

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF EASTRY PARISH  
COUNCIL HELD ON MONDAY 15<sup>th</sup> MAY 2023 AT 7.30pm AT THE PARISH ROOM**

**Present: Councillors:** M Jones (Chair) A Barwick M Hay M Gourlay N Kenton J McDonnell  
M Smith D Russell  
Joanna Jones - Clerk

**1. ELECTION OF CHAIRMAN**

RESOLVED Cllr Jones is elected as Chairman. Proposed by Cllr Kenton and seconded by Cllr McDonnell.

**2. APOLOGIES**

Apologies received from Cllr Wood.

**3. DECLARATIONS**

None received.

**4. ELECTION OF VICE CHAIRMAN**

RESOLVED Cllr Russell is elected as Vice Chairman. Proposed by Cllr Hay and seconded by Cllr McDonnell

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

There are two vacancies on the Parish Council, it was agreed to advertise them on the noticeboard and on social media and to put in EVN. **Action Clerk, Cllrs Hay & Gourlay**

**6. MINUTES OF LAST MEETING**

RESOLVED the minutes of the of the Planning Committee Meeting of the Parish Council held on 3rd April 2023 are duly signed by the Chairman as a true and correct record of the meeting.

RESOLVED the minutes of the of the Ordinary Meeting of the Parish Council held on 3rd April 2023 are duly signed by the Chairman as a true and correct record of the meeting.

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

**Committees**

RESOLVED committees should be made up as follows:-

a) Finance

L Wood M Jones N Kenton D Russell M Hay

b) Planning

D Russell A Barwick N Kenton M Jones M Smith

**Working Parties**

RESOLVED working parties should be made up as follows:-

a) Parish Room

M Jones A Barwick M Hay N Kenton

b) Leisure Fields

D Russell M Gourlay

c) Highway Improvement Plan

M Gourlay D Russell

d) Church Yard and Cemetery

M Smith J McDonnell

e) Communications

M Hay M Gourlay

**Delegates**

RESOLVED the following delegates were appointed:-

a) Risk Assessment – M Jones & M Hay

b) KALC – Any Parish Councillor who is able to attend

- c) Village Hall Committee – J McDonnell
- d) Eastry Young Peoples Club – D Russell
- e) Footpath Officer/s - D Russell
- f) Councillor Responsible for Finance – L Wood
- g) Greville Homes – D Russell & A Barwick
- h) Allotments – L Wood
- i) SID Camera – M Jones

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

The current inventory of land and assets, including buildings and office equipment was reviewed and adopted by the Council. A query was raised about when the last electrical check was carried out at the pavilion, Clerk to check with the football club.

**Action Clerk**

## **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

RESOLVED the above should be adopted for the coming year.

- g) Communication Strategy – draft – emailed out

It was agreed to move to the June agenda to allow Parish Councillors time to review and feedback, Clerk to forward document to all.

**Action Clerk & all Cllrs**

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

### **LEISURE FIELDS**

Play Areas inspection reports – Quote for rubbing down and re-painting Centenary Garden goal posts – Two quotes were considered, RESOLVED to accept Gary Boorman's quote for £493, Clerk to organise.

**Action Clerk**

### **POND AND PARADE**

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

**Action Ex-Cllr Kemp On-going**

### **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**

### **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**

### **CORRESPONDENCE**

Great British Spring Clean – Litterpick -13<sup>th</sup> May, successfully completed, RESOLVED to spend £77 on refreshments for the litter-pickers.

**Action Discharged**

Kent Mental Wellbeing Awards 2023- Nomination submitted

**Action Discharged**

### **HIGHWAYS**

HIP – Clerk to take the 30mph tool kit to the Annual Parish Meeting and Cllr Kenton will put up the 30mph banner on Lower Street.

**Action Clerk, Cllrs Kenton On-going**

Annual Parish Meeting date – 23<sup>rd</sup> May - Clerk will organise refreshments with Cllr Russell.

**Action Clerk & Cllr Russell On-going**

**Gun Park**

New Play Area – Grass seed spread.

