

**MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD ON
MONDAY 2nd OCTOBER 2023 AT 7.30pm AT THE PARISH ROOM**

Present: Councillors: Cllrs Jones (Chair) A Barwick K Bell M Gourlay J McDonnell D Russell
M Smith Dist Cllr Manion Joanna Jones - Clerk 2 Members of the Public

1. APOLOGIES

Apologies received from Cllrs Hay, Kenton & Wood.

2. DECLARATIONS

No declarations of interest. The meeting closed at 7.32pm, the members of the public spoke about concerns at Wilmott Place with anti-social behaviour, the members expressed concern and Dist. Cllr Manion spoke to the members of the public and reported to the Community Warden and Anti-Social Behaviour unit at DDC. The meeting re-opened at 7.41pm.

3. MINUTES OF LAST MEETING

- a) RESOLVED the minutes of the Planning Committee Meeting held on 4th September 2023 are duly signed by the Chairman as a true and correct record of the meeting.
- b) RESOLVED the minutes of the Ordinary Parish Council Meeting held on 4th September 2023 are duly signed by the Chairman as a true and correct record of the meeting.

4. ACTIONS FROM THE LAST MEETING

REVIEW OF PROCESSES AND PROCEDURES

Communication Strategy – Social media and IT policies and profiles of the Parish Councillors are being produced. **Action Cllrs Hay & Gourlay On-going**

POND AND PARADE - Public Toilets – Confirmed that the floor will be re-painted.

Action Ex-Cllr Kemp On-going

Finance Committee Meeting Actions

Allotment Charges – October invoice letter completed, invoices in production. **Action Clerk On-going**

REPORTS

County Cllr – Cty Cllr Chandler to follow up on the possibility of more signage on the bypass roundabout nearest to Eastry with Highways **Action Cty Cllr Chandler on-going**

LEISURE FIELDS

Gun Park - Play area & Centenary Garden gates - Cllr Hay will look at the gates to see if the hydraulics and springs can be repaired. **Action Cllr Hay On-going**

CHURCHYARD AND CEMETERY

Grounds Maintenance Contractor – New contractor instructed. Contract will go out to tender again at end of year ready for March 2024 start. **Action Clerk On-going**

CORRESPONDENCE

Consultation Documents

Draft Air Quality Action Plan – deadline passed, agreed to remove from actions. **Action Discharged**

HIGHWAYS

Overhanging vegetation along Mill Lane – reported to KCC Highways, who in turn reported to DDC.

Action Discharged

Trees overhanging footpaths in Gun Park – Cllr Jones working on a tree works specification for the Gun Park, Recreation Ground and Allotments, Clerk to then get quotes. **Action Cllr Jones & Clerk On-going**

Beacon damaged - Cllr Jones inspected, will repair with a brace.

Action Cllr Jones On-going

CORRESPONDENCE

Consultation Documents - Kent Community Warden Review – Clerk responded. **Action Discharged**
Other - Enclosed dog field email – Clerk responded. **Action Discharged**

HIGHWAYS

HIP – Car park survey completed, buildouts requested from KCC, update letter sent to Church Street residents, banner research completed. **Action Discharged**

Vehicles with loud exhausts in early hours – Reported to the Community Warden & Community Police Officer. **Action Discharged**

FINANCE

Microsoft subscription – renewed. **Action Discharged**

REPORTS

Parish Councillors – Letter sent to Football Club, Clerk forwarded email from Cty Cllr Chandler regarding activities for young people. Cllr Russell to speak to Eastry Young People’s Club about extending the age range. **Action Cllr Russell On-going**

FORTHCOMING EVENTS

Council Events - Greet Eat Meet Age Concern lunches – October start planned. **Action Discharged**
 Coffee Morning – Hearing Aid Volunteers - included in Eastry Village News article. **Action Discharged**

POND AND PARADE

Pond trees - Cllr Jones to inspect and Clerk to send a letter to Strutt & Parker with concerns. **Action Cllr Jones & Clerk On-going**

