



**EASTRY PARISH COUNCIL**

Thornton House, Thornton Lane, Eastry, Sandwich, Kent, CT13 0EU

Tel 01304 746036

To all members of the Parish Council

10<sup>th</sup> May 2023

You are hereby summoned to attend the Annual Parish Council Meeting of Eastry Parish Council to be held on Monday 15<sup>th</sup> May 2023 at 7.30pm at The Parish Room, for the purposes of transacting the following business

**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**

**5. CO-OPTION OF PARISH COUNCILLORS**

**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.

**6. MINUTES OF LAST MEETING**

To confirm the following minutes of the Parish Council

- a) Minutes of the of the Planning Committee Meeting of the Parish Council held on 3rd April 2023.
- b) Minutes of the Ordinary Meeting of the Parish Council held on 3rd April 2023.

**7. COMMITTEES, WORKING PARTIES & DELEGATES**

To select membership of the following committees

**Committees**

- a) Finance
- b) Planning

**Working Parties**

- a) Parish Room
- b) Leisure Fields
- c) Pond and Parade
- d) Church Yard and Cemetery
- e) 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
- i) SID Camera

## **8. REVIEW OF COUNCIL ASSETS AND INVENTORY**

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

## **9. 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
- g) Communication Strategy – draft – emailed out

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

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

## **11. CORRESPONDENCE**

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

### **a) Consultation Documents**

- i) Dover District Local Plan – Submitted to Planning Inspectorate

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

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

### **c) Other**

## **12. HIGHWAYS**

To discuss and agree actions relating to highways issues

- a) Speedwatch – currently no new leader or volunteers
- b) HIP
- c) Church Street Parking Consultation
- d) Hay Lane – closed 2<sup>nd</sup> April – up to 5 days
- e) Email re: Large Camping Van parked on Lower Street – reported to PCSO
- f) KCC – Help with testing Highways Reporting Tool
- g) Email: Lower Street overgrown hedges & blocked drains – both reported to KCC Highways
- h) Email: Multiple potholes at top of Brook Street – reported to KCC Highways
- i) Large Potholes at entrance to DDC Carpark – reported to DDC

## **13. FINANCE**

To discuss financial matters affecting the council.

- a) AGAR 2022/23 – deadline 30<sup>th</sup> June 2023
- b) Parish Council Community Cost of Living Grant Scheme – Deadline 31<sup>st</sup> May
- c) KALC annual renewal - £835.36, £812.18 – 22/23
- d) ICCM annual renewal - £95.00
- e) Precept received - £62,167.44
- f) Adoption of risk assessments – Financial & Property & Caretaker Risk Assessments

## **14. PAYMENTS**

To resolve the approval of payments presented at this meeting

## **15. COMMUNICATION**

To agree Council communication to the following media:-

- a) EVN - Deadline 14<sup>th</sup> May for June/July edition
- b) Web Site – updated regularly
- c) Clerk's Holiday June 9-18<sup>th</sup> & July 7<sup>th</sup>

## **16. FORTHCOMING EVENTS**

To discuss and agree actions relating to events

### **a) Council Events**

- i) Coffee Morning
- ii) Litter Pick
- iii) Annual Parish Meeting – 23<sup>rd</sup> May Speaker - Stratton Land

### **b) Outside Events**

- i) KALC Training Events
- ii) Eastry Events – Fete 3<sup>rd</sup> June
- iii) Eastry Brownies – Community Challenge Ideas

## **17. POND AND PARADE**

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

- a) Pond – Licence/lease – in progress
- b) Bench on Cross

## **18. ALLOTMENTS**

To discuss matters raised about the Allotments

- a) Water pipe burst – Emergency repair instructed - £380

## **19. LEISURE FIELDS**

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

### **a) Gun Park**

- i) Cub request – District Cricket Event on Gun Park
- ii) Play area gate near Skate Park broken & potentially dangerous – chained up and emergency repair instructed
- iii) Zipwire pull handle broken – reported to Kompan awaiting repair date
- iv) Safeplay Inspection Report

## **20. 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

### **b) Recreation Ground**

- i) Fence damaged – emergency repair instructed - £48.50
- ii) Access problems for grass cutters due to parking on Church Street

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

- i) Stratton Land Quote – Parish Room re-build

## **21. REPORTS**

To receive written or verbal reports from:-

- a) County Cllr –

### **b) Dist Cllrs**

### **c) Parish Councillors**

d) **PCSO** -

**22. DATE OF NEXT MEETING**

The next proposed meeting of the Council will be the Planning Committee Meeting on 22<sup>nd</sup> May at 7.30pm in the Parish Room & Annual Parish Meeting on 23<sup>rd</sup> May at 7.30pm 2023 in the Village Hall.

Scheduled      5<sup>th</sup> June      3<sup>rd</sup> July      4<sup>th</sup> September