

MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD ON MONDAY 5th JUNE 2023 AT 7.30pm AT THE PARISH ROOM

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

1. APOLOGIES

Apologies received from Cllrs Kenton & Smith & Cty Cllr Chandler & Dist Cllr Manion.

2. DECLARATIONS

None received.

3. CO-OPTION OF PARISH COUNCILLORS

- a) Interview date – one applicant

Cllrs Jones & Russell will liaise for a suitable date, Clerk to contact applicant.

Action Cllrs Jones, Gourlay & Clerk

4. MINUTES OF LAST MEETING

- a) RESOLVED the minutes of the Annual Parish Council Meeting held on 15th May 2023 are duly signed by the Chairman as a true and correct record of the meeting.
b) RESOLVED the minutes of the of the Annual Parish held on 23rd May 2023 are duly signed by the Chairman as a true and correct record of the meeting.

5. DELEGATES

- a) Village Hall Committee

RESOLVED Cllr Hay is to join Cllr Mc Donnell as a Village Hall representative, Clerk to inform Village Hall Committee.

Action Clerk

6. REVIEW OF PROCESSES AND PROCEDURES

To review and adopt appropriate procedures – all on website

- a) Communication Strategy – draft – emailed out

Cllrs Hay & Gourlay updated the members on a possible free upgrade for the website & email package from Netwise which he would implement, RESOLVED upgrade the Netwise Email and Website package.

Cllr Hay & Gourlay are going to continue working on improving the website, will add the social media and IT policies to the Communication strategy and work on producing profiles of the Parish Councillors to go in EVN and on the website, the Chair thanked them for all of their hardwork. **Action Cllrs Hay & Gourlay**

7. ACTIONS FROM THE LAST MEETING

CO-OPTION OF PARISH COUNCILLORS

Vacancies advertised on the noticeboard, on social media and in EVN.

Action Discharged

REVIEW OF COUNCIL ASSETS AND INVENTORY

Pavillion – Football Club confirmed that the last electrical check had been carried out in February 2023 as part of the inspection by Utility Warehouse when they upgraded to a smart meter. **Action Discharged**

REVIEW OF PROCESSES AND PROCEDURES

Communication Strategy – added to June agenda and emailed to all.

Action Discharged

LEISURE FIELDS

Play Areas inspection reports – Rubbing down and re-painting Centenary Garden goal posts – Contractor instructed. **Action Discharged**

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**

HIGHWAYS

HIP – 30mph tool kit distributed at Annual Parish Meeting, Cllr Kenton will put up the 30mph banner on Lower Street. **Action Cllrs Kenton On-going**

PARISH COUNCIL EVENTS

Annual Parish Meeting - Refreshments organised, consider use of a microphone next year. **Action Discharged**

HIGHWAYS

Church Street Parking Consultation & HIP report – presented at Annual Parish Meeting. **Action Discharged**

COMMUNICATION

EVN – Report submitted **Action Discharged**

FORTHCOMING EVENTS

Litter Pick – Write-up & photos submitted to EVN. **Action Discharged**

REPORTS

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

HIGHWAYS

Speedwatch – Call for volunteers made at the Annual Parish Meeting. **Action Discharged**

HIP – Felderland Lane – Letter sent to Cty Cllr Chandler **Action Discharged**

Church Street Parking Consultation – KCC Highways have add the double yellow line/parking problem to the HIP, letter sent to the owners of the Bull. **Action Discharged**

Parking on double yellow lines outside the shop and post office – DDC have said that Traffic Wardens are attending regularly and enforcing contraventions, Clerk to chase for response to number of tickets issued question. **Action Clerk On-going**

FINANCE

AGAR 2022/23 – Added to June agenda. **Action Discharged**

Parish Council Community Cost of Living Grant Scheme – Application submitted **Action Discharged**

PAYMENTS

Authorised signatories – Paperwork prepared to update signatories. **Action Discharged**

FORTHCOMING EVENTS

Outside Events - Eastry Events Fete – Eastry Events had been updated and toilets available. **Action Discharged**

Eastry Brownies – Community Challenge Ideas – Suggestions had been shared. **Action Discharged**

Eastry Village Hall AGM – 16th May – 7pm - Cllr McDonnell had attended. **Action Discharged**

ALLOTMENTS

Plots available - Included in EVN article. **Action Discharged**

LEISURE FIELDS

Gun Park - Cub request – District Cricket Event on Gun Park – Cubs informed ok. **Action Discharged**

Play area gates & swing tails – all repairs instructed. **Action Discharged**

CHURCHYARD AND CEMETERY**Recreation Ground**

Request to use Green – Church Fete Parking & Jazz on the Green – Church informed. **Action Discharged**

Bowling Green & Parish Room

Stratton Land Quote – Parish Room re-build – letter sent.