Bench on Cross & refurbished old bench – Bench dedication took place & exact location for re-furbished bench needs to be agreed. **Action Discharged**

Public Toilets weekend staff member - Interviews held. **Action Discharged**
 Village Car Park refurbishment planter request – DDC asked. **Action Discharged**

ALLOTMENTS

Spare plots available – advertised in Eastry Village News Article. **Action Discharged**

LEISURE FIELDS**Gun Park**

Inspection reports – Cllrs Russell & Gourlay to check **Action Cllrs Russell & Gourlay On-going**

Play Area Self closing gates quotes – in next year’s budget. **Action Discharged**

Football Club letter re: Overgrown vegetation from private land – letters sent **Action Discharged**

Centenary Gardens Play Area

Inspection Reports – Cllrs Russell & Gourlay to check **Action Cllrs Russell & Gourlay On-going**

CHURCHYARD AND CEMETERY**Churchyard & Cemetery**

Kissing Gate alterations – Works completed **Action Discharged**

New Grounds Maintenance Contractor & Moles – No moles currently. **Action Discharged**

Bowling Green & Parish Room

Bowling Club – request to remove fence panel for BBQ - Bowling Club informed. **Action Discharged**

Bowling Club – Hedge removal request & cracked breeze block wall – Bowling club updated on both matters and insurance company informed. **Action Discharged**

COMMUNICATION

Eastry Village News – Article submitted.

Action Discharged

Web Site – Netwise advice re: Government compliance - Cllr Hay had reported that he would deal with this.

Action Cllr Hay On-going

5. CORRESPONDENCE

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

a) Consultation Documents

- i) DDC – Public Spaces Protection Order Consultation – Ends 24th Oct
- ii) DDC Polling District Review 2023 – Ends 23rd Oct

Noted by members.

b) Newsletters and Circulars

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

Noted by members.

c) Other

- i) East Kent Mind – Highly Commended Award

Discussions were held **RESOLVED** to award the recipient a £25 Amazon voucher and Clerk to arrange to have the certificate professionally printed and framed, to be presented at the 8th December Coffee morning.

Action Clerk

- ii) Email – The History of Eastry Parish Council document

Discussions were held it was agreed to put the documents on the website, Clerk to forward to Cllrs Gourlay & Hay.

Action Clerk, Cllrs Gourlay & Hay

- iii) Parishioner email - Dog fouling on DDC land – Clerk responded

- iv) The Circuit – defibrillator check – completed

Both of the above noted by members.

6. HIGHWAYS

To discuss and agree actions relating to highways issues

a) HIP – KCC Update

The Clerk reported that KCC would deliver another 30mph banner and that Parish Council banners could only be put up on private land, the 2023 HIP was now finished but the 2024 HIP could start as early as November 2023 the build-out request could go on that, it was agreed that all members would consider what else to put on the HIP. Banner discussions were held, three slogans were agreed on, permission had been granted for banners to go on Felderland Lane & Lower Street, Cllr Russell would seek permission for a banner to go on Sandwich Road, and a wheelie bin design was also agreed on. Clerk to get quotes for banners & bin stickers and to find the high-resolution version of the EPC sign in the records.

Action Cllr Russell & Clerk

b) Carpark gate to Bowling Club – Survey results

Detailed discussions were held, it was agreed not to pursue the car park gate as members felt it would not solve the parking problem on Church Street, would just push the problem elsewhere and was not financially viable, Clerk to inform the Bowling Club.

Action Clerk

- c) KCC – SID update email – Thanks & settings
- d) Broken Street Light Mill Lane footpath to Gun Park – reported
- e) Brook Street – Closed 26th September
- f) Monkey's Hill, Heronden – closed 7th Nov
- g) Overflowing bins, The Cross – reported to DDC
- h) Woodnesborough Lane closed 2nd Jan – 9th Feb – SGN
- i) Gore Road – closed 22nd Jan – 8 March – SGN
- j) Pike Road closed 28 Sept – up to 7 days

All of the above noted by members.

