MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD ON MONDAY 6th FEBRUARY 2023 AT 7.30pm AT THE PARISH ROOM

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

1. APOLOGIES

Apologies received from Cllrs: L Taylor and J McDonnell

2. DECLARATIONS

The meeting closed at 7.31pm and then re-opened as the member of the public did not wish to speak.

3. MINUTES OF LAST MEETING

RESOLVED the minutes of Eastry Parish Council Planning Committee Meeting held on 9th January 2023 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 9th January 2023 are duly signed by the Chairman as a true and correct record of the meeting.
RESOLVED the minutes of Eastry Parish Council Finance Committee Meeting held on 16th January 2023 are duly signed by the Chairman as a true and correct record of the meeting.

4. ACTIONS FROM THE LAST MEETING

COMMUNICATION

Communication Strategy - Cllr Hay and Cllr Gourlay are working on the policy, it will be circulated before the next meeting, ready for discussion. Cllr Gourlay & Hay On-going

Other - Hafeez family – Memorial plaque - awaiting confirmation from family, three quotes were considered. RESOLVED clerk to order a brass plaque from Engraving Studios for approximately £35, once the final wording has been agreed with the family.

Action Clerk On-going

HIGHWAYS

Budget ideas - Clerk included £10,000 for the HIP and an energy bill increase in 2023-24 budget.

Action Discharged

LEISURE FIELDS

Play Areas inspection reports – Quote for rubbing down and re-painting Centenary Garden goal posts will be provided in the Spring.

Action Clerk On-going

Bowling Green & Parish Room

Fire Safety Risk Assessment – site visit completed, awaiting document.

Action Discharged

REPORTS

Parish Councillors - Eastry sign letters - letters received, Cllr Kemp will re-install the 'S'.

Action Cllr Kemp On-going

REPORTS

Dist Cllrs – New Bus stands at the Guildhall in Sandwich - concerns expressed at the height of the kerbs by the bus stands - Cty Cllr Chandler will investigate. **Action Cty Cllr Chandler On-going**

CORRESPONDENCE

Consultation Documents - DDC Housing Needs Survey - Promoted on social media. Action Discharged Newsletters and Circulars - NALC Legal Update - Clerk booked election training. Email: Noise Complaint- The Pines - Clerk emailed the householder and reported concerns about Thornton Lane chalk escarpment to DDC. Action Discharged

Phonecalls & emails Concerns re: Village Hall Constitution – Clerk emailed DDC Solicitor and Village Hall Committee, available Parish Councillors who were on the Village Hall Committee attended the next meeting.

Action Discharged

HIGHWAYS

Lover's Lane - Quad bikes using footpaths & damaged signage- PCSO has reported to KCC Highways who have it on their list of scheduled works. **Action Discharged**

Lover's Lane - Drainage blocked from Orchard Road under Shemara Farm to Lover's Lane - Clerk reported **Action Discharged**

FINANCE

FORTHCOMING EVENTS

Outside Events

Eastry Events - Fete Insurance - Clerk emailed Eastry Events.

Action Discharged

Food & Fuel Poverty Action Group - Details forwarded.

Action Discharged

POND AND PARADE

Public Toilets - Caretaker advised floor needs re-painting - Cllr Kemp will complete in the Spring.

Action Cllr Kemp On-going

ALLOTMENTS

Produce being stolen - Notices up, reported to PCSO who will patrol the area.

Action Discharged

LEISURE FIELDS

Gun Park - Skate Park - Tarmac - Contractor notified, to complete March/April. **Action Discharged** Play Area Inspection Contract - Renewed **Action Discharged** Skate Park - Self Closing Gate - Handyman estimated £20-£160, depending on time taken, RESOLVED instruct the handyman to remove the gate. Action Clerk On-going

Play Area Improvements - Works started and publicised on social media.

Action Discharged

Bowling Green & Parish Room

Fire Safety Risk Assessment - Completed, awaiting document.

