

**MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD AT  
THE PARISH ROOM AT 7.30pm ON MONDAY 12<sup>th</sup> SEPTEMBER 2016**

<b>Present: Councillors</b>	N Kenton (Chairman)	M Pemble	B Read
	Annie Wiles	P Bailey	A Barwick
	L Bevan-Powell		

Sarah Wells Clerk to the Parish Council	Alison Beaumont Community Warden.
Dist Cllr Manion	2 members of the public    2 Reps from Hobbs Parker

### 1. APOLOGIES

Cllrs S Hooper, M Kemp, M Jones and Andrew Wiles

### 2. DECLARATIONS

None received

The meeting was closed for a report from the community warden. She reported that KCC had advertised for new wardens and interviews would take place soon, she believed that Eastry would be assigned a new warden, however how big an area they would be expected to cover was uncertain. The Warden had spoken to two groups in the Cemetery that were drinking.

The members then received a presentation from Hobbs Parker property consultants who had been engaged to produce plans for the proposed development at Gore Lane, Eastry. The initial plans were discussed and some suggestions made by the members.

The meeting re-opened at 8.30pm

### 3. MINUTES OF LAST MEETING

RESOLVED the minutes of the Planning Committee Meeting held at 7.00pm on 4<sup>th</sup> July 2016 are duly signed by the Chairman as a true and correct record of the meeting.

RESOLVED the minutes of the Ordinary meeting of the Parish Council held at 7.30pm on 4<sup>th</sup> July 2016 are duly signed by the Chairman as a true and correct record of the meeting.

### 4. ACTIONS FROM THE LAST MEETING

The Clerk had submitted an application asking for the listing of Eastry Hospital Building to be removed. **Action Discharged**

#### Correspondence

*Centenary Fields of Trust – Protecting valuable green spaces across the Country* – The Clerk had circulated the documentation. **Action Discharged**

#### Highways

*Bench by the horse trough KHS permission forms* – Cllr Jones had sent in the forms and plans. **Action Cllr Jones Ongoing**

#### Pond and Parade

The Parade benches are in need of work as the wood is very warped and splintered, it was agreed that the original metal frames should be utilised as removing them would be very difficult and could cause damage to the paving. Cllr Jones to speak to some companies that specialise in woodwork. **Action Cllr Jones ongoing**

All the paving slabs were now secure. **Action Discharged**

**Leisure Fields****Gun Park**

A quote to extend the fencing that runs parallel to the Skate Park and Youth had been received and accepted between meetings. **Action Discharged**

**Church Yard & Cemetery**

*Extension to Cemetery* - Cllr Kenton had spoken to the local resident about the purchase of the field to extend the Cemetery. They had agreed that a meeting with the Council would be useful, Cllr Kenton to arrange. **Action Cllr Kenton ongoing**

Reports of youths drinking in the Church had been reported to the PCSO. **Action Discharged**

**Recreation Ground**

A no parking sign had been attached to the gates. **Action Discharged**

**Communications**

Cllr Jones suggested that the Council implement an email information service for local residents that sign up to the service, this would allow fast communications to local residents. He would speak to David Carr to see if the current web site was able to facilitate this service. **Action Cllr Jones ongoing**

**Reports**

*Cllr Read – Youth Club provision of bin* – The bin had been installed. **Action Discharged**

**5. CORRESPONDENCE**

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

**a) Consultation Documents**

- i) KCC – Local Transport Plan Consultation – by 30<sup>th</sup> Oct 2016
- ii) Highways England – Managing freight vehicle through Kent – by 23 Sept

The above were noted by the members, however they did not wish to respond.

**b) