

**MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD ON  
MONDAY 13<sup>th</sup> MARCH 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 J McDonnell M Smith D Russell Dist Cllr Manion Joanna Jones Clerk to the Parish Council

**1. APOLOGIES**

No apologies received.

**2. DECLARATIONS**

Cllr Ellis declared an interest in 5ci) as he owned the land referred to in the letter. Cllr Jones declared an interest in 7d) as his wife is the Clerk.

**3. MINUTES OF LAST MEETING**

RESOLVED the minutes of Eastry Parish Council Planning Committee Meeting held on 6<sup>th</sup> February 2023 are duly signed by the Chair as a true and correct record of the meeting.

RESOLVED the minutes of Eastry Parish Council Ordinary Meeting held on 6<sup>th</sup> February 2023 are duly signed by the Chair as a true and correct record of the meeting.

**4. ACTIONS FROM THE LAST MEETING**

**COMMUNICATION**

**Communication Strategy** – The draft Communication Policy has been forwarded to members, will be discussed at the April meeting. **Action Discharged**

**Other** -The memorial plaque has arrived, the Hafeez family would like to be present at the unveiling. Discussions were held and it was agreed that the Clerk is to source quotes for a new wooden bench and the old bench will be delivered by Cllr Jones to Cllr McDonnell, who will renovate it before it is re-sited in the Gun Park, Clerk to update the Hafeez family. **Action Clerk, Cllr Jones & McDonnell On-going**

**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**

**REPORTS**

**Parish Councillors** – Eastry sign letters –Cllr Kemp has re-installed the ‘S’. **Action Discharged**

**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**

**POND AND PARADE**

Public Toilets – Caretaker advised floor needs re-painting – Cllr Kemp will complete in the Spring. **Action Cllr Kemp On-going**

Skate Park – Self Closing Gate – Handyman has removed. **Action Discharged**

**Finance Committee Meeting Actions**

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 completed on-line Manual Handling course. **Action Discharged**

**CORRESPONDENCE**

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

**Newsletters and Circulars** - KALC & NALC – The need for voter ID has been publicised. **Action Discharged**

**Other** - Greville Almshouse Charity – Nomination letter sent.

**Action Discharged**

## **HIGHWAYS**

HIP feedback & Felderland Lane – The toolkit has been delivered, queries sent to the Stagecoach Manager but no response yet, the hedge owners opposite Stile Cottage have been contacted, KCC Highways have suggested survey points for the potential 20mph zone and Worth Parish Council have been updated.

**Action Discharged**

New bin sites - DDC are out of stock of bins at the moment.

**Action Discharged**

Heronden Road – Clerk reported remaining potholes to KCC.

**Action Discharged**

Email: Suggestion of double yellow lines down one side of Church Street - Informal consultation has started.

**Action Discharged**

KCC: Claimed Public Footpath running from Gore Lane to Hammill Farm – Clerk reported to PROW.

**Action Discharged**

**FINANCE** - Precept – Form submitted.

**Action Discharged**

## **FORTHCOMING EVENTS**

**Outside Events** - Eastry Village Hall – Special General Meeting – Cllr Jones attended, Cllr Jones & Taylor appointed as Village Hall representatives.

**Action Discharged**

## **LEISURE FIELDS**

**Gun Park** - Play Area Improvements – Press release produced.

**Action Discharged**

## **CHURCHYARD AND CEMETERY**

**Bowling Green & Parish Room** - Opus Energy gas contract – Contract has already been renewed with British Gas Lite.

**Action Discharged**

## **IMPROVING THE VILLAGE**

Email: Eastry Rangers – 50 trees have been planted around Gun Park & Centenary Gardens Play Area.

**Action Discharged**

## **REPORTS**

**County Cllr** – Cty Cllr Chandler 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 on-going**

**Parish Councillors** –Bright streetlights at the entrance to the village car park and on Gore Road reported to DDC.

**Action Discharged**

**COMMUNICATION** - Village News Letter - Cllr Gourlay submitted an article. **Action Discharged**

## **5. CORRESPONDENCE**

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

### **a) Consultation Documents**

i)KCC Community Services Public Consultation – to 26<sup>th</sup> March – on social media and website

ii)DDC Housing Needs Survey – extended to 18<sup>th</sup> April

Noted by members

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

i) Neighbourhood Watch updates & Fraud Alerts & Member Registration completed

ii) KALC & NALC – News & CEO Bulletins & Coronation advice

iii) DDC advice re: Purdah

Noted by members

iv) Great British Spring Clean – 17<sup>th</sup> March – 2<sup>nd</sup> April

Discussions were held it was agreed to hold the next Village Litter pick on 13<sup>th</sup> May with usual refreshments from the pub, Clerk to organise with pub, book with DDC and produce required paperwork. **Action Clerk**

Dist. Cllr Manion explained that there were Litterpicking Hero Awards for Over & Under 18's available from DDC.

**c) Other**

- i) Complaint email – Various concerns with neighbours – Clerk had responded

Noted by members.

- ii) Kent Mental Wellbeing Awards 2023

Discussions were held it was agreed to put the same nomination as last year, for Tamara Barwick.

- iii) The Circuit – Defibrillator check due

**Action Clerk  
Action Cllr Barwick**

**6. HIGHWAYS**

To discuss and agree actions relating to highways issues

- a) Speedwatch – currently no new leader or volunteers

Noted by members

- b) HIP – Proposed 20mph zone & Worth PC update & Tool Kit

Detailed discussions were held. It was agreed to ask KCC Highways to extend the proposed 20mph zone further along Mill Lane to the Gore Lane junction and to confirm who is paying for the surveys. The Clerk is to report to Worth Parish Council that there is not enough funding at the current time to pay for the Felderland Lane proposal as items with higher priority on the HIP are likely to use up all of the budget, but this can be considered in the future. Clerk to chase Stagecoach about the re-instatement of the bus route along Gore Lane and double yellow lines on the Mill Lane/Gore Lane junction. It was agreed that the 30mph tool kit will be distributed at the Annual Parish Meeting and Cllrs Kenton and Kemp will put up the 30mph banner on Lower Street.

**Action Clerk, Cllrs Kenton & Kemp**

- c) Part of Gore Lane & Selson Lane – Closed 24-28 April & Selson Lane closed 16<sup>th</sup> May.

- d) Felderland Lane closed 21<sup>st</sup> February

Noted by members

- e) Parishioner raised concerns – Cars parked on pavements

It was agreed that Cllr Gourlay will include this in the EVN article.

**Action Cllr Gourlay**

- f) Broken BT cover on Gore Lane -reported to KCC Highways

- g) Parishioner email re: speeding – Clerk responded with HIP update

- h) Lover's Lane – Drainage blocked from Orchard Road – KCC phoned to follow up reporting tool report

- i) Email: Dog fouling Centenary Gardens alleyways – reported to dog warden

- j) KCC Road Safety Presentation – Mature Drivers

- k) Gore Lane – Closed 8 March – up to 7 days

- l) Broken Stile – Footpath EE264- reported

All of the above noted by members.

**7. FINANCE**

To discuss financial matters affecting the council.

- a) Overflow Water credit £96.19 & annual wholesale price increasing from 1<sup>st</sup> April

- b) EE Mobile phone bill increasing by 14.4%, inflation plus 3.9% as per contract

Both of the above noted by members.

c) Zurich Insurance renewal – LTA, new play equipment added adding £113.05, total cost £2,547.06 RESOLVED to pay £2,547.06 for Zurich insurance, to be added to April payments list. **Action Clerk**

Cllr Jones withdrew from the meeting.

## d) Staff Salary Increments

i) The Clerk is currently paid at SCP20 with an annual increment due in April 2023 making it SCP21, subject to satisfactory performance, with future annual increments due in April each year to a maximum of SCP23.

RESOLVED Clerk to be paid at SCP21 from 1<sup>st</sup> April 2023.

Cllr Jones re-joined the meeting.

ii) The Caretaker is currently paid at SCP12 with an annual increment due in April 2023 making it SCP13, subject to satisfactory performance, with future annual increments due in April each year to a maximum of SC15.

RESOLVED Caretaker to be paid at SCP13 from 1<sup>st</sup> April 2023.

## 8. PAYMENTS

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

<b>Payments March 2023</b>				
<b>Receipts</b>		£	£	
Natwest – Business Reserve Interest – Jan & Feb		171.71		
Memorials & Burials Income		220.00		
<b>Paid between meetings</b>				
<b>Card Payments</b>				<b>VAT</b>
Virtual landline - Feb		Card	7.96	<b>1.33</b>
Virtual landline - March		Card	7.96	<b>1.33</b>
Asda– Coffee Morning & Stationery supplies		Card	15.10	<b>.47</b>
Engraving Studios – Mr Hafeez Plaque		Card	33.90	<b>5.65</b>
Sandwich Stationers - Paper		Card	11.98	
Bickers – Coffee Morning milk		Card	4.20	
Cartridge People - Toner		Card	97.90	<b>16.32</b>
Kent Safety Training – Manual Handling Course Caretaker		Card	35.00	
EE Ltd – Mobile March		Card	13.87	<b>2.31</b>
KALC – Year End Audit Course - Clerk		Card	48.00	<b>8.00</b>
<b>Already paid – Unity Trust</b>				<b>VAT</b>
Opus Energy – Gas – 5 Jan to 4 Feb 2023		DD	40.47	<b>1.93</b>
British Gas – Electricity – 19 Jan to 18 Feb Mtr 21610		DD	16.59	<b>.79</b>
<b>To pay – Unity Trust</b>				
Opus Energy – Gas – 5 Feb to 4 March 2023		DD	33.16	<b>1.58</b>
TR & C Carpenter - Allotment keys cut		BP	10.80	<b>1.80</b>
Quality Fire Safety Management Ltd – Fire Risk Assessment		BP	120.00	<b>20.00</b>
AJL Garden Services – Grounds Maintenance – Feb		BP	812.83	
Parish Clerk – Expenses Dec 22 to Feb 2023		BP	110.70	
Clerks Salary March 2023		BP	1,052.72	
H M Revenue and Customs ER NI - Clerk March	54.16			
H M Revenue and Customs EE – Clerk - NI March	12.30			
H M Revenue and Customs PAYE March	22.20			
Caretaker - H M Revenue and Customs ER NI March	9.58			
		BP	98.24	
Employers Pension Contribution March	279.57			
Employees Pension Contribution March	63.28			