Action Discharged

IMPROVING THE VILLAGE

Email: Eastry Rangers - 50 trees due mid Feb, planting sites required - on this agenda. Action Discharged

REPORTS

Parish Councillors - Eastry CAN information shared with school and submitted to EVN. Tree no longer blocking Lover's Lane. **Action Discharged**

COMMUNICATION

Communication Strategy - Upgrade Email Capacity - Upgraded. Village News Letter - Cllr Gourlay wrote article

Action Discharged Action Discharged

Finance Committee Meeting Actions

Fees & Charges - Churchyard Fees - Clerk has emailed new Churchyard Fees to local stonemasons and undertakers. **Action Discharged**

Allotment Charges - October invoice letter to allotment holders to include income & expenditure for 2022/23 and rental costs of other local allotment plots. **Action Clerk On-going**

Annual Risk Assessment - Caretaker - Clerk checked training needs with caretaker, he would like to undertake a Manual Handling course, RESOLVED clerk to book online course with Kent Safety Training for £35. Action Clerk & Caretaker

To Consider Grant Applications – Eastry Cricket Club – Letter sent.

Action Discharged

5. CORRESPONDENCE

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

a) Consultation Documents

i)Home to School and Post 16 Transport for Mainstream and SEND Pupils – Public Consultation – Social media and website

Noted by members.

b) Newsletters and Circulars

i) Neighbourhood Watch updates & Fraud Alerts

Noted by members

ii) KALC & NALC - News & CEO Bulletins & Election Bulletin

Discussions were held on the need for voter ID from May 2023, it was agreed that Cllrs Gourlay & Hay would publicise this change.

Action Cllrs Gourlay & Hay

c) Other

i) Village Hall - Various emails re: constitution

ii) Sewage leak along EE241 - reported to Southern Water & DDC

Noted by members

iii) Greville Almshouse Charity - Re-appointment of Mrs Lesley Smith

RESOLVED to nominate Mrs Lesley Smith for re-appointment.

Action Clerk

6. HIGHWAYS

To discuss and agree actions relating to highways issues

i) Speedwatch – currently no new leader or volunteers

Noted by members

ii) HIP feedback & Felderland Lane

Detailed discussions were held, it was agreed that the Clerk is to order the 30 mph toolkit, contact the Stagecoach manager with queries regarding the proposed double yellow lines on Lower Street and Mill Lane, write to the hedge owner opposite Stile cottage, ask for more HADMS data on the average speeds in and out of the village, update Worth Parish Council and ask where they are and ask KCC for a timeline. Clerk, Cllrs Gourlay & Russell are to work on the consultation for Mill Lane double yellow lines, if necessary.

Action Clerk, Cllrs Gourlay & Russell

iii) KCC Highways – Clerk requested hedge to be cut opposite Stile Cottage & white entrance gates on Lower Street to be re-painted

Noted by members

iv) New bin sites - Clerk to chase.

Action Clerk

v) Gore Lane – Closed 10/01/23 – 3 days

vi) Woodnesborough Lane (3/01/23-10/02/23) (20/3-21/4)& Gore Road closed – (13/02/23-10/03/23 7 13/03/23)

Noted by members

vii) Heronden Road – closed 30/01/23 – up to 5 days

Clerk to report remaining potholes to KCC, Cllr Jones to supply photographs. Action Clerk & Cllr Jones

- viii) Slippery pavements on Lower Street reported to DDC Street Cleansing
- ix) Street Lighting Footpath to Gun Park from Mill Lane extra panels added to solar lights
- ix) Lover's Lane Drainage blocked from Orchard Road KCC have requested that Church Commission land team at Strutt & Parker organise to be cleared and liaise with Clerk.

Noted by members

xi)Email: Suggestion of double yellow lines all down one side of Church Street

Discussions were held, it was agreed that the Clerk, Cllrs Gourlay and Russell will undertake an informal consultation with residents.