**Action Discharged**

**HIGHWAYS**

HIP – speed surveys – Speed surveys ordered, price reduction so £170 in all, paid between meetings.

**Action Discharged**

Church Street Parking Consultation – Summary results were shared with the Parish Councillors, to be presented at the Annual Parish Meeting along with a report about the progress of the HIP.

**Action Cllrs Russell & Gourlay On-going**

**FINANCE**

AGAR 2022/23 – Financial check & Internal Audit both complete, no actions.

**Action Discharged**

**COMMUNICATION**

Communication Strategy – added to May agenda.

**Action Discharged**

EVN - Deadline extended, report to be submitted by Cllr Gourlay by 17<sup>th</sup> May.

**Action Cllr Gourlay**

**FORTHCOMING EVENTS**

Litter Pick – Successful event, publicity to start earlier next time, write-up by Cllr Gourlay to go in EVN, Clerk to provide photos.

**Action Clerk & Cllr Gourlay**

Annual Parish Meeting – 23<sup>rd</sup> May 7.30pm – Written reports requested from Village organisations, agenda/flyers distributed.

**Action Discharged**

**Outside Events**

KALC Training Events - Two places booked on the Advanced Social Media Course.

**Action Discharged**

Church Fete – 22<sup>nd</sup> July – Clerk updated committee.

**Action Discharged**

Caretaker Annual Leave – Cllr McDonnell will lock & unlocked the toilets.

**Action Discharged**

**POND AND PARADE**

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

Bench on Cross – bench ordered, approximate 12 week lead time.

**Action Discharged**

**REPORTS**

PCSO Debbie Bishop- Details forwarded to Eastry Events.

**Action Discharged**

Parish Councillors – Ex-Cllr Kemp will replace all the Eastry letters on the sign

**Action Ex-Cllr Kemp on-going**

**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**

None received

All of the above noted by members.

**12. HIGHWAYS**

To discuss and agree actions relating to highways issues

a) Speedwatch – currently no new leader or volunteers

Discussions were held, it was agreed to ask for volunteers at the Annual Parish Meeting. **Action Chair**

b) HIP – Felderland Lane

Discussions were held, it was agreed that Cllr Gourlay would draft a joint letter from Worth & Eastry Parish Council requesting that Cty Cllr Chandler pays for the Felderland Lane survey, letter to be approved by the Chair before it is sent by the Clerk.

**Action Cllr Gourlay & Clerk**

## c) Church Street Parking Consultation

An update was given, discussions were held, it was agreed that the Clerk is to ask Highways to add the double yellow line/parking problem at Church Street to the HIP and to write to the owners of the Bull about the possibility of putting a gate in from the Bowling Green to the village car park. **Action Clerk**

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 &amp; 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

All of the above note by members.

j) Email: Parking on double yellow lines outside the shop and post office

Discussions were held, it was agreed that the Clerk is to request more traffic warden visits from DDC.

**Action Clerk**

k) Gore Lane closed 25 Aug – 5 days 8am-4pm

l) KCC Landscaping Programme Information 23/24

All of the above noted by members.

**13. FINANCE**

To discuss financial matters affecting the council.

a) AGAR 2022/23 – Mazars external auditors – deadline 30<sup>th</sup> June 2023 - AGAR to be completed at June meeting. **Action Clerk**

b) Parish Council Community Cost of Living Grant Scheme – Deadline 31<sup>st</sup> May

Discussions were held, it was agreed that the Clerk is to apply to fund the Meet, Heat & Greet lunches and to support Eastry CAN. **Action Clerk**

c) KALC annual renewal - £835.36, £812.18 – 22/23

RESOLVED to renew the KALC subscription.

d) ICCM annual renewal - £95.00

RESOLVED to renew the ICCM subscription.

e) Netwise Annual Renewal - £500 + VAT

RESOLVED to renew the Netwise subscription.

f) Precept received - £62,167.44

Noted by members.

g) Transfers : £1,000 from Unity Trust to Natwest Debit Card Account, £60,000 from Unity Trust current to deposit account

RESOLVED to transfer £1,000 to the Natwest debit card account and £60,000 to the Unity Trust Deposit account from the Unity Trust current account.

h) Everflow allotment water credit £105.64.