Action Discharged

8. CORRESPONDENCE

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

a) **Consultation Documents**

None received.

b) **Newsletters and Circulars**

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

Noted by members.

c) **Other**

- i) Email re: Commercial uses for Chapel

Clerk to inform the parishioner that discussions are on-going with the Developer.

Action Clerk.

9. HIGHWAYS

To discuss and agree actions relating to highways issues

a) **HIP – Highways & The Bull responses**

Discussions were held, KCC Highways had stated that the speed survey results and Church Street parking problems would be discussed at the same meeting. The Bull had no objections to a gate so it was agreed that the Clerk is to approach DDC about the possibility installing a gate from the Bowling Green into the car park.

Action Clerk

- b) Woodnesborough Lane – closed 19th May
- c) Blocked & overgrown footpaths/hedges EE490/EE491/EE488/EE256/EE252 all reported to PROW
- d) Gore Lane – closed 19th July
- e) Hay Hill – closed 18th May – up to 7 days
- f) Northbourne Road patching – 30th May
- g) Felderland Lane – Road markings paint refresh requested
- h) Heronden Road – Abandoned caravan – reported to Country Eye
- i) Email re: Speeding traffic – Clerk responded

All of the above noted by members.

j) **Street name consultation – Former Eastry Hospital site**

Discussions were held, no relevant comments to make.

k) **KCC – Claimed restricted byway from Great Selson Farm to Drainless Road (C415) – request for evidence**

Discussions were held, Cllr Hay to check the cycling route information that he had and inform the clerk if relevant, Clerk to check with Cllr Kenton about the Beating the Bounds route, then to report anything relevant to KCC.

Action Cllrs Hay & Clerk

- l) Updown Road – closed 26th July
- m) Overgrown bank on Mill Lane – reported to DDC

Both of the above noted by members.

10. FINANCE

To discuss financial matters affecting the council.

a) **2022/23 Year End Accounts**

RESOLVED the accounts be adopted by the Council.

b) **2023/24 Budget**

RESOLVED the budget be adopted by the Council.

c) Audit Form Section 1

i) Consider the findings of the review by the members meeting as a whole

The Annual Governance Statement was reviewed by the members.

ii) Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements.

RESOLVED the Annual Governance Statement was approved by the Council.

d) Audit Form Section 2

i) Consider the Accounting Statements by the members meeting as a whole;

ii) Approve the Accounting Statements by resolution: and

RESOLVED the Accounting Statements were approved by the Council.

iii) Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which the approval is given

The Chairman signed and dated Section 1 and 2 of the Annual Return.

Clerk to file AGAR

Action Clerk

e) 2022/23 Grants for organisations

It was agreed that the Clerk is to put the 2023/24 grant form on the website.

Action Clerk

f) Unity Trust Mandate

RESOLVED to remove ex-Parish Councillors Boughton and Kemp from Internet Banking and all Unity Trust Accounts altogether & to add Cllrs Russell, Gourlay & McDonnell to Internet Banking to view the account and authorise payments and as Authorised Signatories. The Mandate was signed, Clerk to submit.

Action Clerk

g) Natwest Bank Mandate – We resolve that if we add or remove Authorised Signatories in the ‘Add or Remove Authorised Signatories’ section on the ‘About your request’ page of this form, the Bank will update our mandate accordingly for the accounts we specify in this form’s ‘About your business’ section.

RESOLVED to remove ex-Councillor Martin Kemp from all Natwest accounts, Clerk, Cllrs Kenton & Barwick to complete paperwork.

Action Cllrs Kenton, Barwick & Clerk

h) SLCC – Community Ownership Fund

Discussions were held, it was agreed that Cllrs Russell & Gourlay would research the fund and draft the application.

