



EASTRY PARISH COUNCIL

Thornton House, Thornton Lane, Eastry, Sandwich, Kent, CT13 0EU

Tel 01304 746036

To all members of the Parish Council

8th May 2024

You are hereby summoned to attend the Annual Parish Council Meeting of Eastry Parish Council to be held on Monday 13th May 2024 at 7.30pm at The Parish Room, for the purposes of transacting the following business.

Joanna Jones
Clerk to the Parish Council

AGENDA

1. ELECTION OF CHAIRMAN

2. APOLOGIES

To receive and approve apologies for non-attendance at the meeting

3. DECLARATIONS

To receive declarations of interests relating to matters included on the agenda.

The meeting will be closed so that members of the public can speak.

Members of the public are welcome to attend but can only speak during the designated timeslot.

4. ELECTION OF VICE CHAIRMAN

5. MINUTES OF LAST MEETING

To confirm the following minutes of the Parish Council

a) Minutes of the of the Planning Committee Meeting of the Parish Council held on 8th April 2024.

b) Minutes of the Ordinary Meeting of the Parish Council held on 8th April 2024.

6. COMMITTEES, WORKING PARTIES & DELEGATES

To select membership of the following committees

Committees

- a) Finance
- b) Planning

Working Parties

- a) Parish Room
- b) Leisure Fields
- c) Highway Improvement Plan
- d) Church Yard and Cemetery
- e) Communications

To nominate Councillors to undertake the following roles

Delegates

- a) Risk Assessment
- b) KALC x 2
- c) Village Hall Committee x 2
- d) Eastry Young Peoples Club x 1
- e) Footpath Officer/s
- f) Councillor Responsible for Finance
- g) Greville Homes
- h) Allotments
- i) SID Camera

7. REVIEW OF COUNCIL ASSETS AND INVENTORY

To review the inventory of land and assets including buildings and office equipment

8. REVIEW OF PROCESSES AND PROCEDURES

To review and adopt appropriate procedures – all on website

- a) Standing orders – Reviewed May 2018, new ones imminent
- b) Financial regulations - Jan 2016, new ones imminent
- c) Complaints Policy
- d) Freedom of Information Policy
- e) GDPR – May 2018
- f) Press Media policy
- g) Communication Policy
- h) Lone Worker Policy

9. ACTIONS FROM THE LAST MEETING

To receive information resulting from actions generated at the last meeting.

10. CORRESPONDENCE

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

- a) **Consultation Documents**

- b) **Newsletters and Circulars**
 - i) Neighbourhood Watch updates & Fraud Alerts
 - ii) KALC & NALC – News & CEO Bulletins

- c) **Other**
 - i) Village Hall - 3 Elective Officers required

11. HIGHWAYS

To discuss and agree actions relating to highways issues

- a) HIP
- b) Speed Campaign – Banners & Bin stickers
- c) Speedwatch
- d) Swaynes Way – Closed 19 April
- e) Woodnesborough Lane – Closed 13th June 9.30-3.30pm Openreach
- f) Gore Road & Woodnesborough Lane – closed 11th June 9.30am-2.30pm
- g) Mill Green – Closed 26th April
- h) Gore Lane – closed – 30th April – up to 10 days
- i) KCC - Highways Act 1980 Section 118 – Proposed Public Path Extinguishment Order at Shingleton Farm, Eastry, Kent, CT14 0JZ

12. FINANCE

To discuss financial matters affecting the council.

- a) Natwest deposit account interest – April £164.23
- b) Everflow – allotment water credit £118.55
- c) AGAR – External Auditors Mazars deadline 30th June
- d) KALC Membership renewal - £700.26 plus VAT, 23/24 £696.13 plus VAT
- e) ICCM Membership renewal £100
- f) Caretaker – Auto-enrolment Nest Pension Scheme

13. PAYMENTS

To resolve the approval of payments presented at this meeting

14. REPORTS

To receive written or verbal reports from:-

- a) **County Cllr** –
- b) **Dist Cllrs**
- c) **Parish Councillors**

- d) **New PC** – Jon Bowler report

15. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

- i) Coffee Mornings – May 10th & 24th
- ii) Annual Parish Meeting

b) Outside Events

- i) KALC Training events & Ordinary Meeting & AGM – 24th April – Minutes emailed

16. POND AND PARADE

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

- a) Public toilets – weekend caretaker resigned

17. ALLOTMENTS

To discuss matters raised about the Allotments

- a)

18. LEISURE FIELDS

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

a) Gun Park

- i) April Inspection report
- ii) Treeworks Contract
- ii) Eastry Football Club – Pavillion Electrics

b) Centenary Gardens Play Area

- i) One pole large split – Playdale sending Engineer out 27th May
- ii) April Inspection report

19. 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

b) Recreation Ground

c) Bowling Green & Parish Room

- i) Stratton Land Quote – Parish Room re-build
- ii) Bowling Club – Cracked breeze block wall

20. COMMUNICATION

To agree Council communication to the following media:-

- a) EVN - Deadline 14th May for June/July edition
- b) Web Site & Emails
- c) Communication Strategy

21. DATE OF NEXT MEETING

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

Scheduled 1st July 2nd September 7th October