



# EASTRY PARISH COUNCIL

3 Gore Terrace, Gore Road, Eastry, Sandwich, Kent, CT13 OLS  
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To all members of the Parish Council

4<sup>th</sup> May 2016

You are hereby summoned to attend the Ordinary Meeting of Eastry Parish Council to be held on Monday 9<sup>th</sup> May 2016 at 7.30pm at the Parish Room, Church Street, Eastry for the purposes of transacting the following business.

**Sarah Wells**  
Clerk to the Parish Council

## AGENDA

New Councillor to sign declaration of Acceptance of Office.

### **1. ELECTION OF CHAIRMAN**

To elect a Chairman to act for the coming year.

### **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.

### **4. ELECTION OF VICE CHAIRMAN**

To elect a vice chairman to act for the coming year.

### **5. MINUTES OF LAST MEETING**

To confirm the following minutes of the Parish Council

- a) Minutes of the Planning Committee Meeting held on 4<sup>th</sup> April 2016
- b) Minutes of the Ordinary Parish Council Meeting held on 4<sup>th</sup> April 2016

### **6. COMMITTEES, WORKING PARTIES & DELEGATES**

To select membership of the following committees

#### **Committees**

- a) Finance
- b) Planning
- c) Allotment Committee Reps x 2

#### **Working Parties**

- a) Leisure Fields
- b) Pond and Parade
- c) Church Yard and Cemetery

To nominate Councillors to undertake the following roles

#### **Delegates**

- a) Risk Assessment
- b) KAPC 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) Community Resilience and Emergency Planning Rep/s

### **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

- a) Standing orders - Last fully updated March 2016
- b) Financial regulations - Updated March 2016
- c) Complaints procedure
- d) Freedom of Information Act 2000 request handling
- e) Data Protection Act 1998 request handling
- f) Press Media policy
- g) Child Protection 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**

- i) Sandwich Sports and Leisure response to DDC – Indoor sports facility strategy

### **b) Newsletters and Circulars**

- i) KALC Parish News
- ii) Clerks and Councils Direct

### **c) Other**

- i) DDC - call for Brown Field Sites
- ii) Neighbourhood Forum Representative
- iii) KCC Community Warden – retired
- iv) Update from Eastry Ravens Football Club

## **11. HIGHWAYS**

To discuss and agree actions relating to highways issues

- a) Speed Indicator devise and mounting poles -

## **12. FINANCE**

To discuss and agree actions relating to any financial matters presented to the Council.

- a) Unity Trust Bank
- b) Environmental Engineers Pay review

## **13. ACCOUNTS**

To resolve the approval of payments presented at this meeting

## **14. FORTHCOMING EVENTS**

To discuss and agree actions relating to events

### **a) Council Events**

- i. 17<sup>th</sup> May 2016 Annual Parish Meeting

### **b) Outside Events**

- i) KALC Dover Area Committee Meeting – 27<sup>th</sup> April 2016
- ii) Queens 90<sup>th</sup> Birthday Street Parties
- iii) Police Parish Forum Invitation – 29<sup>th</sup> June 2016

## **15. POND AND PARADE**

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

## **16. ALLOTMENTS**

To discuss matters raised by the Allotments Management Committee.

## **17. LEISURE FIELDS**

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

### **a) Gun Park**

- i) Request from Bubbles Nursery for permission to put up a advertising sign in Gun Park

### **b) Allotments Play Area**

### **c) Correspondence**

## **18. 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**

### **b) Recreation Ground**

### **c) Bowling Green & Parish Room**

## **19. LONGTERM OUTSTANDING ITEMS**

- a) Car Park – New White Lines requested
- b) Parade Layby
- c) School Parking

## **20. REPORTS**

To receive written or verbal reports from:-

### **a) Dist Cllrs**

### **b) Parish Councillors**

## **21. COMMUNICATION**

To agree Council communication to the following media:-

### **a) Village News Letter – Jun/Jul**

### **b) Mercury Report**

### **c) Web Site**

## **22. DATE OF NEXT MEETING**

### **Scheduled dates of meetings**

17 <sup>th</sup> May 2016 Annual Parish Meeting	6 <sup>th</sup> Jun 2016	4 <sup>th</sup> July 2016	5 <sup>th</sup> Sept 2016
3 <sup>rd</sup> Oct 2016	7 <sup>th</sup> Nov 2016	5 <sup>th</sup> Dec 2016	