Action Clerk, Cllrs Gourlay & Russell

xii)KCC: Claimed Public Footpath running from Gore Lane to Hammill Farm – Evidence request No evidence presented, Clerk to inform PROW.

xiii)Lover's Lane – Signage and post scheduled by PROW & rusty fingerpost at St. Mary's Close – scheduled -max 10 weeks for both Noted by members.

7) FINANCE

To discuss financial matters affecting the council.

a) Accounts 2022/23 - Budget V Actual to 31st December 2022 - Appendix A

RESOLVED the accounts be adopted by the Council.

b) To consider the recommendation of the Finance Committee that the Council Tax be increased by 1.97% (£1.41 p.a.) for a band D property for 22/23.

RESOLVED the precept for 2023/24 should be set at £62,167.44, a 1.97% increase in Council Tax for a band D property. Clerk to submit Precept demand to DDC.

Action Clerk

c) To consider the 23/24 Budget recommended for adoption by the Finance Committee.

RESOLVED the draft budget should be adopted by the Council.

- d) Everflow Water credit £107.38
- e) Thank you Letter Eastry CAN Noted by members

8) PAYMENTS

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

Payments February 2023			
Receipts	£	£	HIPSH
Dover District Council – S106 Shemara Farm – Play Area Contribution	4,612.00		
Allotment Income	20.00		
Memorials & Burials Income	585.00		
Paid between meetings			
Card Payments			VAT
Sainsburys – Milk coffee Morning	Card	1.65	
Virtual landline - Jan	Card	7.96	1.33
Sainsbury's – Coffee Morning & Toilet supplies	Card	15.30	1.33
Cartridge People - Toner	Card	202.80	33.80
Bickers – coffee morning rubbish sacks	Card	1.99	.33
Bickers – Coffee Morning supplies	Card	9.94	.45
EE Ltd – Mobile February	Card	12.54	2.09
Already paid – Unity Trust			VAT
Opus Energy – Gas – 5 Dec to 4 Jan 2023	DD	27.11	1.29
To pay – Unity Trust			
British Gas – Electricity – 19 Dec to 18 Jan Mtr 21610	DD	16.40	.78
British Gas – Electricity – 19 Nov to 5 Jan Mtr 21656	DD	6.67	.31
Safeplay – Play Area Inspection	BP	110.16	18.36
Netwise UK – Premium Package Hosting Upgrade	BP	38.70	6.45

Eastry Village Hall Hire – Coffee mornings		BP	221.00	
AJL Garden Services - Grounds Maintenance - Jan		BP	812.83	
A Marsden – Eastry Acrylic letters		BP	125.00	
Clerks Salary February 2023		BP	1052.92	
H M Revenue and Customs ER NI - Clerk Feb	54.16			
H M Revenue and Customs EE - Clerk - NI Feb	12.30			
H M Revenue and Customs PAYE Feb	22.00			
Caretaker - H M Revenue and Customs ER NI Feb	9.58			
and the literature of the latest and		BP	98.04	
Employers Pension Contribution Feb	279.57			
Employees Pension Contribution Feb	63.28			
		BP	342.85	
Caretakers Pay February 2023		BP	827.45	

9) FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

- i) Age Concern Eat & Heat Lunch Club 17/02/23
- ii) Coffee Morning PCSO & Warden Surgery 9.30-11.30am
- iii) Old Eastry Hospital Developer Meeting—4pm 21st Feb Parish Room

All of the above noted by members.

b) Outside Events

- i) KALC Training Events
- ii) DDC Town & Parish Event 16th Feb 2023 6pm 2 reps
- iii) SLCC Election Training for Clerks 23rd Feb 11am Faversham
- iv) Eastry Events email
- v) Rural Crime & Prevention Security Event 25th Jan 6.30-8.30pm
- vi) Community Roots Sandwich 1/03/23 10-12 noon
- vii) DDC Calendar of Events

All of the above noted by members.

viii) Eastry Village Hall – Special General Meeting – 7th Feb 7.30pm

It was agreed that the Chair would attend the meeting instead of Cllr Ellis, the Clerk is to inform the Village Hall Committee.

