

**MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD ON  
MONDAY 5<sup>th</sup> SEPTEMBER 2022 AT 7.30pm AT THE PARISH ROOM**

**Present: Councillors:** M Jones (Chair)      A Barwick      N Ellis      M Kemp      M Hay      D Russell  
M Smith      J McDonnell      N Kenton      M Gourlay  
Cty Cllr Chandler      Dist Cllr Manion      Joanna Jones Clerk to the Parish Council  
1 member of the public

### **1. APOLOGIES**

None received.

### **2. DECLARATIONS**

None received. The meeting open and closed at 7.40pm as the member of the public did not wish to speak.

### **3. PARISH COUNCIL VACANCY**

To deal with current Parish Councillor vacancy

i) Vacancy

An application for the vacancy had been received from Marion Gourlay, who had been interviewed by the Chair & Vice Chair and was in attendance at the meeting.

RESOLVED Marion Gourlay should be co-opted onto the Parish Council. Mrs Gourlay signed the declaration of acceptance of office and took her place on the Council. **Action Clerk**

### **4. MINUTES OF LAST MEETING**

RESOLVED the minutes of Eastry Parish Council Planning Committee held on 11<sup>th</sup> July 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 11<sup>th</sup> July 2022 are duly signed by the Chairman as a true and correct record of the meeting.

### **5. ACTIONS FROM THE LAST MEETING**

#### **PARISH COUNCIL VACANCY**

Cllr Gourlay co-opted onto the Council. **Action Discharged**

#### **COMMUNICATION**

**Communication Strategy** - Cllr Hay has re-written the IT and Social Media policies, Cllr Ellis is to review. Cllr Gourlay offered to help with the strategy. **Action Cllr Ellis On-going & Cllr Gourlay & Hay**

#### **FORTHCOMING EVENTS**

**Outside Events** - Clerk completed the Clerk Data Protection Essentials Course. **Action Discharged**

**Council Events** - Coffee Morning – Advertised, with new Friday dates from September. **Action Discharged**

#### **CORRESPONDENCE**

**Newsletters and Circulars** - KCC Wellbeing Awards – The nomination was submitted but Awards now cancelled. **Action Discharged**

**Other** - Parishioner request – Bins to be re-located to Woodnesborough Lane – Query raised with DDC, no response so far, Parishioner informed. Dist Cllr Kenton will chase. **Action Dist Cllr Kenton**

#### **HIGHWAYS**

**Speedwatch** - Clerk contacted potential volunteers, unable to help at the current time. **Action Discharged**

**Church Street Parking Bays** – request sent to KCC and DDC, DDC responded that they should be able to repaint, added to works list. **Action Discharged**

Church Street – unadopted road end – KCC responded that they do not install unadopted road signs.

**Action Discharged**

## **FINANCE**

EE Ltd – Contract ended - added to September agenda.

**Action Discharged**

## **FORTHCOMING EVENTS**

**Council Events - Coffee Morning** – Neighbourhood Watch updated.

**Action Discharged**

Beating the Bounds – draft paperwork completed, but due to lack of interest postponed, to be re-considered next year.

**Action Discharged**

Litter Pick – Paperwork completed and litter pick advertised.

**Action Discharged**

## **POND AND PARADE**

Parade Planter Water Leak – Thank you letter and cakes delivered.

**Action Discharged**

Toilet Floor – Extra coat of paint not required.

**Action Discharged**

## **ALLOTMENTS**

Allotment gates hard to open – Lubricant has been administered, fine at moment, will monitor.

**Action Discharged**

## **LEISURE FIELDS**

Skate Park – refurbishment works complete.

**Action Discharged**

Missing bin by Teen shelter - DDC asked to replace & re-locate the bin.

**Action Discharged**

Missing no dog sign in play area & Wetpour damage below play equipment – sign installed & emergency wetpour repair carried out in the sum of £54.00.

**Action Discharged**

**Play Area Improvements - Portal & Tender documents-** Documents uploaded & tenders received.

**Action Discharged**

## **CHURCHYARD AND CEMETERY**

Cemetery extension – Heads of Terms & consecrating plots – enquiries made by Clerk, Vicar supportive, Archdeacon of Ashford advised that there is no need for the ground to be consecrated in advance of a burial.

**Action Discharged**

## **Bowling Green & Parish Room**

Parish Room refurbishment - Clerk to work on a specification to go on the Government portal.

