**

Proposed Gun Park Fete – Summer 2022 - Clerk informed Fete organisers of decision. **Action Discharged**

Christmas Trees – Installed at Village Hall & Pub along with reindeer. **Action Discharged**

Remembrance Parade – 14<sup>th</sup> Nov - Cllr Jones laid wreath **Action Discharged**

### **POND AND PARADE**

Email re: Eastry Pond - Quotes to be sourced for clearing the pond vegetation while doing Grounds Maintenance walk rounds for new contract **Action Clerk On-going**

### **LEISURE FIELDS**

#### **Gun Park**

Play Area Inspections – Clerk sourced quotes for aerial inspections. **Action Discharged**

### **CHURCHYARD AND CEMETERY**

#### **Bowling Green & Parish Room**

New Parish Room - Working party meeting held. **Action Discharged**

Electrical Safety Check – Booked for 10<sup>th</sup> December **Action Discharged**

### **REPORTS**

**Parish Councillors** – History Board sign – Clerk chased, DDC should re-paint before Christmas. **Action Discharged**

### **COMMUNICATION**

**Communication Strategy** - Instagram set up is on-going, Cllr Hay & Ellis will continue to update the IT and Social Media policies. Next GDPR training for Clerk will be later in 2022.

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

## 1. 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 & UK Protect Bulletin
- iii) Local Government Bulletin
- iv) Kent Rural Task Force Report & Rural Matters
- v) KALC Community Awards – deadline 14<sup>th</sup> Feb 2022

All noted by members.

### c) Other

- i) KCC Data Breach email
- ii) Netwise V2
- iii) KALC – Ransomware Attack
- iv) Email re:CEE Bill

All noted by members.

## 2. HIGHWAYS

To discuss and agree actions relating to highways issues

- i) Northbourne Road, Eastry Park – closed 29<sup>th</sup> Nov – up to 5 days
- ii) Broken streetlight reported – EE252 Parade to Church Street footpath
- iii) Fly tipped mattress on Eastry bypass verge – reported to & removed by DDC

All noted by members.

### iv) Church Street bollards

Discussions were held, the bollards are sited on an unadopted part of the road so KCC Highways have no power to ask for them to be moved.

- v) Excess leaves reported in Gore Lane, Boystown Place & Lower Street to DDC – swept/cleared
- vi) DDC Carpark – overgrown vegetation has been cut back

All noted by members.

### vii) Email re: modern streetlight installed at The Cross

Discussions were held and it was agreed that the Clerk would forward the email to DDC for a response and update the Parishioner.

**Action Clerk**

### viii) Streetlight on footpath – Mill Lane to Gun Park

Awaiting DDC response.

### ix) Mill Lane streetlight – not shining on steps

Clerk to write to DDC to request that the light be moved to be able to light the steps as well as the road.

**Action Clerk**

### x) Woodnesborough Road closed – 9<sup>th</sup> Dec – 2 days

### xi) Hammill Road closed – 12<sup>th</sup> Jan

Noted by members

## 3. FINANCE

To discuss financial matters affecting the council.

### a) Gas Bill credit of £41.25

Noted by members.

## b)Parish Council Grants

There are three applications to be considered at the January finance meeting.

## c) Welcome Back Fund Update

The Clerk has submitted a quotation for redecoration of the village toilets and for ramps for the Baker's and Butcher's to the fund at DDC and has requested quotes for planters and planting outside the Chemist and more planting on the Parade.

## d)Budget talks 2022/23

Clerk to produce a draft budget in the same way as before allowing funds for; play area improvements, a streetlight on the footpath to the Gun Park and an increase in the cost of the ground's maintenance contract, for the January finance meeting.

**Action Clerk**

**4. PAYMENTS**

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

<b>Payments Dec 2021</b>				
<b>Receipts</b>				
	Memorials & Internments		£1,600.00	
	Allotment Rental Income		£950.75	
<b>Paid between meetings</b>				
<b>Card Payments</b>				<b>VAT</b>
	Buzz Networks - Nov		Card 7.96	<b>1.33</b>
	Post Office Ltd - Stamps		Card 9.06	
	Post Office Ltd - Postage returning shackles		Card 6.57	
	EE Ltd - Dec		Card 13.36	<b>2.23</b>
	Shropshire Clothing EBAY – Caretaker trousers		Card 17.99	
<b>Unity Trust Payments</b>			<b>Cheque No</b>	<b>VAT</b>
	Clerks Salary Nov 2021		BP 944.03	
	H M Revenue and Customs ER NI Nov	40.81		
	H M Revenue and Customs EE NI Nov	28.29		
	H M Revenue and Customs PAYE Nov	3.60		
			BP 72.70	
	Employers Pension Contribution Nov	250.95		
	Employees Pension Contribution Nov	56.80		
			BP 307.75	
	Caretakers Pay Nov 2021		BP 734.50	
<b>To pay – Unity Trust</b>				
	Clerks Salary Dec 2021		BP 943.83	
	H M Revenue and Customs ER NI Dec	40.81		
	H M Revenue and Customs EE NI Dec	28.29		
	H M Revenue and Customs PAYE Dec	3.80		
			BP 72.90	
	Employers Pension Contribution Dec	250.95		
	Employees Pension Contribution Dec	56.80		
			BP 307.75	
	Caretakers Pay Dec 2021		BP 734.50	
	Clerk's Expenses – Aug to Oct		BP 118.50	
	SLCC – 50% Membership Fee		BP 108.00	
	Trevor Oku – Grass Cutting Oct & Nov		BP 230.00	
	Harmer & Sons – Grounds Maintenance - Nov		BP 711.10	<b>118.52</b>