Action Cllr Jones & Clerk

10) POND AND PARADE

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

- i)Pond Licence/lease Nothing to discuss
- ii) Pond Tree works quotations being undertaken for Church Commissioners Noted by members.

11) ALLOTMENTS

To discuss matters raised about the Allotments Nothing to discuss

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 Inspection – January 2023

Noted by members.

ii)Play Area Improvements

Works started on the equipment replacement on 3rd February, £4,612 has been received from DDC from Shemara Farm, Section 106 funding. It was agreed that Cllr Gourlay would produce a press release and Cllr Hay would take photos for it, Cllr Russell and Clerk would provide facts and figures.

Action Cllrs Gourlay, Hay, Russell & Clerk

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 - Nothing to discuss.

b) Recreation Ground - Nothing to discuss.

c)Bowling Green & Parish Room

i) Fire Safety Risk Assessment – awaiting report.

ii) Opus Energy

The gas contract expires on 19th April 2023 and Opus Energy are not doing any renewals, Clerk to source alternative prices from suppliers. **Action Clerk**

14. IMPROVING THE VILLAGE

i) Email: Eastry Rangers – 50 trees due mid Feb, planting sites required Discussions were held, it was agreed that the Chair would identify planting sites on land that the Parish Council own and advise the Rangers. **Action Chair**

15. REPORTS

To receive written or verbal reports from:-

- a) County Cllr Cty Cllr Chandler reported on KCC budgets and took questions on the roundabout nearest to Eastry on the bypass, would follow up the possibility of more signage with Highways Action Cty Cllr Chandler.
- b) Dist Cllrs Dist Cllr Manion reported on the Community Roots van, levelling up, the golf legacy fund and Kent Fire and Rescue's recent inspection results, good with outstanding elements. Dist. Cllr Kenton reported on DDC's budget, green waste containerisation and social housing.
- c) Parish Councillors Cllr Ellis reported on Eastry CAN, the Chair congratulated him on their successes. Complaints had been received about a bright streetlight at the entrance to the village car park, Clerk to report to DDC. Action Clerk
- d) PCSO PCSO Debbie Bishop reported on regularly moving parked cars on from the double yellow lines, asking the dog warden to do more patrols and attending every coffee morning with the Community Warden to run a surgery.

16. COMMUNICATION

To agree Council communication to the following media:-

- Communication Strategy being worked on.
- Village News Letter Deadline 14th March for April/May edition

Cllr Gourlay will write an article for submission to EVN highlighting recent Parish Council actions.

Action Cllr Gourlay

Web Site – updated regularly c)

17. DATE OF NEXT MEETING

The next meeting of the Council will be the Ordinary Meeting on 13th March at 7.30pm.