**Action Clerk On-going**

## **REPORTS**

Parish Councillors – Poster out on social media & DDC added the request to the list for future possible events.

**Action Discharged**

## **COMMUNICATION**

Village News Letter - All information put on the website, on social media, in EVN and on the noticeboard.

**Action Discharged**

## **6. CORRESPONDENCE**

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

### **a) Consultation Documents**

- i) NALC Short Term Holiday Lets – Completed by Cllr Hay – ended 30<sup>th</sup> Aug
- ii) KCC Budget Consultation – Closes 5<sup>th</sup> Sept

Noted by members.

### **b) Newsletters and Circulars**

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

iii) The Great Big Green Week – 24<sup>th</sup> Sept – 2<sup>nd</sup> Oct  
Noted by members.

**c) Other**

ii) Village Hall – wall updates  
Noted by members.

iii) Complaint – request for bin to be re-sited at Cross & unemptied bins across Village – reported to Veolia & DDC  
Discussions were held, it was agreed that the Clerk is to follow up with DDC. **Action Clerk**

iv) DDC Community Grant Scheme Open – on website & Noticeboard & social media.  
Noted by members.

**7. HIGHWAYS**

To discuss and agree actions relating to highways issues

- i) Operation Brock updates
- ii) Woodnesborough Road, Sandwich – Closed 15-26 Aug & 22-30 Oct
- iii) Gore Lane - Closed 25-30 Aug
- iv) Marley Lane, Finglesham - Closed 25-30 Aug
- v) Brook Street – Closed 29 Aug-2<sup>nd</sup> September
- vi) Hay Hill, Ham – Closed 7-28<sup>th</sup> Sept
- vii) Mill Lane, Eastry – Closed 9-16 Aug
- viii) Claimed Restricted Byways at Nonington (C398, C399 & C400) – ends 2<sup>nd</sup> Sept

All the above noted by members.

ix) Speedwatch – currently no new leader or volunteers  
Discussions were held, it was agreed that a request for volunteers would go out on social media and into EVN. **Action Cllr Hay & Clerk**

x) HIP Ideas – to be added to the next agenda. **Action Clerk**

xi) Complaint – trees obscuring streetlight – footpath from village to Gun Park  
Discussions were held, Clerk to source quotes to cut trees back. **Action Clerk**

xii) Church Street – Unadopted

The Clerk reported that KCC Highways had advised that Church Street was unregistered from just beyond the Eastry Court drive entrance to St. Mary's Close and that it is not publicly maintainable highway, this is not unusual and there are lots of areas of land like this that are unregistered, but it is not KCC's or Eastry Parish Council's responsibility to maintain.

**8. FINANCE**

To discuss financial matters affecting the council.

- a) Everflow Water account – in credit £46.36
- b) EE Ltd – Contract ended, now £11.96 net, renewal £10.80, 10% discount

RESOLVED to renew the EE Ltd mobile phone contract. **Action Clerk**

c) Microsoft Renewal - £112.80 from 6<sup>th</sup> September  
RESOLVED to renew the Microsoft contract. **Action Clerk**

d) Love Energy – Parish Room Electricity & Gas quotes  
Discussions were held, it was agreed to get quotes for taking out one of the electricity meters in the Parish Room and to get more of a detailed breakdown of the costs for electricity and gas from the energy broker. **Action Clerk**

e) AAA Central External Auditor Appointment – option to opt out  
RESOLVED to not opt out of the Central External Auditor appointment.

- f)Unity Trust – FSCS Annual Review – completed by Clerk  
g)Unity Trust – interest rates increased  
h) AGAR – Satisfactory completion of 2021/22 Audit report – Posted on website  
i)Memorial income - £110.00

All of the above noted by members.

