

**MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD AT THE
PARISH ROOM AT 7.30pm ON MONDAY 9th APRIL 2018**

Present: Councillors Nick Kenton (Chair) P Bailey M Jones C Boughton
 M Kemp A Barwick M Pemble B Read
 L Bevan-Powell

Sarah Wells Clerk to the Parish Council

2 Members of the Public

1. APOLOGIES

Cllrs Annie Wiles and Andrew Wiles

2. DECLARATIONS

None received.

The meeting was closed so the members of the public could speak.

Allotment play area – a petition had been started asking that the Wooden adventure trail be replaced by the Parish Council.

3. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary meeting of the Parish Council held on 5th Mar 2018 are duly signed by the Chairman as a true and correct record of the meeting.

4. ACTIONS FROM THE LAST MEETING

Pond and Parade

Parade – Bush and tree planted next to the wall – The tree had been cut back. **Action Discharged**

Upgrade the Computer to Windows Pro 10 so that data can be encrypted. – The Clerk was investigating. **Action Sarah Wells ongoing**

Highways

Street Lighting complaints – The Clerk had contacted DDC and KHS as agreed. **Action Discharged**

Street Lights– Boystown Place – The Clerk reported that this light is to be replaced. **Action Discharged**

Village Sign – The Clerk had had some new A's made. **Action Discharged**

Illegal parking outside the Chemist shop – The Clerk had contacted DDC parking enforcement. **Action Discharged**

Finance

PC Insurance – The Clerk had received two quotes. **Action Discharged**

Grant Application – Eastry Village Hall, Cooker – The Clerk had written to the Village Hall committee asking that budget and spending plans be included with any future grant application. **Action Discharged**

Forthcoming Events

a) Council Events

Annual Parish Meeting 15th May 2018 – The Clerk had invite the County Councillor and other speakers to attend. **Action Discharged**

Pond and Parade

Quote to paint Pond railings – The Quote had been accepted and the work begun. **Action Discharged**

Bowling Green & Parish Room

Architect quote to produce the documentation needed to apply for building regulation – Cllr Barwick was waiting for a quote.

Action Cllr Barwick ongoing

Communications**Village News Letter**

The editor had agreed to put the “We’re Watching You” campaign poster on the back of the EVN, they had declined the offer of £100.

Action Discharged

5. CORRESPONDENCE

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

a) Consultation Documents

- i) Consultation – Refresh of Kent Joint Municipal Waste Management Strategy – 27 Apr
- ii) Government consultation on the National Planning Policy Framework & Developer contributions
- iii) Public Spaces Protection Order

The above were noted by the members.

b) Newsletters and Circulars

- i) Clerks and Councils Direct

Noted by the members.

c) Other

- i) Kent Police – Rural Liaison Team
- ii) NALC Chief Executive’s Bulletin 9
- iii) Planning Appeal – Erection of detached outbuilding ancillary to the main dwelling – The Pines, Thornton Lane.
- iv) DOV/17/00876 – Erection 120 dwellings – Land east Woodnesborough Rd, Sandwich – to Committee 22-3-18

The above were noted by the members.

- v) Community Housing and Self-Build

It was agreed that a members of the Community Housing team should be invited to speak at the Annual Parish Meeting on 15th May 2018.

Action Sarah Wells

6. A CARETAKER FOR EASTRY

To discuss and agree actions related to employing the caretaker.

- a. Start date for Caretaker

RESOLVED the Caretaker should start on the 1st May 2018.

- b. Redundancy arrangements and final salary for Environmental Engineer

RESOLVED the Environmental engineer should be paid 30 weeks statutory redundancy.

Action Sarah Wells

RESOLVED the Environmental Engineer should be Paid in Lieu of Notice from 1st May to 22nd June. 8 Weeks in total.

Action Sarah Wells

- c. Equipment

RESOLVED the Clerk should purchase the necessary equipment.

Action Sarah Wells

RESOLVED the Clerk should purchase gifts for the Environmental Engineer and the Toilet Cleaning Contractor to show appreciation of their many years of service to the local community.

Action Sarah Wells

7. HIGHWAYS

To discuss and agree actions relating to highways issues

- a. KCC – Snow emergency and resulting damage to the highway network.

Noted by the members.

8. FINANCE

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

- a. Thank you letter from PCC ref Grant for Star refurbishment.

Noted by the members.

- b. 2017/18 Year End Accounts - Appendix A

RESOLVED the year end accounts should be adopted by the Council.

- c. 2018/19 Budget - Appendix B

The draft budget was discussed by the members, it was agreed that additional fund should be added for play areas.

RESOLVED the 2018/18 revised budget should adopted by the Council.

- d. Adoption of Risk Assessment – Appendix C

RESOLVED the draft risk assessment should be adopted. This did not include duties to be undertaken by the Caretaker, these need to be added. **Action Sarah Wells**

- e. PC Insurance two quotes received

RESOLVED the three year deal offered by Zurich Municipal should be accepted. **Action Sarah Wells**

9. ACCOUNTS

RESOLVED the following payment should be made

Card Payments	S Wells				
Postage		31.20			
Correx Board - Dog Fouling Signs		9.95			
Cable Ties - Dog Fouling Signs		1.99			
		43.14			
	M Pemble				
Coffee Break - Co-op		34.75			
Coffee Break -White Mill		11.00			
Coffee Break -White Mill		11.00			
		56.75			
Apr Payments			Cheque No		VAT
Environmental Engineer - Mar			STO UT	412.50	
Overtime for Toilet Servicing - 44 hrs at £7.50			BP	330.00	
Employers NI				8.35	
Toilet Cleaning Contract Mar		245.00			
Toilet Cleaning Supplies allowance Mar		5.00			
		250.00	STO UT	250.00	
Clerks Salary Mar 2018			STO UT	851.37	
H M Revenue and Customs Income Tax		17.80			
Employees NI		32.96			
Employers NI		37.90			
		88.66	STO UT	88.66	