3rd April Scheduled 15th May 5th June 3rd July

The meeting closed at 9.35pm

	A -4 14 -	D- 1	A - 4 1 4 - 21 12	D 11 - 1	D 02 1 .
	Actual to 31-03-2022	Budget 2022/23	Actual to 31-12-	Predicted	Draft Budget
RECEIPTS	31-03-2022	2022/23	2022	Outturn	2023-24
Precept	56,592.79	58,991.79	58,991.79	59 001 70	62,167.44
Allotments	1,352.62	1,300.00	1,371.65	58,991.79 1,371.65	1,400.00
Burials	7,595.00	2,200.00	2,330.00	2,440.00	2,440.00
Grants - AFA Big Lottery - Play Area	7,595.00	2,200.00	10,000.00	10,000.00	2,440.00
DDC S106 Shemara Farm - Play Area			10,000.00	4,612.00	
Interest Current Account	6.12	3,00		1,012.00	
Capital Interest	36.39	12.00	546.15	880.00	500.00
VAT	2,291.12	2,667.94	2.667.94	2,667.94	2,143.27
- Refunds McAfee & Office 365 & EDF Way.	426.87	66.00		66.45	66.45
	68,300.91	65,240.73	75,907.53	81,029.83	68,717.16
Current Account Funds B/F	18,247.65	37,649.92	37,649.92	37,649.92	33,284.69
Capital Carry Forward	173,058.54	173,101.05	173,101.05	173,101.05	131,052.02
	259,607.10	275,991.70	286,658.50	291,780.80	233,053.87
	Actual to	Draft Budget	Actual to 31-12-	Predicted	Draft Budget
PAYMENTS - CURRENT A/C	31-03-2021	2022/23	2022	Outturn	2023-24
Admin Clerks Salary	12,528.82	13,000.00	WASHINGTON COLUMNIA TO A STATE OF THE STATE	13,697.28	14,100.00
PC National Insurance Cont.	489.24	600.00	647.82	810.30	900.00
Pension Contribution	3,006.47	3,130.00	2,542.13	3,380.84	3,420.00
	16,024.53	16,730.00	13,625.57	17,888.42	18,420.00
Telephone		300.00	173.57	260.00	300.00
Office Allowance		312.00	258.00	318.00	312.00
Stationery - Consumables, Post	159.27	500.00	328.61	550.00	600.00
Office equipment - Computer,Printer		-	-		2442
Audit Fees	A CONTRACTOR OF THE PARTY OF TH	330.00	300.00	300.00	330.00
Internal Auditor		85.00	75.00	75.00	85.00
Insurance		2,350.00	2,221.90	2,221.90	2,350.00
Training		350.00	114.00	200.00	350.00
Travelling/Cllrs Expenses		200.00	124.40	150.00	200.00
Annual Meeting		100.00	77.33	77.33	100.00
-Site,Internet security,email,Teams, Microsoft		500.00	668.71	700.00	2,000.00
Wreath - remembrance Sunday Bank Charges	72.00	60.00 76.00	40.00	40.00	20.00
Contingency Pension deficit fund			54.00	72.00	80.00
Contingency Pension deficit fund	17,922.42	5,000.00 26,893.00	18,061.09	22,852.65	25 147 00
Parish Room & Pavilion Rates		25.00	41.47	41.47	25,147.00 50.00
Gas	240.37	360.00	108.52	160.00	240.00
Electric		450.00	252.27	380.00	560.00
Fire Extinguishers Check & Pavilion		200.00	74.29	74.29	200.00
Boiler Service & repairs		100.00	57.50	172.50	350.00
maintenance/improvements		1,000.00	783.04	783.04	1,000.00
Pavilion Fire Extinguisher Checks		-	-	<u> </u>	,
Repair following vandalism		250.00	-		250.00
	1,134.53	2,385.00		1,611.30	2,650.00
	Actual to		Actual to 31-12		Draft Budget
PAYMENTS - CURRENT ACCOUNT	31-03-2022	Budget 2022/2:		Outturn	2023-24
Work Cheh Yard & Cemetery Grass		2,140.00		2,140.00	2,440.00
Cheh Yard & Cemetery hedge:		1,000.00		1,000.00	1,000.00
Recreation Ground A3		800.00		800.00	800.00
Gun Park A		3,800.00		3,800.00	3,800.00
Allotments As		1,740.00		1,740.00	1,740.00
Highstreet Ac		1,150.00		1,150.00	1,150.00
Pond A		1,300.00		1,300.00	1,300.00
Tree Work All		3,000.00		1,980.00	2,000.00