Action Cllrs Russell & Gourlay

i) Everflow – Allotments water credit - £39.86

Noted by members.

j) Parish Council Cost of Living Community Grant Scheme – Successful

The Parish Council has been awarded £1,000 for Eastry CAN, Clerk to advise Eastry CAN to apply for the funding through the Parish Council grant scheme.

Action Clerk

11. PAYMENTS

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

Payments June 2023				
Receipts		£	£	
Churchyard Memorial		121.00		
Paid between meetings				
	Card Payments			VAT
UK Office Direct – Stationery & Public Toilet Supplies		Card	69.71	8.96

M& S – Annual Parish Meeting refreshments		Card	49.35	
Wilko - Annual Parish Meeting refreshments		Card	5.50	.92
Bickers News – Coffee Morning Supplies & stationery		Card	6.30	.35
EE Ltd – Mobile - June		Card	14.34	2.39
Unity Trust				
British Gas – Gas - 21 April – 19 May Meter 0801		DD	92.70	4.41
British Gas Electricity- 19 April to 4 May – Meter 1610		DD	10.63	.50
To pay – Unity Trust				
British Gas Electricity- 5 May to 31st May Meter 1610		DD	33.87	1.61
Gary Boorman – Double Access Gate Gun Park repair		BP	360.00	
Trevor Oku – Churchyard Maintenance		BP	237.78	
Eastry Village Hall – Annual Parish Meeting rent		BP	42.00	
Clerk – Net Salary - June		BP	1080.49	
Caretaker – Net Salary - June		BP	843.05	
Employee’s Pension Contribution - June	64.44			
Employer’s Pension Contribution - June	284.69			
		BP	349.13	
HM Revenue & Customs – PAYE - June	11.80			
HM Revenue & Customs – ER NI- Caretaker - June	11.74			
HM Revenue & Customs – ER NI- Clerk - June	57.07			
HM Revenue & Customs – EE NI- Clerk - June	14.83	BP	95.44	
Clerk’s Expenses – March – May 2023		BP	152.75	

12. REPORTS

To receive written or verbal reports from:-

- a) **County Cllr** –No report
- b) **Dist Cllrs** – No report
- c) **Parish Councillors** – No reports
- d) **PCSO** – New PC Matt Hawkes

13. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

- i) Coffee Morning – Possibility of a Social Prescriber to visit, Clerk to organise **Action Clerk**

b) Outside Events

- i) KALC Training Events

Noted by members.

- ii) Eastry Events – Fete 3rd June – All agreed a successful event had been held.
- iii) DDC Voluntary Community Sector Event – 15th June 5-7pm

Noted by members.

14. 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

Both of the above noted by members.

- c) Area behind Horse Trough – Brownie project

Discussions were held, it was agreed to suggest that they litterpick the churchyard and Cllr Jones will review other gardening possibilities and Clerk will update the Brownies. **Action Cllr Jones & Clerk**

- d) Toilets locking & unlocking – Caretaker unwell

Discussions were held, it was agreed that the Clerk is to update the caretaker and Cllr McDonnell will lock and unlock the toilets this week with the possibility of a rota being introduced after that, if required.

Action Clerk & Cllr McDonnell

15. ALLOTMENTS

- a) Sheds broken into – Police attended – possible free shed alarms
- b) Email re: Boundary fences

Both of the above noted by members.

16. 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 & Centenary Garden gates & swing tails – repair work complete

Cllrs Russell & Gourlay agreed to check the repair work, Contractors had advised that gates will soon need to be replaced.

Action Cllrs Russell & Gourlay

- ii) Zipwire pull handle broken – Repair completed 26th May – FOC

Noted by members

- iii) Grass Pitch Funding – Info session – 13th July 10am-11.30am

Clerk to inform Football Club of session and congratulate them on recent results, Cllrs Gourlay or Russell to attend pitch funding information session.

Action Clerk & Cllrs Russell & Gourlay

- iv) White bags of grass cuttings in play area

Clerk to ask Football Club if they know about them

Action Clerk

17. 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.

- ii) Access cut through hedge near kissing gate – Police have attended

The Police had advised to fill the hole in the hedge asap, an emergency quote had been received to adapt the Kissing Gate to allow access for pushchairs or wheelchairs and to extend the railings to fill the gap in the hedge, RESOLVED to accept the quote for £670 from R Crick.