## 9. PAYMENTS

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

<b>Payments September 2022</b>				
<b>Receipts</b>				
Cleverley Ltd – Memorial		£110.00		
<b>Paid between meetings</b>				
<b>Card Payments</b>				<b>VAT</b>
Co-op – milk for coffee morning		Card	2.07	
RBLI – No dogs sign for play area		Card	44.96	<b>7.49</b>
Co-op – Thank you doughnuts, parade repairs		Card	2.70	<b>.45</b>
Bickers – milk coffee morning		Card	3.20	
KM Media Group – Advertising Play Area Tender		Card	192.67	<b>32.11</b>
Ebay – A4 Diary		Card	10.99	
Ebay – A5 Diary		Card	3.25	
EE Ltd – Mobile phone - August		Card	14.35	<b>2.39</b>
Virtual landline - August		Card	7.96	<b>1.33</b>
Co-op – milk for coffee morning		Card	1.62	
Cartridge People – Black toner cartridge		Card	139.90	<b>23.32</b>
EE Ltd – Mobile phone - September		Card	14.35	<b>2.39</b>
<b>Already paid – Unity Trust</b>		<b>Method</b>		<b>VAT</b>
British Gas – Electricity – 19 June to 18 July Mtr 21610		DD	21.89	<b>1.04</b>
AJL Garden Services – Grounds Maintenance - July		BP	812.83	
British Gas – Electricity – 19 June to 18 July Mtr 21656		DD	11.52	<b>.54</b>
Opus Energy – Gas – 5 July to 4 Aug		DD	7.20	<b>.34</b>
Clerks Salary August 2022		BP	1002.86	
H M Revenue and Customs ER NI Aug	47.33			
H M Revenue and Customs EE NI Aug	3.25			
H M Revenue and Customs PAYE Aug	7.40			
Caretaker - H M Revenue and Customs EE NI Aug	.67			
		BP	58.65	
Employers Pension Contribution Aug	260.62			
Employees Pension Contribution Aug	58.99			
		BP	319.61	
Caretakers Pay Aug 2022		BP	762.45	
<b>To pay – Unity Trust</b>		<b>Method</b>		<b>VAT</b>
British Gas – Electricity – 19 July to 18 August Mtr 21656		DD	11.89	<b>.56</b>
British Gas – Electricity – 19 July to 18 August Mtr 21610		DD	22.64	<b>1.07</b>
Gary Boorman – Allotment post installation & no dogs sign		BP	134.40	
Evolution – Skate ramp – repair/refurbishment		BP	5076.18	<b>846.03</b>
Safeplay – Play area inspections		BP	108.00	<b>18.00</b>
Reuben Crick – emergency tap replacement		BP	120.00	
Reuben Crick – emergency 9 x tap replacements		BP	380.00	
TR & C Carpenter – Padlock – Recreation Ground		BP	43.02	<b>7.17</b>

PKF Littlejohn – External audit		BP	360.00	<b>60.00</b>
Trevor Oku – Mowing & Cemetery Maintenance - July		BP	262.78	
Trevor Oku – Mowing & Cemetery Maintenance - July		BP	25.00	
AJL Garden Services – Grounds Maintenance - August		BP	812.83	
Clerk's expenses		BP	146.65	

## 10. FORTHCOMING EVENTS

To discuss and agree actions relating to events

### a) Council Events

- i) Coffee Morning – 2 Fridays a month & mobile library in attendance from 30<sup>th</sup> Sept - 9.30am-10am

It was agreed that this was to be promoted on social media, the website, the noticeboard and Eastry Village News.

**Action Clerk & Cllr Hay**

- ii) Litterpick – 17<sup>th</sup> September

It was agreed that any Parish Councillors who were free would attend and RESOLVED to pay the Five Bells £6 a head to provide hot drinks and meat & vegan sandwiches at the end of the litter pick. Clerk to collect Litterpickers from DDC and deliver paperwork.

**Action Clerk**

- ii) Beating the Bounds -Date

It was agreed that this would be postponed, to be considered for next year due to lack of demand, this would be communicated via social media and Eastry Village News.

**Action Clerk & Cllr Hay**

### b) Outside Events

- i) KALC Training Events  
 ii) KALC Area Committee Meeting – 27<sup>th</sup> July – minutes sent  
 iii) Neighbourhood Watch AGM – 16<sup>th</sup> Sept 7-9pm Village Hall  
 iv) Table-Top Sale – Village Hall – 11<sup>th</sup> Sept

Noted by members.

## 11. POND AND PARADE

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

- a) Pond - still awaiting draft lease, expired 31<sup>st</sup> Aug

Noted by members.

## 12. ALLOTMENTS

To discuss matters raised about the Allotments

- a) Break in at new plots – pole installed by vehicle gate post as an emergency job.  
 b) Two seized/leaking taps at Mill Lane site, taps no longer compliant – emergency repairs & replacement taps installed  
 c) Complaints about overgrown allotments – followed up & some plots re-let

All the above noted by members.

## 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 – repairs complete, 1 extra ramp replaced at an extra cost of £427.50, including VAT. The installers had reported that the tarmac was showing signs of wear in the skatepark and should be repaired. It was agreed that the Clerk should source quotes.