Additional Work	9.00	600.00	0.20	200.00	
Traditional Work	9,942.96		8.30	283.30	600.00
Allotments Maintenance	172.42		11,237.12	14,193.30	14,830.00
Water Use	73.28		662.72	662.72	1,000.00
, atter osc	245.70		507.97	510.00	600.00
Leisure Fields Maintenance	3,892.49	1,250.00	1,170.69	1,172.72	1,600.00
Vandalism Repairs	3,892.49		5,313.06	9,100.00	5,000.00
Bins & Dog Bins		750.00 250.00	534.66	534.66	750.00
Pond		500.00	•	640.00	90.00
Play Equipment Inspection	270.00	370.00	200.00	0.70.00	500.00
Parade	820.00		280.00	370.00	376.40
1 araue		1,000.00	69.23	69.23	1,000.00
Community Services Village Caretaker	4,982.49	4,120.00	6,196.95	10,713.89	7,716.40
Pension Contributions	8,958.78	9,200.00	7,462.54	9,944.89	10,400.00
The state of the s	172.26		-	-	-
Equipment	173.36	225.00	69.01	100.00	225.00
Toilet Supplies	47.80	50.00	52.82	75.00	75.00
SID	67.50	150.00	-	-	150.00
PAD Supplies		150.00	-	•	150.00
Highways Improvement Plan	-	-	3-1		10,000.00
Granta Granta/Danati	9,247.44	9,775.00	7,584.37	10,119.89	21,000.00
Grants Grants/Donations	1,214.40	2,000.00	1,427.00	2,000.00	1,500.00
Coffee Break	111.11	1,000.00	643.10	1,000.00	1,000.00
Section 137	-	500.00		-	-
Cl. 1 III III III III III III III III III	1,325.51	3,500.00	2,070.10	3,000.00	2,500.00
Church Yard Maintenance/works Churchy	-	1,000.00	2		1,000.00
Monument Safety - Memorial overpayment		2,000.00	110.00	110.00	2,000.00
	u 	3,000.00	110.00	110.00	3,000.00
Membership KALC	678.14	690.00	676.82	676.82	690.00
Publications		150.00	-		-
SLCC	108.00	120.00	-	111.00	120.00
ICCM	95.00	100.00	95.00	95.00	100.00
	881.14	1,060.00	771.82	882.82	910.00
Events Christmas Trees & Lights	180.00	300.00	-	204.25	300.00
Parish Council elections	7-	1,500.00			2,000.00
Eastry Open Day/Communications/Events	260.00	850.00	290.00	440.00	850.00
	440.00	2,650.00	290.00	644.25	3,150.00
	Actual to		Actual to 31-12-	Predicted	Draft Budget
PAYMENTS - CURRENT ACCOUNT	31-03-2022	Budget 2022/23	2022	Outturn	2023-24
Contingency	E -	2,112.68		Outturn	2,598.45
Damage falling tree Gun Park					2,396.43
Village Hall Hire	66.00	264.00			
Professional fees - New Parish Rm		2,000.00	-		2,000.00
Street Furniture		550.00		_	1,100.00
	66.00	4,926.68			
New Parish Room Capital	-	69,052.02		-	5,698.45
New Parish Room Revenue	-	62,000.00			69,052.02
Street Light - Allotments Footpath	-	02,000.00	-		62,000.00
Play equipment Gun Park	-	60,000.00		60,000.00	
New toilets		00,000.00		00,000.00	-
VAT	2,667.94	_	2,143.27	2,143.27	
Reserves	_,507.51	10,000.00	2,143.47	4,143.27	12 000 00
Total	48,856.13	276,491.70	50,952.50	127,444.09	13,800.00
Bank Reconciliation at 31/12/2022	. 5,000.15	2.0,171.70	30,734.30	147,444.09	233,053.87
Current A/c B/F	37,649.92				
Capital A/c B/F	173,101.05				
Petty cash	173,101.03				
Receipts		Cumont Al- CD	(0.070.55		
Payments		Current A/c C/F	62,058.80		
· wj.monto		Cap & Dep A/c	173,647.20		
	235,706.00		235,706.00		