

**MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD ON
MONDAY 4th DECEMBER 2023 AT 7.30pm AT THE PARISH ROOM**

Present: Councillors: Cllrs Jones (Chair) Barwick Gourlay Hay Kenton(part) McDonnell
Rollins-Gaughran (part) Smith Wood Dist Cllr Manion Joanna Jones - Clerk

1. APOLOGIES

Apologies received from Cllrs Bell and Russell.

2. DECLARATIONS

No declarations of interest.

3. MINUTES OF LAST MEETING

- a) RESOLVED the minutes of the Planning Committee Meeting held on 6th November 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 6th November 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 draft policies – on agenda. **Action Discharged**

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

Action Ex-Cllr Kemp 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**

CHURCHYARD AND CEMETERY - Grounds Maintenance Contractor – Tender documents have been issued. **Action Discharged**

Beacon damaged – Brace installed.

Action Discharged

LEISURE FIELDS - Gun Park & Skate Park

Inspection reports – Checked.

Action Discharged

Centenary Gardens Play Area

Inspection Reports – Checked.

Action Discharged

CORRESPONDENCE

East Kent Mind – Highly Commended Award – Certificate ready to be presented. **Action Discharged**

Email – The History of Eastry Parish Council document - Agreed to put the documents on the website.

Action Cllrs Gourlay & Hay On-going

HIGHWAYS

HIP – KCC Update – Parishioner has granted permission for banner to go on Sandwich Road.

Action Discharged

CO-OPTION OF PARISH COUNCILLORS

One vacancy – one applicant – informal meeting held.

Action Discharged

HIGHWAYS

HIP – Submitted to Highways, Cty Cllr Chandler to ask KCC to look at the Sandwich Road junction onto the bypass.

Action Cty Cllr Chandler On-going

Parishioner complaints – Overgrown hedge on footpath from Church Street to Parade - Cty Cllr Chandler has followed up with KCC Highways.

Action Discharged

Speed Campaign – Banner & Bin sticker quotes sourced. **Action Discharged**

Overgrown hedge on footpath EE478 – reported to PROW. **Action Discharged**

FINANCE

Parish Council Grants & date for Finance Committee Meeting – On this agenda and grants advertised in EVN. **Action Discharged**

Budget Ideas – KCC Highways confirmed only possible to have 2 types of Speed Indicator Device (SID) both sourced through them, the Advanced SID has a ‘SLOW DOWN’ message. **Action Discharged**

REPORTS

County Cllr –Cty Cllr Chandler to forward flooding near Whitfield roundabout concerns to National Highways. **Action Cty Cllr Chandler On-going**

Parish Councillors Country Eye promoted on social media. **Action Discharged**

POND AND PARADE

Pond – Licence/lease – remove from agenda until a new lease is received. **Action Discharged**

Village Car Park refurbishment planter quote – Planter ordered **Action Discharged**

LEISURE FIELDS

Gun Park Refurbished bench – Installed. **Action Discharged**

Bowling Green & Parish Room

Bowling Club – cracked breeze block wall – three quotes sourced, landowner gave permission to access from their side for quotation purposes. **Action Discharged**

Bowling Green – sprinkler system – Bowling Clerk informed of Parish Council decision. **Action Discharged**

Bowling Green – Advertising request - Bowling Clerk informed of Parish Council decision. **Action Discharged**

COMMUNICATION

EVN - Allotment spaces & Grants advertised in EVN. **Action Discharged**

5. CO-OPTION OF PARISH COUNCILLORS

To fill the one vacancy on the Parish Council following the election, Section 21 of the Representation of the People Act 1985.

a) One vacancy – one applicant

RESOLVED Georgina Rollins-Gaughran should be co-opted onto the Parish Council, the Declaration of Acceptance of Office was signed and Cllr Rollins-Gaughran took her place on the Council, Clerk to inform DDC and organise all paperwork. **Action Clerk**

6. CORRESPONDENCE

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

a) **Consultation Documents**

i) Kent Local Flood Risk Management 2024-34 – Ends 30th Jan 2024

b) **Newsletters and Circulars**

i) Neighbourhood Watch updates & Fraud Alerts

ii) KALC & NALC – News & CEO Bulletins

iii) Charity Commission News

All of the above noted by members.

c) Other

- i) Email – Eastry Events – forwarded to all Parish Councillors.
- ii) Wilmot Place concerns – forwarded to DDC via Dist Cllr Friend at coffee morning
- iii) KALC – Dover District Parish Charter

All of the above noted by members.

