

**MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD ON
MONDAY 11th JULY 2022 AT 7.30pm AT THE PARISH ROOM**

Present: Councillors: M Jones (Chair) A Barwick N Ellis M Kemp M Hay D Russell
Joanna Jones Clerk to the Parish Council 1 member of the public

1. APOLOGIES

Cllrs M Smith, J McDonnell, N Kenton, L Taylor, Cty Cllr Chandler, Dist Cllr Manion, PCSO Sarah McGuinness.

2. DECLARATIONS

None received. The meeting open and closed as the member of the public did not wish to speak.

3. PARISH COUNCIL VACANCY

i) DDC Letter – vacancy can be filled by Co-option

Noted by members.

ii) Procedure

Discussions were held, it was agreed that the vacancy will be advertised on the council website, on social media and in EVN, the deadline for applications will be August 14th. Applications will be circulated to the Parish Councillors and interviews will be held at the end of August with the Chair & Vice Chair and the successful candidate will be invited to the September meeting.

Action Clerk, Cllrs Hay, Jones & Russell

4. MINUTES OF LAST MEETING

RESOLVED the minutes of Eastry Annual Parish Meeting held on 31st May 2022 are duly signed by the Chairman as a true and correct record of the meeting.

RESOLVED the minutes of Eastry Parish Council Planning Committee held on 6th June 2022 are duly signed by the Chairman as a true and correct record of the meeting.

RESOLVED the minutes of Eastry Parish Council Ordinary Meeting held on 6th June 2022 are duly signed by the Chairman as a true and correct record of the meeting.

5. ACTIONS FROM THE LAST MEETING

PLANNING MEETING

DDC Website – Planning Section – Clerk reported that DDC are working on how tree applications are presented on the planning portal.

Action Discharged

ORDINARY MEETING

COMMUNICATION

Communication Strategy - Cllr Hay has re-written the IT and Social Media policies, Cllr Ellis is to review.

Action Cllr Ellis On-going

HIGHWAYS

Worn Poison Cross road sign – Cllr Jones has re-installed the sign and planted red and white geraniums underneath.

Action Discharged

FORTHCOMING EVENTS

Outside Events - KALC Training Events – Clerk has booked the Clerk Data Protection Essentials Course, needs to complete.

Action Clerk on-going

ALLOTMENTS - Plot expansion – agreed with allotment holder.

Action Discharged

CORRESPONDENCE

Email re: Felderland Lane Greenhouses ‘Asset of Community Value’ - Clerk informed Parishioner.

Action Discharged

FINANCE

AGAR – Filed by Clerk

Action Discharged

2022/23 Grants for organisations - 2022/23 grant form put on the website.

Action Discharged

FORTHCOMING EVENTS

Council Events - Coffee Morning – Updated Poster to be re-sent to put on the website and out on social media.

Action Clerk & Cllr Hay On-going

Veolia Manager – Bins not emptied on High Street & driving across Gun Park- Clerk & Chair met with Veolia Managers, unemptied bins were reported and the correct route to access bins in Gun Park was confirmed. Further reports of Veolia trucks driving across the Gun Park have also been reported to Veolia.

Action Discharged

Outside Events - Police/PCSO East Kent Public Engagement Event – Clerk attended, fed back comments and forwarded notes to Parish Councillors.

Action Discharged

LEISURE FIELDS

Gun Park - Tree cutting –Clerk wrote letter to parishioner.

Action Discharged

CHURCHYARD AND CEMETERY

Cemetery extension – Clerk chased proposal from Church Commissioners and investigated changing the non-denominational plots into Church of England plots.

Action Discharged

Email re: Cemetery path proposal - Clerk updated the Parishioner.

Action Discharged

Recreation Ground

Parking requests – the Church and Wedding party have been updated, the railings have a new padlock. The recreation ground was used for parking for the installation of the new vicar as it was considered to be a whole village event.

Action Discharged

IMPROVING THE VILLAGE

Poison Cross Sign – Geraniums have been planted.

Action Discharged

REPORTS

Parish Councillors - personal telephone numbers have been removed from the Parish Council website and the Village Hall Committee have been informed that Cllr Ellis is another Village Hall representative.

Action Discharged

COMMUNICATION

Netwise V2 Website Upgrade- complete.

Action Discharged

Annual Parish Meeting – Youtube recording – On social media, filmer informed.