Noted by members.

i) Adoption of risk assessments – Financial &amp; Property &amp; Caretaker Risk Assessments

RESOLVED the risk assessments should be adopted by the Council.

**14. PAYMENTS**

a) RESOLVED the following payments should be made, proposed by Cllr Barwick and seconded by Cllr Hay

<b>Payments May 2023</b>				
<b>Receipts</b>		£	£	
Precept		62,167.44		
VAT Refund		14,258.11		
<b>Paid between meetings</b>				
<b>Card Payments</b>				<b>VAT</b>
KALC – 2 x Councillor Social Media Courses		Card	88.80	<b>14.80</b>

Virtual Landline - April		Card	7.96	<b>1.33</b>
Cartridge People - Toner		Card	96.90	<b>16.15</b>
Bickers News – Coffee Morning Supplies		Card	4.20	
Tesco – A4 Paper		Card	9.50	<b>1.58</b>
B & Q – Weedol for caretaker		Card	20.00	<b>3.33</b>
Bickers – Coffee morning milk & string		Card	5.70	
EE Ltd – Mobile - May		Card	14.34	<b>2.39</b>
Virtual Landline - May		Card	7.96	<b>1.33</b>
Tesco Express – Coffee Morning Supplies		Card	9.65	
Bickers News – Coffee Morning Supplies		Card	4.20	
B & Q – Hammerite for vandalised teen shelter		Card	16.00	<b>2.67</b>
The Five Bells - Eastry Litterpick Refreshments		Card	77.00	<b>12.83</b>
<b>Unity Trust</b>				
Opus Energy Gas 5 March to 4 April – Meter 0801		DD	34.15	<b>1.63</b>
KCC – Traffic Surveys for HIP		BP	170.00	
Clerk – Net Salary - April		BP	1080.69	
Caretaker – Net Salary - April		BP	843.05	
Employee’s Pension Contribution - April	64.44			
Employer’s Pension Contribution - April	284.69			
		BP	349.13	
HM Revenue & Customs – PAYE - April	11.60			
HM Revenue & Customs – ER NI- Caretaker - April	11.74			
HM Revenue & Customs – ER NI- Clerk - April	57.07			
HM Revenue & Customs – EE NI- Caretaker - April	14.83	BP	95.24	
Opus Energy Gas 5 April to 4 May– Meter 0801		DD	34.26	<b>1.63</b>
British Gas 17 March to 18 April – Meter 1610		DD	19.09	<b>.90</b>
<b>To pay – Unity Trust</b>				
Unity Trust to Natwest Transfer		Trf	1,000.00	
Unity Trust Current A/c to Deposit A/c Trf		Trf	60,000.00	
Safeplay – April Inspection		BP	110.16	<b>18.36</b>
Eastry Village Hall Hire – Coffee Mornings		BP	315.00	
ICCM Membership renewal		BP	95.00	
KALC Membership Renewal		BP	835.36	<b>139.23</b>
Netwise UK Renewal		BP	600.00	<b>100.00</b>
Gary Boorman – Skate Park Gate Removal		BP	23.00	
Gary Boorman – Parish Room broken fence repair		BP	48.50	
R Crick – Emergency allotment water leak repair		BP	380.00	
Mr E D Price – Internal Audit Fee		BP	75.00	
AJL Garden Services - April		BP	812.83	
Clerk – Net Salary - May		BP	1080.49	
Caretaker – Net Salary - May		BP	843.05	
Employee’s Pension Contribution - May	64.44			
Employer’s Pension Contribution - May	284.69			
		BP	349.13	
HM Revenue & Customs – PAYE - May	11.80			
HM Revenue & Customs – ER NI- Caretaker - May	11.74			
HM Revenue & Customs – ER NI- Clerk - May	57.07			
HM Revenue & Customs – EE NI- Caretaker - May	14.83	BP	95.44	

- b) Authorised signatories – It was agreed to remove Ex-Cllr Kemp from the Unity Trust authorised signatory list and to add Cllrs Russell, Gourlay & McDonnell, Clerk to organise. **Action Clerk**

## 15. COMMUNICATION

- a) EVN - Deadline 17<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>

All of the above noted by members:

## 16. FORTHCOMING EVENTS

To discuss and agree actions relating to events

### a) Council Events

- i) Coffee Morning

New start time of 9.30am was working well.