7. HIGHWAYS

To discuss and agree actions relating to highways issues

a) HIP & Parishioner request - Horse Riding Signs, Foxborough Lane were discussed together. Cllr Gourlay fed back on the recent meeting, discussions were held, it was agreed to ask Highways to look at a traditional build-out and if that was not possible a run over buildout for Lower Street and Sandwich Road, to look at the feasibility of a zebra crossing, or alternative crossing such as a dropped kerbs to improve pedestrian safety for crossing the road at the 5-ways junction at The Cross. KCC had said that there was no need for more streetlights in the centre of the village as they were already adequately spaced, so it was agreed to add Horse Riding signs for Foxborough Lane to the HIP and Clerk to inform Woodnesborough Parish Council of the request. Worth Parish Council have agreed to pay for the design fee for Felderland Lane improvements. **Action Clerk**

b) PC Bowler carried out patrols at Cooks Lea & around village
Noted by members

c) Thornton Lane flytipping – reported to Country Eye
Agreed that Cllr Hay will design a poster to promote Country Eye which will go out on social media, Clerk to put on the noticeboard. **Action Cllr Hay & Clerk**

- d) Footpath EE241 tree down – reported to PROW
- e) Overflowing bins around village reported to DDC again
- f) Monkey's Hill, Eastry – Road closure – 1st February 2024
- g) Woodnesborough Lane - Road closure – 23rd November – up to 8 days

All of the above noted by members.

h) Speed Campaign – Banner & Bin sticker & Logo quotes
Detailed discussions were held, quotes were considered from 6 different suppliers. RESOLVED to order three PVC banners, 250 A3 wheelie bin stickers and an Eastry Parish Council logo supplied as a vector ai/eps file for £1,070 plus VAT from MA Design Print. **Action Clerk**

8. FINANCE

To discuss financial matters affecting the council.

- a) Everflow – Allotment water - £138.85 in credit

Noted by members.

b) Parish Council Grants & date for Finance Committee Meeting
Finance Committee Meeting agreed for 15th January 2024

- c) Budget Ideas

Agreed to include £11,000 for play area gates, £12,000 for HIP and £5,500 for advanced SID, Clerk to check with Highways how many poles required for two SID cameras. **Action Clerk**

- d) Natwest – Deposit Account interest received October - £158.11

Noted by members.

- e) 2022/23 Local Government Services Pay Agreement 2023 – Agreed £1 per hour for Clerk & Caretaker backdated to 1 April 2023.

The December salary payments for the Clerk, Caretaker and weekend caretaker all include the back-dated pay rise.

Noted by members.

f) Payment of £3.85 to WHS for a receipt book incorrectly shown as a card payment on p.325 of 6/11/23 minutes, should be a bank payment to clerk for expenses, included on December payments list.

g) KCC Historic Treescapes Grant

Both of the above noted by members.

9. PAYMENTS

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

Payments December 2023				
Receipts		£	£	
Allotment income		£227.37		
Paid between meetings				
Card Payments				VAT
Virtual Landline - Nov		Card	8.75	1.46
Bickers News – Coffee morning milk & squash		Card	5.99	
Brookhivis – Caretaker hivis vest		Card	11.19	1.87
WHSmith - Dividers		Card	3.50	.58
Bickers News – Coffee morning milk & sugar		Card	5.19	
Brookhivis – Caretaker hivis coat		Card	26.58	4.43
Home Bargains – coffee morning supplies & frame		Card	14.96	1.50
Home Bargains – frame refunded		Card	(2.49)	(0.42)
Aldi – Mince pies coffee morning		Card	8.72	
Sainsburys – coffee morning supplies		Card	17.00	2.83
EE – Mobile phone - December		Card	14.34	2.39
Unity Trust				
British Gas – Electric – 30 Sept -31 st Oct Meter 1610		DD	22.50	1.07
To pay – Unity Trust				
Clerk’s expenses – WHS receipt book			3.85	.64
Clerk’s expenses – Sept to Nov -office & mileage			85.20	
Royal British Legion – Poppy Wreath			20.00	
SLCC Membership			119.00	
Safeplay Inspection Report			121.20	20.20
Gary Boorman – Bench installation Gun Park			164.00	
Clerk – Net Salary - Dec		BP	1,526.84	
Caretaker – Net Salary - Dec		BP	1,382.44	
Weekend Caretaker - Dec		BP	9.00	
Employee’s Pension Contribution - Dec	103.05			
Employer’s Pension Contribution - Dec	455.28			
		BP	558.33	
HM Revenue & Customs – Clerk - PAYE - Dec	144.60			
HM Revenue & Customs – ER NI- Caretaker - Dec	92.47			
HM Revenue & Customs – EE NI- Caretaker - Dec	45.61			
HM Revenue & Customs – ER NI- Clerk - Dec	153.95			
HM Revenue & Customs – EE NI- Clerk - Dec	99.07	BP	535.70	
AJL Garden Services - November		BP	812.83	
Transfer from Unity Trust Deposit A/c to Current A/c		TRF	5,000.00	

10. REPORTS

To receive written or verbal reports from:-

- a) **County Cllr** – No report
- b) **Dist. Cllrs** – Dist. Cllr Manion welcomed Cllr Rollins-Gaughran and gave a brief report covering DDC's corporate plan and the Kent Fire & Rescue consultation for re-shaping the Fire Service which ends in February. Dist Cllr Kenton gave a short report on housing stock, the current Local Plan Inspectors meeting and confirmed that the Richborough Household Waste recycling centre consultation has currently been postponed.
- c) **Parish Councillors** – Cllr Kenton reported that there had been flytipping at the Picnic site and Cllr McDonnell reported that there was no increase in mole activity at the Churchyard.
- d) **PCSO** – PC Matt Hawkes – no report

11. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

- i) Coffee Mornings – Mince pies & choir 8th December
- ii) Greet Eat Meet Age Concern lunch – 19th January 2024

Noted by members

- iii) Royal British Legion Parade

It was noted that Cllr Russell had done a good job and the event had been well attended.