Action Discharged

Village News Letter - Highway Improvement Plan suggestions have been requested on social media and in EVN.

Action Discharged

6. CORRESPONDENCE

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

a) Consultation Documents

- i) Transport for the South East – Draft Strategic Investment Plan – closes 12th Sept

Noted by members.

b) Newsletters and Circulars

- i) Neighbourhood Watch updates & Fraud Alerts
- ii) KALC & NALC – News & CEO Bulletins

Noted by members

- iii) KCC – Wellbeing Awards

Discussions were held, Cllr Barwick abstained from the discussions and vote.

RESOLVED to nominate Tamara Barwick.

Action Clerk

- iv) KALC - Census 2021 – first results published

Noted by members

c) Other

- i) Pageantmaster Queen's Platinum Jubilee – Certificate of Grateful Recognition received
ii) Eastry Chapel enquiries – Clerk responded

Noted by members

- iii) Parishioner request – Bins to be re- located to Woodnesborough Lane

Discussions were held, it was agreed that the Clerk is to enquire from DDC the cost to install additional bins opposite the entrance to Shemara Farm and at the village end of Selson Lane opposite the farmyard entrance, Clerk to update parishioner.

Action Clerk

- iv) Eastry Short Mats Bowls Club – Thank you for grant & representatives at photo session

Noted by members.

7. HIGHWAYS

To discuss and agree actions relating to highways issues

- i) Complaint - Overgrown parking area in Wilmott Place & overgrown hedges on path from Wilmott Place to Gore Road - reported to DDC
ii) Complaint – overgrown vegetation restricting pavement at end of Mill Lane – reported to KCC Highways
iii) Complaint – Obscured streetlight on steps at end of Mill Lane – overgrown vegetation - reported to DDC
iv) Hay Hill, Eastry – Road closed 6th June – up to 33 days
v) Deal Road, Sandwich – Road closed 20th June – up to 5 days
vi) A256 Eastry Bypass – Road closed - patching repair work – 28th June 8pm-5am
vii) A256 Eastry Bypass – Road closed – surface dressing – 6th July 9.30am-3.30pm
viii) Missing Bin Mill Green Eastry – reported to DDC

All the above noted by members.

- ix) Speedwatch

Discussions were held on the lack of volunteers to continue with Speedwatch, the Clerk is to email the potential volunteers from the Annual Parish Meeting.

Action Clerk

- x) HIP Ideas – 1 parishioner response so far

Noted by members

- xi) Church Street Parking Bays

Discussions were held it was agreed that the Clerk is to request that KCC Highways repaint the parking bays.

Action Clerk

- xii) Church Street – unadopted road end

Discussions were held on the poor state of repair of the unadopted road at the end of Church Street, the Clerk is to contact highways and request that an unadopted road sign is erected to identify where KCC's responsibility ends.

Action Clerk

8. FINANCE

To discuss financial matters affecting the council.

- a) Everflow Water account – in credit £58.67

Noted by members

- b) EE Ltd – Contract ended, now £11.96 net, renewal £10.80, 10% discount
To be added to September agenda.

Action Clerk

- c) Accounts 2022/23 – Budget V Actual to 30th June 2022
RESOLVED the accounts be adopted by the Council.

- d) AGAR received & logged in queue for processing

Noted by members.