- ii) Annual Parish Meeting – 23<sup>rd</sup> May Speaker - Stratton Land

It was agreed that all Parish Councillors would stand up and introduce themselves.

### b) Outside Events

- i) KALC Training Events

Noted by members.

- ii) Eastry Events – Fete 3<sup>rd</sup> June – email queries

Discussions were held, it was agreed that a thorough risk assessment and emergency plans had been produced by Eastry Events that addressed the debrief issues from last year and noted that Eastry Events had checked that every stall holder had Public Liability insurance. It was agreed that the Recreation ground could be used for parking as long as there were parking marshalls there at all times and it was covered by Eastry Event’s insurance. The Parish Council reserved the right to cancel the event on the morning of 3<sup>rd</sup> June if necessary, due to unforeseen circumstances such as extreme adverse weather conditions. It was decided that Cllr McDonnell would open and close the public toilets for the day. Clerk to update Eastry Events. **Action Clerk & Cllr McDonnell**

- iii) Eastry Brownies – Community Challenge Ideas

Discussions were held, it was agreed to suggest, a litterpick, tidy up and flower planting on the raised area behind the horse trough and bus shelter, Clerk to inform Brownie leader. **Action Clerk**

- iv) Eastry Village Hall AGM – 16<sup>th</sup> May – 7pm

Cllr McDonnell to attend as the Village Hall rep.

**Action Cllr McDonnell**

## 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 - ordered

## 18. ALLOTMENTS

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

RESOLVED to pay Reuben Crick £380 for the emergency burst water pipe repairs.

- b) Plots available

To be included in the EVN article.

**Action Cllr Gourlay**

### b) 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

It was agreed that the Event could be held on the Gun Park, Clerk to inform the Cub leader. **Action Clerk**

- ii) Play area gate near Skate Park broken & potentially dangerous – chained up and emergency repair instructed & iii) Safeplay Inspection Report – gates & swing tails

Discussions were held and quotes considered, RESOLVED to instruct Gary Boorman to replace the concrete and bolt tubes for the double gates for approx.£360. RESOLVED to instruct Safeplay to carry out all the gate repairs at both play areas and the repairs to the swing tails as per the April inspection for £1,129.50 plus VAT, Clerk to organise. **Action Clerk**

iv) Zipwire pull handle broken – reported to Kompan – due to repair 5<sup>th</sup> June- FOC  
Noted by members.

## 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 – nothing to discuss.

### b) Recreation Ground

- i) Fence damaged – emergency repair instructed - £48.50

RESOLVED to pay Gary Boorman £48.50 for emergency fence repairs at the Recreation Ground.

- ii) Access problems for grass cutters due to parking on Church Street

- iii) Request to use Green – Church Fete Parking – 22<sup>nd</sup> July, Jazz on the Green – 29<sup>th</sup> July

Use of the Green agreed for both dates, Clerk to inform Church.

**Action Clerk**

### c) Bowling Green & Parish Room

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

Discussions were held, it was agreed that the Clerk is to thank Stratton Land for their letter, enquire about the proposed discount and state that this matter will then be discussed at the June meeting. **Action Clerk**

## 21. REPORTS

To receive written or verbal reports from:-

- a) **County Cllr** – No report
- b) **PCSO Debbie Bishop**- No report
- c) **Dist Cllrs** – Dist Cllrs Kenton gave a short report on the Election.
- d) **Parish Councillors** – No reports

## 17. DATE OF NEXT MEETING

The next meeting of the Council will be the Annual Parish Meeting on 23<sup>rd</sup> May at 7.30pm in the Village Hall.

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

The meeting closed at 9.25pm