

**MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD ON
MONDAY 10th JANUARY 2022 AT 7.30pm AT EASTRY VILLAGE HALL**

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

Joanna Jones Clerk to the Parish Council 2 Members of the Public PCSO Sarah McGuinness

1. APOLOGIES

Cllrs M Kemp, L Taylor , County Councillor Chandler

2. DECLARATIONS

None received.

The meeting closed so that the member of the public who wanted too, could speak. The member of the public expressed concerns about Byway EE109, off Gore Lane, it is currently unrestricted and the motorbikes and vehicles that currently use it have churned it up making it difficult for walkers to use. Concerns were also raised about the poor lighting on the footpath between the allotments from Mill Lane to the Gun Park. The Chair thanked the member of the public for his contribution and said that these concerns would be discussed at the appropriate point on the agenda. The meeting re-opened at 7.33pm.

3. MINUTES OF LAST MEETING

RESOLVED the minutes of the Planning Meeting of the Parish Council held on 6th December 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 6th December 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, Cllr Kenton will chase.

Discussions were held on the merits of sending a letter to all new house planning applications in Eastry requesting a donation to the Parish Council to fund village amenities, the Clerk is to circulate a draft letter.

Action Cllr Kenton On-going & Clerk

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. Clerk to chase DDC for a response and confirm that no other information is required.

Action Clerk

LEISURE FIELDS

Bowling Green & Parish Room

New Parish Room – Meeting notes to be circulated to the Parish Councillors, another meeting has been held.

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

COMMUNICATION

Communication Strategy – Cllr Hay has started work on setting up an Instagram Account for the Parish Council, lots of photos will be required, Cllr Russell will forward photos to Cllr Hay.

Action Cllr Hay & Cllr Russell On-going

POND AND PARADE

Email re: Eastry Pond – The groundwork contractors suggested trying a pond specialist for advice, Clerk to organise.

Action Clerk On-going

COMMUNICATION

Communication Strategy - Cllr Hay has re-written the IT and Social Media policies, an update will be circulated. **Action Cllrs Hay & Ellis On-going**

HIGHWAYS

Email re: modern streetlight installed at The Cross – forwarded to DDC for response & parishioner updated. **Action Discharged**

Mill Lane streetlight – not shining on steps - Clerk wrote to DDC Streetlight department, they adjusted the light as far as they could but said that lighting the steps was a Housing department issue not Highways. Clerk to write to DDC Housing department to request better lighting of the steps. **Action Clerk On-going**

FINANCE

Budget talks 2022/23 – Clerk has produced a draft budget ready for Finance meeting on 17th January. **Action Discharged**

FORTHCOMING EVENTS

Candlelit Carol Service – Dec 19th 6.30pm – Cllr Russell did reading. **Action Discharged**

ALLOTMENTS

Tree planting by Horticultural Society – Thank you letter written by Chair, payment set up and thank you letter received back from Horticultural Society. **Action Discharged**

LEISURE FIELDS

Gun Park - Play Area Inspections – Contract renewed with Safeplay. **Action Discharged**

CHURCHYARD AND CEMETERY

Email re: Plan Bee advice & reduced mowing – Clerk responded to email. **Action Discharged**

Bowling Green & Parish Room

Bowling Green - shed request – Clerk updated Bowling Club. **Action Discharged**

COMMUNICATION

Village News Letter - Clerk forwarded Book Club details for next edition **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 Bulletins
- iii) Local Government Bulletin

All noted by members.

c) **Other**

- i) KALC – Ransomware Attack Update & threat level.

Noted by members.

6. HIGHWAYS

To discuss and agree actions relating to highways issues

- i) Worn Poison Cross road sign reported to DDC – remove/ignore/pay

Discussions were held, it was agreed that Cllrs Russell and Boughton would refurbish the sign.

Action Cllrs Russell & Boughton

- ii) Damaged salt bin lid in Boystown Place – reported to DDC
- iii) Woodnesborough Road - closed 13th Dec – up to 9 days
- iv) Woodnesborough Lane, Eastry – closed 14th Dec – up to 8 days

Noted by members.

- v) Phone call complaint re: Re-surfaced High Street and drainage

Discussions were held, the Parish Council have only received positive comments so far and are happy with the result, so Clerk to advise the Parishioner to contact KCC Highways to express their concerns.

Action Clerk

- vi) DDC response to modern streetlight at The Cross

Clerk to contact the Parishioner to explain DDC's response.