Employers Pension Contribution	186.15			
Employees Pension Contribution	52.51			
	238.66	STO UT	238.66	
Harmer & Sons Ground Works - Feb		STO	687.00	114.50
Opus Energy - Parish Room Gas 5 Dec to 4 Jan		DD	32.64	1.55
Opus Energy - Parish Room Gas 5 Feb to 4 Mar		DD	34.84	1.66
Opus Energy - Parish Room Gas 5 Mar to 4 Apr		DD	28.72	1.37
Business Stream - Allotment water		DD	15.53	
British Gas - Parish Rm Elec Mtr 21656 19 Oct to 18 Jan		DD	24.02	1.14
British Gas - Parish Rm Elec Mtr 21610 19 Oct to 18 Jan		DD	66.99	
Leaf Tree Service - Gun Park		BP	650.00	
Mark Jones Tree Surgery - Bowling Green		BP	540.00	90.00
Wicksteed - Play area repairs		BP	2,690.92	448.49
DDC - Parish Room Rates		BP	79.87	
Churchyard and Cemetery Mowing Mar		BP	220.00	
ICCM Membership		BP	90.00	
Zurich Insurance		BP	1,951.75	
Allotment Keys		300032	14.00	2.33
A Marsden - Village Sign Letters		300033	27.45	
Transfer to NatWest Card Account			1,000.00	

RESLOVED the following Standing orders should be set up and run from April 2018 to March 2019

Clerks Salary		STO	898.17
HMRC		STO	73.42
KCC Pension Fund		STO	246.63
Harmer & Sons - Ground Work		STO	687.00
Trevor OKU - Cemetery and Churchyard Services		STO	220.00

10. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

i) WW1 Beacon Lighting 11-11-2018

WW1 Beacon Lighting 11-11-2018 – The Scout Committee have stipulated that the beacon must be in public view once it is erected. This makes finding a location within the School grounds more difficult. The Clerk to liaise with the Scout Committee.

Action Sarah Wells

ii) Annual Parish Meeting 15th May 2018 – Agree Agenda

a. Letter requesting Speeding be added to the Agenda

It was agreed parking, traffic and speeding should be added to the agenda.

Action Sarah Wells

Cllr Pemble and the Clerk to arrange the refreshments.

Action Sarah Wells & Cllr Pemble

b) Outside Events

i) KALC Dover Area Committee AGM – Wed 25th April 7.15pm

ii) KALC Dover Area Committee Meeting – Wed 25th April 7.30pm

Cllr Bailey to attend.

11. POND AND PARADE

Nothing to discuss.

12. ALLOTMENTS

The committee had met and asked that the contractor be asked to clear the fence line properly.

Action Sarah Wells

An open meeting was scheduled for Sunday 15th April 2018.

13. LEISURE FIELDS

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

a) Gun Park

There is a problem with dog fouling in the enclosed play area. The Clerk to email the Chairman with the details.

Action Sarah Wells

b) Allotments Play Area

The same problem had been reported in this enclosed play area.

c) Correspondence

Petition received ref the removal of the Wooden Adventure trail. Local resident had called a public meeting to try and form a community group with a view to improve leisure facilities in the Parish.

RESOLVED the Parish Council would support any community group that is properly formed, to that end Cllr Boughton and Jones would attend the meeting.

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

Gravel area on the left hand side of the Church doors. Cllr Boughton said he would lay additional gravel.

Action Cllr Boughton ongoing

b. Recreation Ground

Nothing to discuss.

c. Bowling Green & Parish Room

Waiting building regulations quote.

15. LONGTERM OUTSTANDING ITEMS**a) Cemetery Extension**

Cllr Kenton had spoken to the local resident about the purchase of the field to extend the Cemetery. Cllr Kenton to speak to the Land Agent

Action Cllr Kenton ongoing

b) Bench by the horse trough – KHS permission forms

Cllr Jones is still waiting for a response from KHS, it was agreed that County Cllr Chandler should be asked to chase.

Action Cllr Jones Ongoing

c) Footpath EE256 – Behind Whitewood Road

Cllr Jones had looked at the path and felt that its current route was that shown on the PROW map. Once the ground dries he will get it cut back so it can be maintained by a volunteer.

Action Cllr Jones ongoing

16. REPORTS

To receive written or verbal reports from:-

a) Dist Cllrs

Cllr Kenton reported on enforcement issues and litter on verges.

b) Parish Councillors

Cllr Bailey reported on the plans of the WW1 committee.

17. COMMUNICATION

To agree Council communication to the following media:-

a) Village News Letter

Annual Parish meeting report.

b) Mercury Report

Annual Parish Meeting

c) Web Site

As required.

18. DATE OF NEXT MEETING

The next meeting of the Parish Council will be the Annual meeting on Monday 14th May 2018.

Scheduled dates of meetings

14 th May 2018	15 th May Annual Parish Meeting	4 th Jun 2018	2 nd Jul 2018
3 rd Sept 2018	1 st Oct 2018	5 th Nov 2018	3 rd Dec 2018