



EASTRY PARISH COUNCIL

3 Gore Terrace, Gore Road, Eastry, Sandwich, Kent, CT13 OLS
Tele 01304 614320

To all members of the Parish Council

7th May 2013

You are hereby summoned to attend the **Annual Meeting** of Eastry Parish Council to be held on Monday 13th May 2013 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 serve for the coming year.

Chairman to Sign declaration of acceptance of office

2. DECLARATIONS OF INTEREST

To receive declarations of interest relating to matters included on the agenda

3. APOLOGIES

To receive and approve apologies for non attendance at the meeting

4. ELECTION OF VICE CHAIRMAN

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

5. POLICE LIASION

To receive written or verbal reports from the Community warden and PCSO

6. COMMITTEES & DELEGATES

To select membership of the following committees

Committees

- a) Risk Assessment Committee
- b) Church Yard and Cemetery
- c) Planning
- d) Allotment Committee Reps x 2
- e) Leisure Fields
- f) Finance

To nominate Councillors to undertake the following roles

Delegates

- a) KAPC x 2
- b) Village Hall Committee x 2
- c) Eastry Young Peoples Club x 1
- d) Footpath Officer/s
- e) Sandwich Neighbourhood forum
- f) Councillor responsible for Finance
- g) Village News Rep

7. REVIEW OF PROCESSES AND PROCEDURES

To review and adopt appropriate procedures

- a) Standing orders
- b) Financial regulations
- 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

8. MINUTES OF LAST MEETING

To confirm the following minutes of the Parish Council

- a) Minutes of the Planning Meeting 7.00pm 8th April 2013
- b) Minutes of the Ordinary meeting 7.30pm 8th April 2013

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) DDC – Public Consultation on Draft parks and Amenity Open Space Strategy
- ii) DDC – Public Consultation - Sandwich Neighbourhood Area
- iii) DDC – Worth Pre-Submission Neighbourhood Development Plan Consultation

b) News letters and Circulars

- i) Rural News
- ii) Clerks and Councils Direct
- iii) KALC – The Parish News

c) Other

- i) DCLG Survey on Localism for Parish and Town Councils
- ii) Neighbourhood Planning Support
- iii) National grid – Richborough Connection Project
- iv) R.A.G Chair – Thank you
- v) The Kent Environment and Community Network

11. HIGHWAYS

To discuss and agree actions relating to highways issues

- a) KCC – Public Rights of Way Clearance Contracts

12. PLANNING

To discuss and agree actions relating to planning issues

- a) Complaint about lorries from Ovenden's Site – Thornton Lane
- b) DOV/12/00877 – Roof Extension etc – 5 Boteler Cottages, Gore Lane – To committee 18-4-13
- c) TC/13/00034 – Fell one Walnut tree – St Mary's Church Hall, Church street – works may proceed
- d) DOV/13/00165 – Granted Permission – Erection of single storey extension – 2 Walnut Tree Cottage, Heronden Rd

13. STRATEGIC PLANNING & NEIGHBOURHOOD PLANNING

To discuss and agree a way forward for producing a strategic plan for the Parish Councils future activities

14. FINANCE

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

- a) Year End Account 2012/13
- b) Audit Form 2012/13

15. ACCOUNTS

To be distributed at the meeting.

16. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

- i) Annual Parish Meeting 21st May 2013

b) Outside Events

17. ALLOTMENTS

To discuss matters raised by the Allotments Management Committee.

18. LEISURE FIELDS

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

a) Gun Park

b) Pond

c) Picnic Site

d) Allotments Play Area

e) Correspondence

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

b) Recreation Ground

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 2013 Edition

b) Mercury Report

c) Web Site

22. DATE OF NEXT MEETING

To confirm the next meeting of the Parish Council
Annual Parish Meeting 21st May 2013

Scheduled dates for ordinary meetings

Mon 3rd Jun 2013

Mon 1st July 2013

Mon 9th Sept 2013

Mon 7th Oct 2013

Mon 4th Nov 2013

Mon 2nd Dec 2013

Members of the Press and Public Welcome