		BP	342.85	
Caretakers Pay March 2023		BP	827.45	
Transfer from Unity Trust Instant Access to Current A/c		Trf	30,000.00	
Kompan – Play Area Gun Park		BP	71,856.97	<b>11,976.16</b>
Unity Trust – 1/4ly Bank Charges		DD	18.00	

## 9. FORTHCOMING EVENTS

To discuss and agree actions relating to events

### a) Council Events

i) Age Concern Eat & Heat Lunch Club – 17/03/23 – last one, funding ceased

Discussions were held, it was agreed that the Clerk is to contact Eastry CAN about the possibility of funding to enable the lunches to continue. **Action Clerk**

ii) Coffee Morning – 31<sup>st</sup> March -School Choir attending

It was agreed to promote this on social media. **Action Cllr Hay**

iii) Annual Parish Meeting date

It was agreed to hold the Annual Parish Meeting at 7.30pm on 23<sup>rd</sup> May, Clerk to book the Village Hall, request that Stratton Land supply a speaker and ask Guides to deliver agendas and organise refreshments with Cllr Russell. **Action Clerk & Cllr Russell**

### b) Outside Events

i) KALC Training Events & Climate Change Conference 17<sup>th</sup> March 10am-2pm

ii) KALC Dover Area Committee Meeting – 1<sup>st</sup> March – Minutes emailed

Both of the above noted by members

iii) Election Update

The Clerk informed the members of the election process, DDC recommended that appointments were booked for forms to be checked and the deadline for applications is 4pm on 4<sup>th</sup> April. The Clerk is to collect election packs from DDC and deliver to members. **Action Clerk**

iv) Eastry Events – Fete 3<sup>rd</sup> June queries

Discussions were held, it was agreed to give permission for all of the requests made. **Action 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

## 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) New Play Area – Post Installation Report & Snagging

Discussions were held, positive feedback had been received from Eastry Young People's club as well as children and their parents, it was agreed that the Clerk is to purchase some grass seed for the bare patches. **Action Clerk**

ii) Parishioner email re: Risk assessment – Clerk had responded by email

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 – Nothing to discuss.

#### b) Recreation Ground - Nothing to discuss.

#### c) Bowling Green & Parish Room

i) Fire Safety Risk Assessment

Discussions were held, it was agreed that the Clerk is to implement the actions and send a copy of the risk assessment to the Bowling Club. **Action Clerk**

ii) Bowling Club – Water bill concerns

Noted by members

### 14. IMPROVING THE VILLAGE

i) Nothing to discuss.

### 15. REPORTS

To receive written or verbal reports from:-

a) **County Cllr** – No report.

b) **Dist Cllrs** – Dist Cllrs Manion and Kenton gave reports on the various capital investment projects in the Dover District.

c) **Parish Councillors** – Cllr Ellis reported on the sad passing of June Castle a stalwart of the village, condolences were offered to Cllr Hay and it was agreed that flowers would be sent to her funeral. **Action Clerk**

d) **PCSO** - Clerk emailed re: Electric scooter on highway & nitrous oxide canisters dumped on Selson Lane

Discussions were held, members were concerned about the electric scooter, it was agreed that the Clerk is to report it to the Kent Community Warden and DDC anti-social behaviour team. **Action Clerk**

### 16. COMMUNICATION

To agree Council communication to the following media:-

a) Communication Strategy

It was agreed that the Social Media policy is to be finalised and included on the agenda at an earlier point in the next meeting. **Action Cllrs Gourlay, Hay & Clerk**

b) EVN Deadline 14<sup>th</sup> May for June/July edition

Cllr Gourlay is to submit details of the Annual Parish Meeting and an article with highways & dog fouling issues for the April/May edition. **Action Cllr Gourlay**

c) Web Site – updated regularly

Cllr Lindsay Taylor now Cllr Lindsay Wood – New DPI to be completed  
It was agreed that a card congratulating Cllr Wood was to be sent.

**Action Cllr Wood**  
**Action Clerk**

### 17. DATE OF NEXT MEETING

The next meeting of the Council will be the Ordinary Meeting on 3<sup>rd</sup> April at 7.30pm.

Scheduled 15<sup>th</sup> May 23<sup>rd</sup> May - Annual Parish Meeting at Village Hall 5<sup>th</sup> June 3<sup>rd</sup> July

The meeting closed at 9.26pm