

**MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD ON
MONDAY 5th FEBRUARY 2024 AT 7.30pm AT THE PARISH ROOM**

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

1. APOLOGIES

Apologies received from Cllrs Bell, Gourlay and Rollins-Gaughran.

2. DECLARATIONS

No declarations of interest.

3. MINUTES OF LAST MEETING

- a) RESOLVED the minutes of the Planning Committee Meeting held on 8th January 2024 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 8th January 2024 are duly signed by the Chairman as a true and correct record of the meeting.
- c) RESOLVED the minutes of the Finance Committee Meeting held on 15th January 2024 are duly signed by the Chairman as a true and correct record of the meeting.

4. ACTIONS FROM THE LAST MEETING

Finance Meeting Actions

Churchyard Fees - Clerk informed local Undertakers and Stonemasons of new fees. **Action Discharged**

Allotment Charges – Clerk to include the income and expenditure figures for the allotments in the October letter that goes to allotment holders with the invoices. **Action Clerk On-going**

Churchyard ground work tenders – Successful applicant informed. **Action Discharged**

Financial and Property risks - Cllr Jones had assessed the brush cutter equipment, agreed to seek a professional opinion. **Action Cllr Jones On-going**

Other Risks - Caretaker – 2024/25 Risk assessment agreed and signed. **Action Discharged**

Grant application 1st Sandwich Rainbows – Grant payment added to payments list. **Action Discharged**

Ordinary Meeting Actions

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**

REPORTS

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

HIGHWAYS

Thornton Lane flytipping – Cllr Hay to design a poster to promote Country Eye which will go out on social media, Clerk to put on the noticeboard. **Action Cllr Hay & Clerk On-going**

CHURCHYARD AND CEMETERY

Bowling Club – Cracked breeze block wall – A structural engineer’s survey of the wall would cost in the region of £450. **Action Discharged**

COMMUNICATION

Web Site & Emails – Parish Councillors to continue to delete emails that are no longer required.

Action Discharged

Communication Strategy – Policies are being reviewed and updated ready for presentation to the full Council at future meetings. **Action Cllrs Hay, Gourlay, Jones & Clerk On-going**

HIGHWAYS

HIP – All HIP and re-painting requests made. **Action Discharged**

Speed Campaign – Banner, Bin stickers & Logo ordered and delivered. **Action Discharged**

Speed Indicator Device – Cllr Hay looking into proposed sites for an additional pole. **Action Cllr Hay On-going**

Primary School Traffic Congestion – Reported to PC Bowler and Community Warden that it is still a problem. **Action Discharged**

St. Mary's Close – Holly Hedge email – Parishioner updated. **Action Discharged**

Village Car Park – DDC considering parking charges – Clerk sent letter of objection. **Action Discharged**

FORTHCOMING EVENTS

Christmas Trees - Cllr Barwick to research new LED Christmas lights. **Action Cllr Barwick On-going**

Litterpick DDC pop-up event – Clerk has spoken to DDC. **Action Discharged**

POND AND PARADE

Parade – blocked drainpipe/ soakaway - Cllrs Jones & Barwick had attempted to clear blockage, handyman has secured wobbly slabs. **Action Discharged**

LEISURE FIELDS

Gun Park - Inspection report repairs – Completed. **Action Discharged**

Wetpour under both sets of swings – quotes sourced. **Action Discharged**

Treeworks Specification – Contractor instructed. **Action Discharged**

Skatepark Tarmac – Sunken patches have been inspected. **Action Discharged**

Bowling Green & Parish Room

Bowling Club email re: cracked wall, handrail, planning – Clerk had updated Bowling Club, Cllr Jones to discuss with Bowling Club a possible joint project to clean the path and install a handrail.