7. FINANCE

To discuss financial matters affecting the council.

- a) Virtual Landline – Increase from £7.96 to £8.75 per month

RESOLVED to pay £8.75 per month for the landline.

- b) British Gas Parish Room – Gas bill £19.35 in credit

Noted by members.

- c) Parish Council Grants

Agreed to promote the availability of Parish council grants for Village Organisations, Cllrs Gourlay & Hay to promote. **Action Cllrs Gourlay & Hay**

- d) Budget Ideas

Agreed to increase the HIP budget to £12,000.

Action Clerk

- e) Mazars – Clean audit report, no actions

Noted by members

- f) KCC – Parish Council Support Grant – Evaluation request

Clerk to complete in conjunction with Eastry CAN.

Action Clerk

8. PAYMENTS

- a. RESOLVED the following payments should be made, proposed by Cllr Barwick and seconded by Cllr Russell

Payments October 2023				
Receipts		£	£	
Burials & Memorials			20.00	
Paid between meetings				
Card Payments				VAT
Microsoft – Licence renewal		Card	148.32	24.72
Virtual Landline - Sept		Card	7.96	1.33
Bickers News – Coffee morning milk		Card	4.20	
Sandwich Stationers – Envelopes & post-it notes		Card	3.50	
Cartridge People – Toner Cartridges		Card	293.70	48.96
Bickers News – Coffee morning milk		Card	4.20	
Unity Trust				
British Gas – Gas – 17 July – 21 Aug Meter 0801		DD	36.15	1.72
British Gas – Electric – 31 July – 31 Aug Meter 1610		DD	25.16	1.20
Everflow – allotment water		DD	360.53	
Unity Trust – 1/4ly Service charge		DD	18.00	
To pay – Unity Trust				
J E Waller – Churchyard Maintenance - Sept		BP	475.00	
AJL Garden Services – Grounds Maintenance - Sept		BP	812.83	
R Crick – Fencing & gate repairs Eastry Churchyard		BP	670.00	
Clerk – Net Salary - Oct		BP	1,080.49	
Caretaker – Net Salary - Oct		BP	843.05	
Employee's Pension Contribution - Oct	64.44			
Employer's Pension Contribution - Oct	284.69			
		BP	349.13	
HM Revenue & Customs – PAYE - Oct	11.80			
HM Revenue & Customs – ER NI- Caretaker - Oct	11.74			

HM Revenue & Customs – ER NI- Clerk - Oct	57.07			
HM Revenue & Customs – EE NI- Clerk - Oct	14.83	BP	95.44	
Transfer from Unity Trust Deposit A/c to Current A/c		TRF	7,000.00	
Transfer from Unity Trust Current A/c to Natwest Debit Card A/c		TRF	750.00	

9. REPORTS

To receive written or verbal reports from:-

- a. **County Cllr** –No report
- b. **Dist. Cllrs** – Dist. Cllr Manion gave a brief report, the Police are now attending Parish Council meetings, there is a DDC Polling Station review and an Annual Jobs Fair at the Cruise Terminal on 12th October. The Chair thanked Dist. Cllr Manion for his help with the anti-social behaviour at Wilmott Place.
- c. **Parish Councillors** – Cllr Jones requested that members encourage parishioners to apply to fill the vacant Parish Councillor position, an application form needs to be completed and there is an informal meeting with the Chairman and Vice Chairman. It was agreed to advertise the vacancy on social media and the website. **Action Cllrs Hay & Gourlay**
- d. **PCSO** – PC Matt Hawkes – no report

10. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

- i) Greet Eat Meet Age Concern lunches – proposed start 27th October

Clerk to organise tickets, to be sold at Bickers.

Action Clerk

- ii) Royal British Legion Parade – Wreath

Discussions were held, it was agreed that Cllr Russell would lay the wreath, Clerk to order. **Action Clerk**

- iii) Litter Pick

It was agreed to hold the next litter pick on 4th November, Clerk to book with DDC and book the Five Bells for refreshments for approximately £6 a head, poster to be forwarded to Cllr Hay for publicity.