9. PAYMENTS

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

Payments July 2022				
Receipts				
Sullivan & Son – Plot & Interment		£1,600.00		
Paid between meetings				
Card Payments				VAT
Co-op – milk for coffee morning		Card	2.79	
Virtual landline - June		Card	7.96	1.33
Aldi – milk for coffee morning		Card	2.40	
Sainsburys – Printer paper		Card	15.00	2.50
EE Ltd – Mobile phone - July		Card	15.60	2.60
Screwfix – Loo seat – Men's public toilets		Card	14.99	2.50
Virtual landline - July		Card	7.96	1.33
KALC – Clerk's Data Protection Course		Card	16.80	2.80
Brewers – Parish Room keys cut		Card	49.50	8.25
Already paid – Unity Trust		Method		VAT
Opus Energy – Gas – 5 May to 4 June		DD	13.77	.66
Unity Trust – 1/4ly bank charge		Stat	18.00	
British Gas – Electricity – 19 May to 18 June Mtr 21610		DD	20.69	.98
British Gas – Electricity – 19 May to 18 June Mtr 21656		DD	12.28	.58
To pay – Unity Trust		Method		VAT
Clerks Salary July 2022		BP	1002.86	
H M Revenue and Customs ER NI July	47.33			
H M Revenue and Customs EE NI July	3.25			
H M Revenue and Customs PAYE July	7.40			
Caretaker - H M Revenue and Customs EE NI July	.67			
		BP	58.65	
Employers Pension Contribution July	260.62			
Employees Pension Contribution July	58.99			
		BP	319.61	
Caretakers Pay July 2022		BP	762.45	
RG Williams Plumbing & Heating – Parish Room – new basin taps		BP	103.00	17.17
Netwise UK – Website Upgrade		BP	238.80	39.80
Eastry Village Hall – Coffee morning hire		BP	198.00	
AP Electrical – Parish Room remedial electrical repairs		BP	185.00	
AJL Garden Services – Grounds Maintenance - June		BP	812.83	
Wraight's Tree Care – Gun Park & Recreation Ground		BP	2,376.00	396.00
Trevor Oku – Mowing & Cemetery Maintenance - June		BP	262.78	
TR & Carpenter – Caretaker supplies & padlocks & keys		BP	109.71	18.28
Opus Energy – Gas – 5 June to 4 July		DD	8.79	.42
Transfer from Unity Trust to Natwest – Petty Cash		Transfer	500.00	
Spectrum Safety -Fire Extinguisher checks – Parish Rm & Pavilion		BP	89.15	14.86

10. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

i) Coffee Morning – Neighbourhood Watch request table 25th Aug 10-12 noon

Discussions were held, it was agreed that an unobtrusive table would be fine, but no speeches to be made. Clerk to inform Neighbourhood Watch.

Action Clerk

ii) Beating the Bounds

Discussions were held, it was agreed that the event should be held on 9th or 2nd October from 10am, Clerk to check with Mary at the Five Bells best date and request a quote for refreshments at the start. Clerk and Cllr Hay to promote in EVN, the noticeboard and on the website and on social media. Clerk to start to organise booklet, route and request permission from landowners.

Action Clerk & Cllr Hay

iii) Litterpick

Discussions were held, it was agreed that a September litterpick should be organised with refreshments afterwards at the Five Bells, Clerk to organise, get a quote for refreshments and Clerk and Cllr Hay to promote in EVN, the noticeboard and on the website and on social media.

Action Clerk & Cllr Hay

b) Outside Events

- i) KALC Training Events
- ii) Police/PCSO East Kent Public Engagement Event -6/6– Clerk attended – summary emailed
- iii) SLCC – Active Travel & Local Cycling & Walking Infrastructure Plans – 22nd June – Cllr Hay
- iv) Neighbourhood Watch – Committee Meeting – 7th July

All the above noted by members.

11. POND AND PARADE

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

- a) Pond – Church commissioners visit 15th July, draft lease on way, expires 31st Aug

Noted by members

- b) Parade Planter Water Leak – Archers Low re-planted, no charge

Clerk to write a thank you letter to Archer's Low

Action Clerk

- c) Public Toilets – new seat fitted in Gents

Noted by members

- d) Toilet Floor

Clerk to ask caretaker if another coat of paint was required on the toilet floors as contractor would complete.

Action Clerk

12. ALLOTMENTS

To discuss matters raised about the Allotments

- a) Newsletter on gates & overgrown plot holders being chased

Noted by members

- b) Allotment gates hard to open

Cllr Ellis to investigate.

Action Cllr Ellis

13. LEISURE FIELDS

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

a) Gun Park

- i) Skate Park – Evolution quote

RESOLVED to accept the Evolution quote of £4,648.68 including VAT, once timelines are known Clerk to inform Cllr Hay so that he can put on the website and out on social media.

Action Clerk & Cllr Hay

- ii) Eastry Primary Complaint – inappropriate graffiti on Teen Shelter

Discussions were held, Eastry Young People's Club have applied for a grant to repaint the Teen Shelter, the

amount of graffiti after that will be monitored.

iii) Missing bin by Teen shelter – reported to DDC, football club requested re-located to pavilion
Clerk to ask DDC to re-locate the bin. **Action Clerk**

iv) Missing no dog signs in play area – quotes
The Clerk had requested 3 quotes, 2 were received, £96 including VAT Steve Marsh Design and £44.96 including VAT RBLI.