Cllr Jones On-going

COMMUNICATION

EVN - Deadline 14th Jan for Feb/March edition – article submitted. **Action Discharged**

5. CORRESPONDENCE

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

a) Consultation Documents

- i) Kent Minerals and Waste Local Plan 2024-39 – Pre-Submission Draft (Regulation 19) Public Consultation – Ends 29th Feb

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) Parishioner email – Eastry nature sites and litter requests

Clerk had responded to parishioner, nothing more to add, agreed to promote Litter Lotto on social media.

Action Cllr Hay

ii) Parishioner email- Public Spaces Provision in Eastry

Discussions were held, Clerk to respond to the parishioner that the Parish Council are happy to support.

Action Clerk

6. HIGHWAYS

To discuss and agree actions relating to highways issues

- a) HIP – Waiting to hear back from KCC Highways
- b) Parishioner email request – Horse Signs – Several emails had been forwarded to KCC for HIP
- c) Speed Campaign & Speedwatch– 20mph Banners & Bin stickers

Agreed that Cllr Kenton would hang a banner at the end of Felderland Lane, Clerk to request that one is put up outside the school and Cllr Russell to arrange for one to be put up on Sandwich Road, Cllr Hay would put out on social media that 20mph bin stickers are available for Lower Street, Mill Lane, Sandwich Road & Cooks Lea and to contact the Clerk who will arrange distribution. Cllr McDonnell is repairing the damaged 30mph banners, Chairman thanked him and will re-install them. Cllr Bell to continue to look into re-establishing Speedwatch. **Action Cllrs Kenton, Russell, Hay, McDonnell, Bell, Chairman & Clerk**

- d) Gore Lane – tree growing out of wall – reported to DDC now removed
- e) Gore Road closed – 11th Jan up to 14 days
- f) Heronden Road & Thornton Lane, by Hardene – closed 26-28 Feb
- g) High Street, Sandwich Rd, Woodnesborough Lane – closed, SGN – 25 March – 12 April
- h) Selson Lane – closed for patching - 31st Jan-2nd Feb
- i) Thornton Lane – parishioner request for leaf clearance/road sweeping – reported to KCC

All of the above noted by members.

- j) Eastry Bypass – Incorrect road closed signage - Complaints reported to KCC

District Cllr Manion had also reported the incorrect signage to KCC Highways.

- k) Street Consultation – land at Former Poison Cross Nursery – Kings Oak Drive

Discussions were held, it was agreed to suggest Poison Cross to DDC as the name of the new street for historic reasons and that it what the area is known as. **Action Clerk**

- l) Parishioner email – Driving in Eastry, school runs

Discussions were held, there was nothing further to add to the email that the Clerk had already sent.

- m) Parishioner email – Heavy Plant Gore Lane

Discussions were held, there was nothing further to add to the email that the Clerk had already sent.

- n) Parishioner email – Parked cars in Orchard Road

Agreed that the Clerk is to request that PC Bowler attend and update the Parishioner.

Action Clerk

- o) Pike Road closed – 11th April

- p) Pot hole junction of Mill Lane & Gore Lane – reported to KCC Highways

- q) Tree blocking footpath EE241– reported to KCC Public Rights of Way

All of the above noted by members.

- r) A256 Eastry Bypass – Proposed 50mph limit Roundabout to Venson Road

Discussions were held, agreed to respond to the consultation in support of the 50mph limit, but to suggest extending it all the way from Venson Road and Cater Road to the Beller's Bush Roundabout. **Action Clerk**

- s) Temporary 20mph Speed Restrictions Sandwich Road & Foxborough Hill

Noted by members

- t) Parishioner email re: Speed of traffic

Discussions were held, there was nothing further to add to the email that the Clerk had already sent.

- u) Restricted Byway EE499, Eastry and Woodnesborough – Definitive Map Modification Order 2023

Noted by members.

7. FINANCE

To discuss financial matters affecting the council.

- a) Natwest deposit account interest – December £143.64
b) Everflow – allotment water credit £112.37

Both of the above noted by members.