Action Clerk

- vii) Email - Mill Lane unrestricted Byeway EE109 complaint

Discussions were held, the Clerk reported that the Public Rights of Way (PROW) Officer had stated that 'it was no easy task to get a byway downgraded' and the decision usually went to the Secretary of State to determine, but the new Gore Lane development does include the developer making a contribution towards the repair of the Byway and the PROW team do have the rest of the byway on their wish list of works. The PCSO asked for any nuisance bikes using the Byway to be reported to her. It was agreed that the Parish Council are very keen for the byway to be returned to a usable state and the Clerk is to send photos and write to PROW stating this.

Action Clerk

- viii) Phonecall – Inkpen House – Dog bone across drive request

Discussions were held, it was agreed that the Clerk is to advise the parishioner to install a bollard, no turning sign or use a gate or chain across the entrance to deter drivers from using the drive.

Action Clerk

- ix) Mill Green – Empty salt bin reported to DDC

Noted by members.

7. FINANCE

To discuss financial matters affecting the council.

- a) UK Power Networks £66.16 wayleave received, parish office address updated

Noted by members.

- b) Finance Meeting 17th Jan - Parish Council Grants, Grounds Maintenance Contract, Budget 2022/23, Risk assessments

Discussions were held and it was agreed that the Parish Council would pay for up to three hours hire of the Village Hall for a fundraising event for the Jubilee Fete for Eastry Events, Clerk to inform Eastry Events and the Village Hall booking Secretary.

Action Clerk

- c) Welcome Back Fund Update

The Clerk explained that the ramps for the shops on the parade are on the way, the purchase order for the refurbishment of the toilets has been issued by DDC and she is liaising with the suppliers who are quoting for the planters and planting scheme on the Parade and outside the Chemist. Cllr Russell thanked the Clerk on behalf of the Parish Council for her hard work in successfully winning the Welcome Back Funding. It was agreed that the Parish Council need to publicise more what they have achieved, the Clerk is to submit an article to EVN and send it to Cllr Hay in order that he can promote on social media. Once all of the Welcome Back Funding project is complete the clerk is to submit an article to the local newspaper.

Action Clerk & Cllr Hay

- d) Budget talks 2022/23

It was agreed that the draft budget will be reviewed by the Finance Committee on 17th January, nothing new to add at this date.

- e) **PAYMENTS**

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

Payments Jan 2022				
Receipts				
	Memorials & Internments		£750.00	
	Allotment Rental Income		£383.03	
Paid between meetings				
Card Payments				
	Post Office Ltd - Postage returning shackles	Card	8.95	VAT
	Buzz Networks - Dec	Card	7.96	1.33
	Shropshire Clothing EBAY – Caretaker trousers	Card	17.99	3.00
	Tesco – Coffee morning refreshments	Card	12.56	
	EE Ltd - Jan	Card	13.36	2.23
Unity Trust Payments				
	Everflow Water 18/01/22-17/02/22	DD	15.80	VAT
	Unity Trust – Service Charge	Statement	18.00	
To pay – Unity Trust				
	British Gas – Electricity – 19 Nov to 18 Dec Mtr 21610	DD	15.24	0.72
	British Gas – Electricity – 19 Nov to 18 Dec Mtr 21656	DD	11.52	.54
	Opus Energy – Gas – 5 Dec to 4 Jan Mtr 60801	DD	34.90	1.84
	TR & C Carpenter – Mop for toilets & allotment padlocks	BP	47.69	7.94
	PJ Smith Electrical Contractor – Parish Room Electrical Condition Inspection	BP	85.00	
	Harmer & Sons – Grounds Maintenance - Dec	BP	711.10	118.52
	Eastry Horticultural Society – trees for allotments	BP	120.00	
	Online Playgrounds – Swing shackles	BP	48.40	8.07

9. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

i) Coffee Morning

It was agreed that coffee mornings would now run on the second and fourth Thursday of the month as there were sufficient volunteers and more participants. Clerk to put posters up at the Village Hall and promote in EVN and Cllr Hay to promote on social media.

Action Clerk & Cllr Hay

ii) Queen's Platinum Jubilee Beacons 2nd June – update

The organiser's have now requested that the Beacon be lit at 9.45pm and requested a piper, bugler and a Choir and stated that Lottery Funding may be available. The Clerk has passed on the funding details to Eastry Events for the proposed Jubilee Fete. Discussions were held on finding a Bugler, Cllr Russell will enquire and the Clerk will ask Cllr Taylor about any possible Buglers.

Action Clerk, Cllr Taylor, Cllr Russell

iii) Annual Parish Meeting – Proposed date

Discussions were held and the week commencing 16th May was agreed, Clerk to check availability with the Village Hall.