RESOLVED order no dogs allowed sign from RBLI for £44.96. **Action Clerk**

v) Wetpour damage below play equipment
Clerk to investigate **Action Clerk**

b) Play Area Improvements

i) Portal & Tender documents
Discussions were held, the Clerk has registered for the Government Portal, the draft specification was agreed and it was agreed that the Clerk and Cllr Russell will work on the tender documents and then upload to the portal.

RESOLVED that the budget for the Play Area be increased to £60,000 plus VAT.

Action Clerk & Cllr Russell

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 – Heads of Terms & consecrating plots
Discussions were held, it was agreed that the Clerk is to ask if the price for the cemetery extension is negotiable, to clarify the position with fencing and road access and to enquire from the gravedigger how many new grave plots would be generated.

Discussions were held on consecrating ten out of the existing fifteen unconsecrated plots.

RESOLVED the Clerk is to make an application to the diocese to have the ground consecrated, this may be called a faculty application, Clerk to approach the new Vicar for his support. **Action Clerk**

b) Recreation Ground

i) Church requests to use Green – 23rd- Fete ,30th July- Jazz on the Green – Copy of Insurance policy provided
ii) Coastguard presentation for Rainbows & Brownies on 13th July
Both noted by members

c) Bowling Green & Parish Room

i) Updated Electrical Certificate Issued
ii) HM Valuation Office Agency – Form completed re: Parish Room
iii) Emergency exit padlock details changed – all key holders informed
iv) Fire Extinguisher check at Parish Room & Pavilion completed

All the above noted by members.

v) Parish Room refurbishment
Discussions were held, it was agreed that the Clerk is to work on a specification to go on the Government portal. **Action Clerk**

14. IMPROVING THE VILLAGE

Nothing additional to discuss

15. REPORTS

To receive written or verbal reports from:-

a) **County Cllr** – No report

b) **Dist Cllrs** – No report

c) **Parish Councillors**

Cllr Russell gave a report on Eastry Young People's Club, Cllr Barwick gave an update on the Village Hall and reported that Kent Fire & Rescue have reported an overgrown hedge on Sandwich Road to KCC Highways. Cllr Ellis gave a report on the DDC Town & Parish Meeting which included the Ukrainian refugee situation, fly tipping and funding from developments. Clerk to send details of the Ukrainian Hub at St Richards Church to Cllr Hay to put out on social media and to email DDC and request that the Head of DDC Planning provides the Parish Council with information on how funding can be generated for the village from development.

Action Cllr Hay & Clerk

d) **PCSO** – Report emailed

16. COMMUNICATION

To agree Council communication to the following media:-

a) Communication Strategy

i) Netwise V2 Website Upgrade completed

Noted by members

b) Village News Letter - Deadline 14th July for Aug/Sept edition

Councillor vacancy, Litterpick and Beating the Bounds, Cllr Hay will put on the website and on social media, Clerk will put in EVN and on the noticeboard.

Action Cllr Hay & Clerk

c) 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 5th September at 7.30pm in the Parish Room.