- c) New defibrillator box

Three quotes were considered, RESOLVED to order an AIVIA 210 Outdoor AED cabinet from DefibWarehouse for £465 plus VAT.

Action Clerk

- d) Accounts 2023/24 – Budget V Actual to 31st December 2023

The Clerk went through the figures, RESOLVED to adopt the Budget V Actual accounts to 31 December 2023.

- e) To consider the recommendation of the Finance Committee that the Council Tax be increased by 1.99% (£1.45 p.a.) to £74.36 for a band D property for 24/25.

RESOLVED the precept for 2024/25 should be set at £63,393.39, a 1.99% increase in the Council Tax. Clerk to submit Precept Demand to DDC.

Action Clerk

- f) To consider the 24/25 Budget recommended for adoption by the Finance Committee.

The Clerk went through the figures, RESOLVED the 2024/25 budget to be adopted by the Council.

8. PAYMENTS

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

Payments February 2024				
Receipts		£	£	
Memorial Income		121.00		
Savings Interest – Natwest to 29 Dec		143.64		
Paid between meetings				
Card Payments				VAT
Virtual Landline - Jan	Card	8.75		1.46
Ebay Caretaker trousers	Card	21.99		
Bickers News – Coffee morning milk	Card	4.00		
Lidl – coffee for coffee morning	Card	5.49		
Bickers News – Coffee morning milk	Card	4.00		
Bickers News – Coffee morning milk	Card	1.40		
EE – Mobile phone - February	Card	15.05		2.51
Unity Trust				
British Gas – Gas – 20 Dec – 19 Jan Meter 3101	DD	176.83		8.42
To pay – Unity Trust				
Gary Boorman – Play area inspection repairs	BP	218.00		
Gary Boorman – Parade slab re-bedding	BP	84.00		
Gary Boorman – Allotment fence repair	BP	64.00		
Safeplay Inspection report - December	BP	111.36		18.56
AJL Garden Services - January	BP	812.83		
1 st Sandwich Rainbows - Grant	BP	285.27		
Clerk – Net Salary - Feb	BP	1,134.07		

Caretaker – Net Salary - Feb		BP	908.05	
Employee’s Pension Contribution - Feb	68.73			
Employer’s Pension Contribution - Feb	303.64			
		BP	372.37	
HM Revenue & Customs – Clerk - PAYE - Feb	26.60			
HM Revenue & Customs – ER NI- Caretaker - Feb	20.71			
HM Revenue & Customs – ER NI- Clerk - Feb	67.83			
HM Revenue & Customs – EE NI- Clerk - Feb	20.16	BP	135.30	
British Gas – Electric – 31 Dec – 31 Jan Meter 1610		DD	28.11	1.34
Transfer from Unity Trust Current account to Natwest debit card account		Trf	500.00	
Transfer from Unity Trust Deposit account to Unity Trust Current Account		Trf	5000.00	

9. REPORTS

To receive written or verbal reports from:-

- a) **County Cllr** – No report
- b) **Dist. Cllrs** – Dist. Cllr Manion gave a short report on budget pressures, explained the Litter Lotto app and that Rural Parking charges for Eastry are now on hold as a Strategic Review is taking place. Dist. Cllr. Kenton gave a report on rural parking, Port of Dover budget pressures, the DDC budget and the big increase in green waste charges.
- c) **Parish Councillors** – No reports.
- d) **PCSO** – PC Jon Bowler – Didn’t attend

10. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

- i) Coffee Mornings – Feb 2 & 16
- ii) Greet Eat Meet Age Concern lunch – 16 Feb

Both of the above noted by members.

- iii) Litterpick - DDC pop-up event 23rd March from Gun Park

Discussions were held it was agreed to hold a joint Litterpick with DDC from the Gun Park at 10am on Saturday 23rd March, RESOLVED to provide refreshments for £6 a head at the Five Bells afterwards for all Litterpickers. Clerk to produce route maps for pickers, confirm event with DDC and request publicity material that Cllr Hay will put out on social media.