**Action Clerk**

- ii) Play Area Inspection Report – July

Discussions were held, it was hoped that the Skate park repairs would be recognised in the next report and

the minor points identified in the play area would be addressed by the installation of the new play area in the New Year.

iii)KCC – Free tree bundles – Clerk applied

Noted by members.

iv)Dog fouling & overflowing litter bins - reported to DDC

Discussions were held, members were disappointed at the actions of irresponsible dog owners, the Clerk is to contact DDC to request more dog warden patrols and social media and EVN are to be used to try and encourage better behaviour.

**Action Clerk & Cllr Hay**

#### **b) Play Area Improvements**

i)Tenders

Cllr Russell gave a presentation on the nine tenders received, members viewed the proposals and completed a scoring matrix. The three top choices are to now go to consultation with the village, via a play area consultation morning at the Village Hall on 10<sup>th</sup> September and with pupils at Eastry Primary School, all children will get a vote. Clerk and Cllr Russell to organise consultation, to be advertised on social media and posters to go up around the village and results to be presented for discussion at the October meeting.

**Action Clerk & Cllrs Russell & Hay**

### **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

The Clerk reported that an environmental water table report would need to be commissioned before planning permission was submitted for change of use for the proposed cemetery extension and that the ground would not need to be consecrated in advance. Clerk also fed back views of the Vicar, local funeral directors and grave digger who all thought the cemetery extension was a good idea, road access would be an advantage but was not crucial but it would be a good idea to instal paths. Clerk to get quotes for production of the required water table report.

**Action Clerk**

ii)Ragwort in field behind Graveyard – reported to Church Commissioners

Noted by members.

#### **b) Recreation Ground**

i) Annual Return Charities Commission – Completed by Clerk & Submitted

Noted by members.

#### **c)Bowling Green & Parish Room**

i) Parish Room refurbishment

It was agreed that the Clerk will circulate a draft specification before the October meeting.

**Action Clerk**

### **14. IMPROVING THE VILLAGE**

i) Energy Bills

Discussions were held on the impact of rising energy bills on low income and vulnerable parishioners and how the Parish Council could help, ideas included producing a leaflet with useful information to be distributed to all Parishioners and the possibility of providing a warm space to eat and meet. Cllr Manion & Cllr Chandler agreed to forward to the Clerk links to DDC and a working party agreed to meet on Monday to discuss further. The Clerk will follow up options with DDC and the possibility of a representative coming to the coffee morning to discuss help available.

**Action Cty Cllr Chandler, Dist. Cllr Manion, Cllrs Ellis, Hay, Gourlay & Clerk**

## 15. REPORTS

To receive written or verbal reports from:-

a) **County Cllr** – Cty Cllr Chandler gave a report on Bus Services, KCC are working with Stage Coach for a solution, particularly for school journeys, Cllr Hay will share this on social media. Cty Cllr Chandler also reported that KCC's Children's Services had received an outstanding report from OFSTED.

b) **Dist Cllrs** – Dist Cllr Manion reported that there are elections next year all parishioners should update their electoral registrations if required, work will start in the Guildhall Sandwich from mid-September. Cty Cllr Kenton reported on the Local Plan and social housing.

### c) **Parish Councillors**

Cllr Russell gave a report on Greville Homes and Eastry Young People's Club, it was agreed that the Clerk is to purchase aluminium primer to enable EYPC to cover graffiti on the teen shelter. Cllr Barwick agreed to check the defibrillator and report back to the Clerk. Cllr Hay reported that there had been 260 views of the Annual Parish Council meeting on Utube. Cty Cllr Chandler explained the HIP process.

**Action Clerk & Cllr Barwick**

d) **PCSO** – new – PC Matthew Bensted – invited to coffee morning & requested patrols around the village.

Noted by members.

## 16. COMMUNICATION

To agree Council communication to the following media:-

a) Communication Strategy

It was agreed that Cllr Gourlay will liaise with Cllrs Hay & Ellis. **Action Cllrs Gourlay, Hay & Ellis**

b) Village News Letter - Deadline 14<sup>th</sup> Sept for Oct/Nov edition

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 3<sup>rd</sup> October at 7.30pm in the Parish Room.

Scheduled      7<sup>th</sup> November                      5<sup>th</sup> December                      9<sup>th</sup> January 2023

The meeting closed at 9.40pm