- iv) Christmas Trees & electricity

Discussions were held, RESOLVED to pay £360 for two Christmas trees, one at the pub and one at the Village Hall and the Parish Council to cover the costs of the electricity for the Christmas lights on both trees. Clerk to find out KW hourly rates and times lights are on for both venues and Clerk & Cllr Barwick to calculate costs to be reimbursed.

Action Clerk & Cllr Barwick

b) Outside Events

- i) KALC Training Events
- ii) D-Day 80 Anniversary – 6th June – Beacon lighting
- iii) KCC Highways Seminar 1st Dec – 9.30-12.30pm

Noted by members.

12. POND AND PARADE

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

- a) Willow tree – storm damaged & over hanging trees- reported to pond Land Agent's again Cllr Jones had cut the fallen branches up and moved them to the side of the path for the Land Agents to clear.

- b) Parade – blocked drainpipe/ soakaway

Discussions were held, Cllrs Jones & Barwick had carried out an initial investigation with drain rods on the drain between the Chinese takeaway and the Butcher's shop, but had not found the source of the blockage yet, to investigate further. The Clerk to contact the owner of the Butcher's shop and to thank them and accept their offer of relaying the loose paving slabs outside the Butcher's shop only.

Action Cllrs Jones, Barwick & Clerk

13. ALLOTMENTS

To discuss matters raised about the Allotments

- a) Neighbouring Conifer trees - reduced, concerns about weight leaning against fence & rubbish over fence

Discussions were held, it was agreed that the Clerk is to write to the allotment holders on the boundary to ask them to be mindful of how they dispose of their waste and to request that they do not lean items against the metal fence, Clerk to update the neighbour.

Action Clerk

- b) Spare plots available
- c) Invoices issued – almost all paid

Noted by members.

14. LEISURE FIELDS

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

a) Gun Park

i) Inspection reports – July & October

Discussions were held, it was agreed that the Clerk will ask Kompan look at the roundabout under the guarantee and to ask the handyman to quote for repairs to the wobbly fence and step and ask the contractor who repaired the tarmac at the skate park to quote for the new sunken patches. **Action Clerk**

ii) Parishioner request – Flood lights at Gun Park

Discussions were held, it was agreed that this was not appropriate, Clerk to inform parishioner. **Action Clerk**

iii) Play area inspection renewal – quotes

Quotes were considered from three different suppliers, RESOLVED to renew with Safeplay for £380.40 plus VAT for four inspections per annum.

iv) Treeworks Specification – Winter 2023 – Awaiting quotes

b) Centenary Gardens Play Area

i) Inspection Reports – July & October

Nothing reported.

15. 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) Stratton Land Quote – Parish Room re-build – nothing to discuss.

ii) Bowling Club – Cracked breeze block wall – Quotes

Detailed discussions were held, it was agreed that Cllr Kenton will investigate further the liability for the wall repairs, the Clerk will find out the history of the previous wall repair and inform the Bowling Club that the Parish Council are investigating the cost of repairing the wall and will be asking them for a contribution towards it, Cllr Jones to find out the cost of a survey on the wall from a structural engineer. **Action Cllrs Kenton, Jones & Clerk**

iii) Parish Room – Smart gas meter installed

Noted by members

16. COMMUNICATION

To agree Council communication to the following media:-

a) EVN - Deadline 14th Jan for Feb/March edition

Noted by members

b) Web Site & Emails

Cllr Hay reported that this is on-going and reminded Parish Councillors to delete all emails that are no longer required. **Action all Parish Councillors & Clerk**

c) Communication Strategy – Social Media & IT Guidelines

Discussions were held, RESOLVED to adopt the Social Media & IT Guidelines, Cllr Hay to put on the website. More work is required on the Social Media & IT Policy, Cllrs Hay, Gourlay, Jones and the Clerk to

work on it, the Clerk to follow up with KALC the actual policies required.

Action Cllrs Hay, Gourlay, Jones & Clerk

d) Parish Office Closed – 15th Dec & 19th Dec-1st Jan inclusive

The Chair welcomed Cllr Rollins-Gaughran to the Parish Council and thanked the members for all of their hardwork over the year.

17. DATE OF NEXT MEETING

The next proposed meeting of the Council will be the Ordinary Meeting on 8th January at 7.30pm in the Parish Room and the Finance Committee Meeting on 15th January 2023.

Scheduled	5 th February	4 th March	8 th April	13 th May
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The meeting closed at 9.13pm