Action Clerk & Cllr Hay

a) Outside Events

- i) KALC Training events & Community Prepared Training Events
- ii) KALC Area Committee Meeting – 24th Jan – Minutes emailed

Both of the above noted by members.

11. POND AND PARADE

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

a) Parade – blocked drainpipe/ soakaway

Cllrs Jones & Barwick had unsuccessfully attempted to clear the blockage, it was agreed that the Clerk is to get three quotes from professional companies and circulate in order that the price can be agreed between meetings and the drains can be power washed and the blockage removed as soon as possible. Cllr Barwick offered to meet the contractors on site.

Action Cllr Barwick & Clerk

b) High Street Parade loose paving slabs re-bedded – RESOLVED to pay £84 to Gary Boorman for repair, Clerk to request that Handyman checks and re-beds in any loose slabs.

Action Clerk

b) Public toilets – weekend opening

Discussions were held it was agreed to start weekend opening again from the first weekend in April, Clerk to confirm with weekend Toilet Caretaker. **Action Clerk**

12. ALLOTMENTS

To discuss matters raised about the Allotments

- a) Neighbour concerns about fence line boundary

Discussions were held, agreed that the Clerk is to source three quotes for fencing that is similar what the Parish Council installed last time to fill the gap. **Action Clerk**

- b) Allotment fence repaired – RESOLVED to pay Gary Boorman £64 for the fence repair.

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) Inspection report repairs – Wobbly block & fence & Centenary Gardens play area fence repairs – completed.

- ii) Roundabout – Kompan to repair 11th March

Bot of the above noted by members.

- iii) Treeworks Contract – Works due to start in March, awaiting planning permission.

- iv) Skatepark Tarmac - It was agreed to continue to monitor.

- v) Safeplay Inspection Report – January

Cllr Russell reported back, it was agreed that the Clerk is to instruct the handyman to remove the protruding hinges on the gate post at the skate park and to replace the missing fixing on the gate at the Gun Park Play Area as they are safety issues. **Action Clerk**

- vi) Wetpour quotes under swings – it was agreed to continue to monitor.

b) Centenary Gardens Play Area

- i) Safeplay Inspection Report – January

Cllr Russell reported back, concerns had been raised about splits on the timber of the wooden play equipment, Clerk had contacted the installers who said the equipment was covered by a twenty year guarantee and if any preservative was used on the timbers the guarantee would be invalid, Clerk has forwarded the inspection report to the manufacturers for their advice.

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

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

Cllr Kenton reported back, discussions were held, it was agreed that the Clerk is to write to the neighbour requesting that the soil level be lowered, soil be moved away from the wall and a financial contribution be made towards the repairs. **Action Clerk**

- iii) Bowling Club email re: Irrigation plan on hold

Noted by members.

15. COMMUNICATION

To agree Council communication to the following media:-

a) EVN - Deadline 14th March for April/May edition
Noted by members.

b) Web Site & Emails – Cllr Hay is continuing to update the website and add the new logo.

c) Communication Strategy – Social Media & Policies are being worked on

d) Clerk’s Annual Leave – Agreed

16. DATE OF NEXT MEETING

The next proposed meeting of the Council will be the Ordinary Meeting on 4th March at 7.30pm in the Parish Room

Scheduled 8th April 13th May 3rd June 1st July

The meeting closed at 9.22pm

Eastry Parish Council Accounts - Budget V Actual to 31/12/2023, Draft Budget 2024-25