Action Clerk

- iii) Grounds Maintenance Contractor terminated contract

The Clerk had requested quotes from various contractors, only one had been supplied but due to the overgrown nature of the Churchyard, RESOLVED to accept the quote from John Waller of £270 for the initial cut and strim and £450 per month on-going for two cuts and strims per month and £25 per month to empty the large square metal bin up until end of October and one visit in November. Contract will go out to tender again at end of year ready for March 2024 start.

Action Clerk

- iv) Low overhanging tree over path

Cllrs Jones & McDonnell will inspect.

Action Cllrs Jones & McDonnell

b) Recreation Ground

Nothing to discuss

c) Bowling Green & Parish Room

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

Chair to follow up enquiries with Stratton Land.

Action Cllr Jones

- ii) Men's toilets – tap leaking – plumber booked

Noted by members

18. COMMUNICATION

To agree Council communication to the following media:-

- a) EVN - Deadline 17th July for Aug/Sept edition
- b) Web Site – updated regularly

19. DATE OF NEXT MEETING

The next proposed meeting of the Council will be the Ordinary Meeting on 3rd July at 7.30pm in the Parish Room.

Scheduled 4th September 2nd October 6th November 4th December

The meeting closed at 9.20pm

Actual v Budget to 31-03-23 & Budget 2023-24

	Actual to 31-03-2022	Budget 2022/23	Actual to 31-03-2023	Budget 2023-24
RECEIPTS				
Precept	56,592.79	58,991.79	58,991.79	62,167.44
Allotments	1,352.62	1,300.00	1,391.65	1,400.00
Burials	7,595.00	2,200.00	4,116.00	2,440.00
Grants - AFA Big Lottery - Play Area	-	-	10,000.00	
DDC S106 Shemara Farm - Play Area			4,612.00	
Interest Deposit Account	42.51	15.00	1,028.30	500.00
Capital Interest				
VAT	2,291.12	2,667.94	2,667.94	14,258.11
Other - Refunds McAfee & Office 365 & EDF Way.	426.87	66.00	66.45	66.45
	68,300.91	65,240.73	82,874.13	80,832.00
Current Account Funds B/F	18,247.65	37,649.92	37,649.92	15,104.78
Capital Carry Forward	173,058.54	173,101.05	173,101.05	144,129.35
	259,607.10	275,991.70	293,625.10	240,066.13
PAYMENTS - CURRENT A/C	Actual to 31-03-2021	Budget 2022/23	Actual to 31-03-2023	Budget 2023-24
<i>Admin</i> Clerks Salary	12,528.82	13,000.00	13,878.81	14,100.00
PC National Insurance Cont.	489.24	600.00	801.59	900.00
Pension Contribution	3,006.47	3,130.00	3,380.84	3,420.00
	16,024.53	16,730.00	18,061.24	18,420.00
Telephone	228.82	300.00	225.92	300.00
Office Allowance	306.00	312.00	336.00	312.00
Stationery - Consumables, Post	159.27	500.00	602.92	600.00
Office equipment - Computer,Printer		-	-	
Audit Fees	300.00	330.00	300.00	330.00
Internal Auditor	75.00	85.00	75.00	85.00
Insurance		2,350.00	2,221.90	2,350.00
Training	260.00	350.00	189.00	350.00
Travelling/Cllrs Expenses	136.80	200.00	157.10	200.00