Scheduled 3rd October 7th November 5th December

The meeting closed at 9.15pm

	Actual to 31-03-2022	Budget 2022/23	Actual to 30-06- 2022
RECEIPTS			
Precept	56,592.79	58,991.79	58,991.79
Allotments	1,352.62	1,300.00	
Burials	7,595.00	2,200.00	1,600.00
Grants	-	-	-
Interest Current Account	6.12	3.00	
Capital Interest	36.39	12.00	72.65
VAT	2,291.12	2,667.94	2,667.94
- Refunds McAfee & Office 365 & EDF Way.	426.87	66.00	
	68,300.91	65,240.73	63,332.38
Current Account Funds B/F	18,247.65	37,649.92	37,649.92
Capital/Deposit Carry Forward	173,058.54	173,101.05	173,101.05
	259,607.10	275,991.70	274,083.35
PAYMENTS - CURRENT A/C			
<i>Admin</i> Clerks Salary	12,528.82	13,000.00	3,288.64
PC National Insurance Cont.	489.24	600.00	188.32
Pension Contribution	3,006.47	3,130.00	826.78
	16,024.53	16,730.00	4,303.74
Telephone	228.82	300.00	65.26
Office Allowance	306.00	312.00	78.00
Stationery - Consumables, Post	159.27	500.00	126.21
Office equipment - Computer,Printer	-	-	-
Audit Fees	300.00	330.00	
Internal Auditor	75.00	85.00	75.00
Insurance	-	2,350.00	2,221.90
Training	260.00	350.00	50.00
Travelling/Cllrs Expenses	136.80	200.00	60.05
Annual Meeting	-	100.00	77.33
Web-Site,Internet security,email,Teams	360.00	500.00	360.00
Wreath - remembrance Sunday	-	60.00	-
Bank Charges	72.00	76.00	18.00
Contingency Pension deficit fund	-	5,000.00	-
	17,922.42	26,893.00	7,435.49
<i>Parish Room & Pavilion</i> Rates	21.17	25.00	41.47
Gas	240.37	360.00	63.63
Electric	312.55	450.00	77.84
Fire Extinguishers Check & Pavilion	164.55	200.00	
Boiler Service	74.17	100.00	
maintenance/improvements	321.72	1,000.00	198.63
Pavilion Fire Extinguisher Checks	-	-	-
Repair following vandalism	-	250.00	-
	1,134.53	2,385.00	381.57
PAYMENTS - CURRENT ACCOUNT			
<i>Work</i> Chch Yard & Cemetery Grass	1,725.00	2,140.00	738.34
Chch Yard & Cemetery hedges	709.92	1,000.00	249.99
Recreation Ground A3	1,155.00	800.00	196.50
Gun Park A4	2,351.04	3,800.00	944.52
Allotments A5	1,830.00	1,740.00	435.00
Highstreet A6	798.04	1,150.00	287.49
Pond A7	474.96	1,300.00	324.99
Tree Work All	890.00	3,000.00	

	Additional Work	9.00	600.00	8.30
		9,942.96	15,530.00	3,185.13
<i>Allotments</i>	Maintenance	172.42	1,000.00	
	Water Use	73.28	600.00	
		245.70	1,600.00	-
<i>Leisure Fields</i>	Maintenance	3,892.49	1,250.00	823.93
	Vandalism Repairs	-	750.00	508.00
	Bins & Dog Bins	-	250.00	-
	Pond	-	500.00	-
	Play Equipment Inspection	270.00	370.00	90.00
	Parade	820.00	1,000.00	51.00
		4,982.49	4,120.00	1,472.93
<i>Community Services</i>	Village Caretaker	8,958.78	9,200.00	2,299.24
	Pension Contributions	-	-	-
	Equipment	173.36	225.00	26.25
	Toilet Supplies	47.80	50.00	15.25
	SID	67.50	150.00	
	PAD Supplies	-	150.00	-
	Highways Improvement Plan	-	-	-
		9,247.44	9,775.00	2,340.74
<i>Grants</i>	Grants/Donations	1,214.40	1,500.00	427.00
	Coffee Break	111.11	1,000.00	137.92
	Section 137	-	500.00	-
		1,325.51	3,000.00	564.92
<i>Church Yard Maintenance/works</i>	Churchy	-	1,000.00	-
	Monument Safety	-	2,000.00	-
		-	3,000.00	-
<i>Membership</i>	KALC	678.14	690.00	676.82
	Publications	-	150.00	-
	SLCC	108.00	120.00	
	ICCM	95.00	100.00	95.00
		881.14	1,060.00	771.82
<i>Events</i>	Christmas Trees & Lights	180.00	300.00	
	Parish Council elections	-	1,500.00	-
	Eastry Open Day/Communications/Events	260.00	850.00	
		440.00	2,650.00	-
PAYMENTS - CURRENT ACCOUNT		Actual to 31-03-2022	Budget 2022/23	Actual to 30-06-2022
	Contingency	-	2,112.68	-
	Damage falling tree Gun Park	-		-
	Village Hall Hire	66.00	264.00	
	Professional fees - New Parish Rm	-	2,000.00	-
	Street Furniture	-	550.00	-
		66.00	4,926.68	
	New Parish Room Capital	-	69,052.02	-
	New Parish Room Revenue	-	62,000.00	-
	Street Light - Allotments Footpath	-	-	-
	Play equipment Gun Park	-	50,000.00	-
	New toilets	-	-	-
	VAT	2,667.94	-	458.29
<i>Reserves</i>		-	20,000.00	-
	Total	48,856.13	275,991.70	16,610.89
	Current A/c B/F	37,649.92		
	Capital A/c B/F	173,101.05		
	Petty cash	0		
	Receipts	63,332.38	Current A/c C/F	84,298.76
	Payments	-16,610.89	Cap & Dep A/c	173,173.70
		257,472.46		257,472.46