Glasdon – Rubber handle grips – Litterpicker Trolley		BP	21.11	<b>3.52</b>
British Gas – Electricity – 19 Oct to 18 Nov Mtr 21610		DD	16.20	<b>0.77</b>
British Gas – Electricity – 19 Oct to 18 Nov Mtr 21656		DD	12.09	<b>.57</b>
Transfer of £500 from Unity Trust to Natwest card account		BP	500.00	

## 9. FORTHCOMING EVENTS

### To discuss and agree actions relating to events

#### a) Council Events

##### i) Coffee Morning

The next coffee morning is 16<sup>th</sup> December, wear Christmas jumpers.

##### ii) Proposed Gun Park Fete – Summer 2022

Cllr Taylor is on the committee.

##### iii) Candlelit Carol Service – Dec 19<sup>th</sup> 6.30pm

It was agreed that Cllr Russell will do the reading, Clerk to inform Church.

**Action Clerk**

##### iv) Parish Office Christmas Closure 20<sup>th</sup> Dec -3<sup>rd</sup> Jan

Noted by members.

#### b) Outside Events

##### i) KALC Training Events – various & Virtual Climate Change Conference – 15<sup>th</sup> Dec

Noted by members.

## 10. POND AND PARADE

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

#### a) Pond – hedge has been cut back from road

Cllrs agreed that the pond area looks a lot better than it has done for quite some time.

## 11. ALLOTMENTS

To discuss matters raised about the Allotments

#### a) Invoices – all issued, most paid

Noted by members.

#### b) Tree planting by Horticultural Society – complete, request for help with costs

Discussions were held and it was agreed that a thank you letter should be written to the Horticultural Society.

RESOLVED pay the Horticultural Society a grant of £120 towards the excess cost of the trees.

**Action Clerk & Chair**

## 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) Play Area Inspections – Quote for Jan 2022 renewal

Quotes from two different companies were considered, both offered an annual aerial inspection.

RESOLVED accept the Safeplay quotation for £370 per annum for three operational inspections and one at height inspection. Clerk to organise renewal.

**Action Clerk**

#### b) Play Area Improvements

##### i) Refurbishment of existing equipment - Quote for Wicksteed parts

It was agreed that the Wicksteed swing parts would not be ordered until the shackles that attached the chains to the top of the swing bar were successfully sourced.

### 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 – Clerk chased

Noted by members.

ii) Email re: Plan Bee advice & reduced mowing in the Cemetery

Discussions were held and it was agreed that the Council will look in the Spring at parts of the Parish Estate that could be developed as wildflower areas, Clerk to thank and update emailer. **Action Clerk**

#### a. Recreation Ground

No comments

#### b. Bowling Green & Parish Room

i) New Parish Room

The working party reported the proposed changes to the Parish Room layout, they are currently under discussion with DDC.

ii) Bowling Green - shed request

RESOLVED the Bowling Club are able to site a replacement shed for the mower on the hard standing next to the changing room, Clerk to update Club. **Action Clerk**

### 14. IMPROVING THE VILLAGE

a) KCC Cultivation Licence for vision splays – refused verbally, requested explanation in writing

### 15. REPORTS

To receive written or verbal reports from:-

a) **County Cllr** – Cty Cllr Manion reported on the white ribbon campaign, the Kent Fire & Rescue Safety and Well-Being Consultation and wished everyone a Happy Christmas.

b) **Dist Cllrs** – Cllr Kenton reported on DDC housing stock now being compliant with current legislation, waste collections still needed more work and that DDC hoped to be carbon neutral by 2030.

c) **Parish Councillors** – It was reported that the railings are ready to be erected at the Parade, a dry day is needed. Cllr Jones was thanked for harvesting and delivering the Christmas trees for the village and the successful launch of the Eastry Book Club was reported, meeting on the third Wednesday of each month in the Five Bells at 7pm, new members are welcome.

d) **PCSO** – Report emailed.

Noted by members.

### 16. COMMUNICATION

To agree Council communication to the following media:-

a) **Communication Strategy**

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

Clerk to forward Book Club details to EVN.

**Action Clerk**

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 10<sup>th</sup> January 2022 and the Finance committee meeting on 17<sup>th</sup> January 2022 at 7.30pm.

Scheduled                      7<sup>th</sup> February                      7<sup>th</sup> March                      4<sup>th</sup> April

The meeting closed at 20.35