



EASTRY PARISH COUNCIL

Thornton House, Thornton Lane, Eastry, Sandwich, Kent, CT13 OEU
Tel 01304 746036

To all members of the Parish Council

3rd May 2022

You are hereby summoned to attend the Annual Meeting of Eastry Parish Council to be held on Monday 9th May 2022 at 7.30pm at The Parish Room, for the purposes of transacting the following business

J Jones

Joanna Jones
Clerk to the Parish Council

AGENDA

1. ELECTION OF CHAIRMAN

2. APOLOGIES

To receive and approve apologies for non-attendance at the meeting

3. DECLARATIONS

To receive declarations of interests relating to matters included on the agenda.

4. ELECTION OF VICE CHAIRMAN

The meeting will be closed so that members of the public can speak.

Members of the public are welcome to attend but can only speak during the designated timeslot.

5. MINUTES OF LAST MEETING

To confirm the following minutes of the Parish Council

- a) Minutes of the Ordinary Meeting of the Parish Council held on 4th April 2022

6. COMMITTEES, WORKING PARTIES & DELEGATES

To select membership of the following committees

Committees

- i) Finance
- ii) Planning

Working Parties

- a) Play Area Refurbishment
- b) Parish Room
- c) Leisure Fields
- d) Pond and Parade
- e) Church Yard and Cemetery
- f) Communications

To nominate Councillors to undertake the following roles

Delegates

- a) Risk Assessment
- b) KALC x 2
- c) Village Hall Committee x 2
- d) Eastry Young Peoples Club x 1
- e) Footpath Officer/s
- f) Councillor Responsible for Finance
- g) Greville Homes
- h) Allotments

7. REVIEW OF COUNCIL ASSETS AND INVENTORY

To review the inventory of land and assets including buildings and office equipment

8. REVIEW OF PROCESSES AND PROCEDURES

To review and adopt appropriate procedures – all on website

- a) Standing orders – Reviewed May 2018
- b) Financial regulations - Jan 2016
- c) Complaints procedure
- d) Freedom of Information Act 2000 request handling
- e) GDPR – May 2018
- f) Press Media policy

9. ACTIONS FROM THE LAST MEETING

To receive information resulting from actions generated at the last meeting.

10. CORRESPONDENCE

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

a) Consultation Documents

- i) KCC Strategic Statement Consultation
- ii) NALC Sector Finance Survey

b) Newsletters and Circulars

- i) Neighbourhood Watch updates & Fraud Alerts
- ii) KALC & NALC – News & CEO Bulletins, KALC Carbon Footprint Tool
- iii) KCC – Ukrainian Refugee Updates & Trauma Teddies
- iv) UK Protect & Policing Bulletin
- v) My Community Voice – Poster on noticeboard & website
- vi) Your Safe Haven at Thanet – Poster on noticeboard & website

c) Other

- i) Email Dist Cllr Manion – KCC Developer Contributions
- ii) Email complaint – Veolia throwing bins, reported to DDC, investigated, apology received, forwarded to complainant
- iii) Email enquiry re: Fibre Broadband – Cllr Hay & Clerk replied to email
- iv) Eastry Village Hall Parking Concerns

11. HIGHWAYS

To discuss and agree actions relating to highways issues

- i) KFRS – Latest Hydrant inspection report
- ii) HIP – Annual Review in September, consider Lower Street, speed limits, dropped kerb opposite Food Stores
- iii) Worth HIP
- iv) Email Re: worn road surface on Church Street, near St. Mary's Close – reported to DDC
- v) Complaint – Walkers not sticking to footpaths & PROWs
- vi) Complaint – Cars parked on pavement, Heronden Road/back of Heronden View
- vii) KCC Footway Works – Lower Street – Ink Pen House to Pond 10th May, 3 days

12. FINANCE

To discuss financial matters affecting the council.

- i) KALC Renewal - £812.18, £813.77 - 2021/22
- ii) Unity Trust & Natwest Terms & Conditions Changes
- iii) Precept received £58,991.79
- iv) 2021/22 Year End Accounts
- v) 2022/23 Budget
- vi) Adoption of Risk assessments – Financial & Property Risk assessment & Caretaker Risk assessments

13. PAYMENTS

To resolve the approval of payments presented at this meeting

14. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

- i) Coffee Morning – Green Doctors – June 23rd
- ii) Queen's Platinum Jubilee Beacons & Fete 2nd June
- iii) Beating the Bounds
- iv) Annual Parish Meeting – Tues 31st May

b) Outside Events

- i) KALC Training Events & NALC Events
- ii) KALC Area Committee Meeting – 27/04/22 – minutes sent
- iii) Community Led Housing Conference – 19th May – Website & Noticeboard
- iv) White Cliffs Walking Festival – 25-30th August - Website & Noticeboard

15. POND AND PARADE

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

a) Pond

16. ALLOTMENTS

To discuss matters raised about the Allotments

a) New site – request to expand end plot into triangle

17. LEISURE FIELDS

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

a) Gun Park

- i) Safepay Inspection Report

b) Play Area Improvements

- i) Refurbishment of existing equipment

18. 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
- ii) Bin

b) Recreation Ground

- i) Tree works

c) Bowling Green & Parish Room

- i) Boiler repair
- ii) New Parish Room

19. IMPROVING THE VILLAGE

a) Planters delivered to Eastry Cross

20. REPORTS

To receive written or verbal reports from:-

- a) County Cllr
- b) Dist Cllrs
- c) Parish Councillors
- d) PCSO

21. COMMUNICATION

To agree Council communication to the following media:-

- a) Communication Strategy – Netwise Upgrade to V2 - £199
- b) Village News Letter - Deadline 14th May for June/July edition
- c) Web Site – updated regularly
- d) Clerk Annual Leave – July 28th & 29th

22. DATE OF NEXT MEETING

The next proposed meeting of the Council will be the Eastry Annual Parish Meeting on 31st May at 7.30pm, the next Ordinary Meeting is 6th June at 7.30pm.

Scheduled 11th July 5th September 3rd October 7th November 5th December