Annual Meeting	-	100.00	77.33	100.00
Web-Site,Internet security,email,Teams,Microsoft	360.00	500.00	700.96	2,000.00
Wreath - remembrance Sunday		60.00	74.95	20.00
Bank Charges	72.00	76.00	72.00	80.00
Contingency Pension deficit fund	-	5,000.00	-	
	17,922.42	26,893.00	23,094.32	25,147.00
<i>Parish Room & Pavilion</i> Rates	21.17	25.00	41.47	50.00
Gas	240.37	360.00	204.46	240.00
Electric	312.55	450.00	317.04	560.00
Fire Extinguishers Check & Pavilion	164.55	200.00	74.29	200.00
Boiler Service & repairs	74.17	100.00	57.50	350.00
maintenance/improvements	321.72	1,000.00	892.18	1,000.00
Pavilion Fire Extinguisher Checks	-	-	-	
Repair following vandalism	-	250.00	-	250.00
	1,134.53	2,385.00	1,586.94	2,650.00
PAYMENTS - CURRENT ACCOUNT	Actual to 31-03-2022	Budget 2022/23	Actual to 31-03-2023	Budget 2023-24
<i>Ground Work</i> Chch Yard & Cemetery Grass	1,725.00	2,140.00	1,933.35	2,440.00
Chch Yard & Cemetery hedges	709.92	1,000.00	999.96	1,000.00
Recreation Ground A3	1,155.00	800.00	786.00	800.00
Gun Park A4	2,351.04	3,800.00	3,778.08	3,800.00
Allotments A5	1,830.00	1,740.00	1,740.00	1,740.00
Highstreet A6	798.04	1,150.00	1,149.96	1,150.00
Pond A7	474.96	1,300.00	1,299.96	1,300.00
Tree Work All	890.00	3,000.00	1,980.00	2,000.00
Additional Work	9.00	600.00	283.30	600.00
	9,942.96	15,530.00	13,950.61	14,830.00
<i>Allotments</i> Maintenance	172.42	1,000.00	671.72	1,000.00
Water Use	73.28	600.00	507.97	600.00

	245.70	1,600.00	1,179.69	1,600.00
<i>Leisure Fields</i> Maintenance	3,892.49	1,250.00	5,170.00	7,000.00
Vandalism Repairs	-	750.00	534.66	750.00
Bins & Dog Bins		250.00	-	90.00
Pond		500.00	-	500.00
Play Equipment Inspection	270.00	370.00	371.80	376.40
Parade	820.00	1,000.00	69.23	1,000.00
	4,982.49	4,120.00	6,145.69	9,716.40
<i>Community Services</i> Village Caretaker	8,958.78	9,200.00	9,961.12	10,400.00
Pension Contributions	-	-	-	-
Equipment	173.36	225.00	81.47	225.00
Toilet Supplies	47.80	50.00	62.79	75.00
SID	67.50	150.00	-	150.00
PAD Supplies		150.00	-	150.00
Highways Improvement Plan	-	-	-	10,000.00
	9,247.44	9,775.00	10,105.38	21,000.00
<i>Grants</i> Grants/Donations	1,214.40	2,000.00	1,427.00	1,500.00
Coffee Break	111.11	1,000.00	947.96	1,000.00
Section 137	-	500.00	-	-
	1,325.51	3,500.00	2,374.96	2,500.00
<i>Church Yard Maintenance/works</i> Churchyard wall	-	1,000.00	-	1,000.00
Monument Safety - Memorial overpayment	-	2,000.00	110.00	2,000.00
	-	3,000.00	110.00	3,000.00
<i>Membership</i> KALC	678.14	690.00	676.82	690.00
Publications	-	150.00	-	-
SLCC	108.00	120.00	111.00	120.00
ICCM	95.00	100.00	95.00	100.00

	881.14	1,060.00	882.82	910.00
Events Christmas Trees & Lights	180.00	300.00	217.83	300.00
Parish Council elections	-	1,500.00	-	2,000.00
Eastry Open Day/Communications/Events	260.00	850.00	290.00	850.00
	440.00	2,650.00	507.83	3,150.00
PAYMENTS - CURRENT ACCOUNT	Actual to 31-03-2022	Budget 2022/23	Actual to 31-03-2023	Draft Budget 2023-24
Contingency	-	2,112.68	-	7,610.71
Eastry sign letters			125.00	
Village Hall Hire	66.00	264.00	-	
Professional fees - New Parish Rm		2,000.00	-	2,000.00
Street Furniture		550.00	28.25	1,100.00
	66.00	4,926.68	153.25	10,710.71
New Parish Room Capital	-	69,052.02	-	69,052.02
New Parish Room Revenue	-	62,000.00	-	62,000.00
Play equipment Gun Park	-	60,000.00	60,041.37	-
VAT	2,667.94	-	14,258.11	-
Reserves	-	10,000.00	-	13,800.00
Total	48,856.13	276,491.70	134,390.97	240,066.13

Bank Reconciliation at 31/03/2023

Current A/c B/F

37,649.92

Capital A/c B/F

173,101.05

Petty cash

0

Receipts

82,874.13

Current A/c

C/F

15,104.78

Payments

-134,390.97

Cap & Dep

A/c C/F

144,129.35

159,234.13

159,234.13