	Actual to 31-03-2023	Budget 2023-24	Actual to 31-12-2023	Predicted Outturn	Draft Budget 2024-25
RECEIPTS					
Precept	58,991.79	62,167.44	62,167.44	62,167.44	63,393.39
Allotments	1,391.65	1,400.00	1,405.59	1,428.59	1,450.00
Burials	4,116.00	2,440.00	2,634.50	2,634.50	2,500.00
Grants - AFA Big Lottery - Play Area/Cost of Living Crisis	10,000.00		1,000.00	1,000.00	
DDC S106 Shemara Farm - Play Area	4,612.00				
Interest Deposit Account	1,028.30	500.00	2,329.92	2,829.92	2,000.00
Capital Interest					
VAT	2,667.94	14,258.11	14,258.11	14,258.11	883.72
Other - EDF Wayleave	66.45	66.45	66.45	66.45	66.45
	82,874.13	80,832.00	83,862.01	84,385.01	70,293.56
Current Account Funds B/F	37,649.92	15,104.78	15,104.78	15,104.78	42,546.67
Capital Carry Forward	173,101.05	144,129.35	144,129.35	144,129.35	131,052.02
	293,625.10	240,066.13	243,096.14	243,619.14	243,892.25

PAYMENTS - CURRENT A/C	Actual to 31-03-2023	Draft Budget 2023-24	Actual to 31-12-2023	Predicted Outturn	Draft Budget 2024-25
<i>Admin Clerks</i> Salary	13,878.81	14,100.00	11,343.82	15,092.50	15,930.72
PC National Insurance Cont.	801.59	900.00	664.67	868.03	942.63
Pension Contribution	3,380.84	3,420.00	3,012.37	3,923.30	3,925.00
	18,061.24	18,420.00	15,020.86	19,883.83	20,798.35
Telephone	225.92	300.00	181.00	241.33	265.00
Office Allowance	336.00	312.00	234.00	312.00	312.00
Stationery - Consumables, Post	602.92	600.00	402.82	550.00	600.00
Office equipment - Computer,Printer	-				
Audit Fees	300.00	330.00	420.00	420.00	465.00
Internal Auditor	75.00	85.00	75.00	75.00	85.00
Insurance	2,221.90	2,350.00	2,547.06	2,547.06	2,800.00
Training	189.00	350.00	74.00	111.00	250.00
Travelling/Cllrs Expenses	157.10	200.00	89.10	118.80	200.00
Annual Meeting	77.33	100.00	53.93	53.93	75.00
Web-Site,Internet security,email,Teams, Microsoft	700.96	2,000.00	663.73	663.73	1,000.00
Wreath - remembrance Sunday	74.95	20.00	20.00	20.00	20.00
Bank Charges	72.00	80.00	54.00	72.00	80.00
Contingency Pension deficit fund	-				
	23,094.32	25,147.00	19,835.50	25,068.68	26,950.35
<i>Parish Room & Pavilion</i> Rates	41.47	50.00	21.92	21.92	24.00
Gas	204.46	240.00	400.36	859.18	900.00
Electric	317.04	560.00	198.43	268.96	350.00
Fire Extinguishers Check & Pavilion	74.29	200.00	89.29	89.29	100.00
Boiler Service & repairs	57.50	350.00	-	-	350.00
maintenance/improvements	892.18	1,000.00	182.83	-	6,000.00