Action Clerk

iv) Email - Christmas tree decorations – WI

Discussions were held and it was agreed that the Clerk contact the WI and suggest that they liaise with the parishioner, if they were interested.

Action Clerk

b) Outside Events

i) KALC Training Events

ii) KALC area committee meeting – 26th January 2022 – 7pm Guston Village Hall

iii) Kent Understands Plastics – Advisory Group – 8th Feb 2pm, 9th Feb, 4pm, 10th Feb, 7pm

iv) Inspire & aspire projects –posters on noticeboard & website
Noted by members.

10. POND AND PARADE

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

a) Parade - handrails

The members were pleased with the newly installed handrails and had received positive feedback about them. A request had been made for handrails on the steps leading up to the Butcher's shop, but members felt that for the time being with the handrails at one end and the slope on the other end adequate provision had been made for those with mobility issues.

b) Wobbly slab outside Bakers

Clerk to organise the handy man to repair the wobbly slab.

Action Clerk

c) Bollard installed on Parade layby

The members were pleased with the newly installed bollard and had received positive feedback, the Clerk is to include in an article to EVN and send it to Cllr Hay in order that he can promote on social media.

Action Clerk & Cllr Hay

11. ALLOTMENTS

To discuss matters raised about the Allotments

a) Invoices & plots

All invoices had been issued, only one was outstanding and only one plot remaining to be let.

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) Tree works

The contracted treeworks are due to start during the week commencing 24th January.

b) Play Area Improvements

i) Refurbishment of existing equipment

The Clerk reported that two sets of incorrect swing shackles were returned in December, awaiting another set to try that are on back order.

ii) Quotes for new equipment

One quote has been received and appointments are booked with two other suppliers.

iii) Email complaint re: play equipment – Clerk responded

Noted by members.

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

b) Recreation Ground

i) Tree works

The contracted treeworks are due to start during the week commencing 24th January.

ii) DDC Environmental Protection re: Banning dogs

Discussions were held, it was agreed that the 'no dog' signs would be left at the gate entrances.

c) Bowling Green & Parish Room

i) New Parish Room

The Chair reported that messages had been left with DDC's Heritage Office regarding the Parish Room planning permission but no response had been received, Cllr Kenton would chase. **Action Cllr Kenton**

ii) Electrical Installation Condition Report

Discussions were held and it was agreed that the Clerk would source quotes for essential remedial repairs. **Action Clerk**

14. IMPROVING THE VILLAGE

a) Public Toilets

The Clerk had reported the broken lights and hand dryer to DDC before Christmas and both were repaired within a week. The contractor should begin work on the toilet refurbishment shortly.

b) Missing e on village sign at Buttsole Pond

The Clerk will look for the e and the Cllr Jones will glue it back on. **Action Clerk & Cllr Jones**

15. REPORTS

To receive written or verbal reports from:-

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

b) **Dist Cllrs** – Cllr Kenton reported on KCC's budget, Omicron, waste collections, the Local Plan and the redevelopment of Dover and Sandwich's Guildhall cobbled area.

c) **Parish Councillors** – Cllr Barwick reported that he had cleaned the gutters and fitted new downpipes at the Village Hall and cleaned out and serviced the defibrillator, no new parts were required until September 2024. Cllr Hay is due to talk to the Scouts about being a Parish Councillor this week and has started work on the Twitter account. Cllr Boughton was concerned about the vision splays not being trimmed regularly by KKC contractors, it was agreed that the situation would be monitored. Cllr Russell reported on the lovely Christmas tea that she had attended with Greville Homes, that Eastry Young People's Club had been closed over Christmas but was now starting up again and that she had noticed an increase in dog poo around the village, Clerk to report to DDC.

Action Clerk

d) **PCSO** – PCSO McGuiness Reported that there had been lots of calls in December due to drivers still parking on Lower Street despite the road re-surfacing, she warned that people need to be aware of cold callers and promoted 'My Community Voice', a type of Neighbourhood watch, the PCSO will send details to Cllr Hay and he will publicise it. Took on board concerns with nuisance motorbikes and drug use on the picnic site.

Action PCSO & Cllr Hay

16. COMMUNICATION

To agree Council communication to the following media:-

a) **Communication Strategy**

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

Clerk to forward report on Parade and updated Coffee Morning poster.

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 Finance committee meeting on 17th January 2022 at 7.30pm and Ordinary meeting on 7th February 2022

Scheduled 7th March 4th April 9th May
The meeting closed at 21.25