Action Clerk & Cllr Hay

b) Outside Events

- i) KALC Training Events
- ii) Kent Rail Summit – 18th Oct 6-7pm

Clerk to forward details to Cllr Gourlay.

Action Clerk

- iii) D-Day 80 Anniversary – 6th June – Beacon lighting

Noted by members.

- iv) Neighbourhood Watch AGM – Minutes circulated

Members were grateful to Dist Cllr Manion for supporting the parishioners from Wilmott Place who attended the meeting. Discussions were held on the proposal to turn part of the Gun Park into a car park, the Parish Councillors were not in support of this proposal, Clerk to feedback to the parishioner. **Action Clerk**

11. POND AND PARADE

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

- a) Pond – Licence/lease – in progress

Noted by members.

- b) Bench on Cross

Members were pleased that the bench dedication had been a very well supported Community Event.

- c) Public Toilets weekend staff member

Interviews had been held and it was resolved to employ the chosen candidate as the weekend caretaker on a spot salary of SCP8, starting from 7th October 2023, Clerk to organise a handover meet with the Caretaker

and ensure all appropriate paperwork is completed.

Action Clerk

d) Public Toilets – Lights only switch off at mains – refurbishment request to DDC made
Noted by members.

e) Village Car Park refurbishment planter request
DDC had agreed a specific spot that a planter could be positioned in the car park. Discussions were held, it was agreed to get a quote for a filled planter to match the ones at the Cross and to include some top up planting at the Cross, Clerk to update Parishioner and confirm that they were willing to maintain the planter.

Action Clerk

12. ALLOTMENTS

To discuss matters raised about the Allotments

a) Neighbouring Conifer trees – Owner seeking quotes to reduce/remove some of the trees
Noted by members.

b) Spare plots available
Clerk had contacted local Parish and Town Councils to advertise availability.

13. LEISURE FIELDS

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

a) Gun Park

- i) Damaged Beacon – Cllr Jones on-going
- ii) Inspection reports – Cllrs Russell & Gourlay on-going
- iii) Refurbished bench – proposed site

Cllr Russell reported that Eastry Young People's Club had agreed that the bench could be installed on their block paving by the doors overlooking the Gun Park, it was agreed that the Clerk is to get a quotation for the handyman to install here.

Action Clerk

iv) KCC Highways trees bordering Wilmott Place – risk assessed by KCC, no action required
Discussions were held, Cllr Jones to follow up with Highways as Members felt they should cut the trees back.

Action Cllr Jones

b) Centenary Gardens Play Area

- i) Inspection Reports - Cllrs Russell & Gourlay on-going

14. 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 – no action at current time
- ii) Kissing Gate alterations

The members were pleased with the works and agreed that Cllr McDonnell would re-paint the existing gate with the Parish Council paying for any materials that were required.

Action Cllr McDonnell

b) Recreation Ground

- i) Nothing to report.

c) Bowling Green & Parish Room

- i) Stratton Land Quote – Parish Room re-build – no action at current time
- ii) Bowling Club – cracked breeze block wall

Following advice Members agreed to informally speak to the neighbour first and then follow up with a letter, Clerk to liaise with Insurance Company.

Action Clerk & Cllr Jones

15. COMMUNICATION

To agree Council communication to the following media:-

- a) EVN - Deadline 14th November for Dec/Jan edition

Noted by members.

b) Web Site & Emails

Cllr Hay had offered to help any Parish Councillors having problems with the new email system.

c) Clerk on Annual Leave – Oct 16-20th

Noted by members.

16. DATE OF NEXT MEETING

The next proposed meeting of the Council will be the Ordinary Meeting on 6th November at 7.30pm in the Parish Room.

Scheduled

4th December

8th January 2024

5th February

The meeting closed at 9.13pm