Repair following vandalism	-	250.00			250.00
	1,586.94	2,650.00	892.83	1,239.35	7,974.00
PAYMENTS - CURRENT ACCOUNT	Actual to 31-03-2023	Draft Budget 2023-24	Actual to 31-12-2023	Predicted Outturn	Draft Budget 2024-25
<i>Ground Work</i> Chch Yard & Cemetery Grass	1,933.35	2,440.00	2,657.78	2,657.78	4,150.00
Chch Yard & Cemetery hedges	999.96	1,000.00	749.97	1,000.00	1,000.00
Recreation Ground A3	786.00	800.00	589.50	786.00	800.00
Gun Park A4	3,778.08	3,800.00	2,833.56	3,778.08	3,800.00
Allotments A5	1,740.00	1,740.00	1,305.00	1,740.00	1,740.00
Highstreet A6	1,149.96	1,150.00	862.47	1,149.96	1,150.00
Pond A7	1,299.96	1,300.00	974.97	1,299.96	1,300.00
Tree Work All	1,980.00	2,000.00		4,500.00	2,000.00
Additional Work	283.30	600.00		-	600.00
	13,950.61	14,830.00	9,973.25	16,911.78	16,540.00
<i>Allotments</i> Maintenance	671.72	1,000.00	425.38	600.00	1,000.00
Water Use	507.97	600.00	395.89	395.89	450.00
	1,179.69	1,600.00	821.27	995.89	1,450.00
<i>Leisure Fields</i> Maintenance	5,170.00	7,000.00	4,717.07	5,750.00	5,500.00
Vandalism Repairs	534.66	750.00	38.31	38.31	750.00
Bins & Dog Bins	-	90.00	623.02	623.02	90.00
Pond	-	500.00			500.00
Play Equipment Inspection	371.80	376.40	284.60	376.40	400.00
Parade	69.23	1,000.00			1,000.00
	6,145.69	9,716.40	5,663.00	6,787.73	8,240.00
<i>Community Services</i> Village Caretaker	9,961.12	10,400.00	8,288.01	11,012.16	13,350.00
Employer NIC Contributions	-	-	186.39	248.51	388.41

Equipment	81.47	225.00	86.05	86.05	100.00
Toilet Supplies	62.79	75.00	122.96	130.00	130.00
SID - 2nd SID & pole	-	150.00			-
PAD Supplies	-	150.00			500.00
Highways Improvement Plan	-	10,000.00	170.00	1,190.00	10,000.00
	10,105.38	21,000.00	8,853.41	12,666.72	24,468.41
<i>Grants</i> Grants/Donations	1,427.00	1,500.00	1,000.00	1,500.00	1,500.00
Coffee Break	947.96	1,000.00	1,026.76	1,350.00	1,400.00
Section 137	-	-			
	2,374.96	2,500.00	2,026.76	2,850.00	2,900.00
<i>Church Yard</i> <i>Maintenance/works</i> Churchyard wall	-	1,000.00	670.00	670.00	1,000.00
Monument Safety - Memorial overpayment	110.00	2,000.00		-	2,000.00
	110.00	3,000.00	670.00	670.00	3,000.00
<i>Membership</i> KALC	676.82	690.00	696.13	696.13	720.00
Publications	-	-			
SLCC	111.00	120.00	119.00	119.00	130.00
ICCM	95.00	100.00	95.00	95.00	100.00
	882.82	910.00	910.13	910.13	950.00
<i>Events</i> Christmas Trees & Lights	217.83	300.00		250.00	300.00
Parish Council elections	-	2,000.00	231.17	231.17	500.00
Eastry Open Day/Communications/Events	290.00	850.00	97.92	280.00	850.00
	507.83	3,150.00	329.09	761.17	1,650.00
PAYMENTS - CURRENT ACCOUNT	Actual to 31-03-2023	Draft Budget 2023-24	Actual to 31-12-2023	Predicted Outturn	Draft Budget 2024-25
Contingency	-	7,610.71			4,567.47
Eastry sign letters	125.00				

New Bench - The Cross	-		1,159.00	1,159.00	
Professional fees - New Parish Rm	-	2,000.00			
Street Furniture	28.25	1,100.00			
	153.25	10,710.71	1,159.00	1,159.00	4,567.47
New Parish Room Capital	-	69,052.02			69,052.02
New Parish Room Revenue	-	62,000.00			62,000.00
Play equipment Gun Park	60,041.37	-			
VAT	14,258.11	-	883.72		
Reserves	-	13,800.00			14,150.00
Total	134,390.97	240,066.13	52,017.96	70,020.45	243,892.25
Bank Reconciliation at 31/12/2023					
Current A/c B/F	15,104.78				
Capital A/c B/F	144,129.35				
Petty cash	0				
Receipts	83,862.01	Current A/cs	10,618.91		
Payments	-52,017.96	Deposit A/cs	180,459.27		
	191,078.18		191,078.18		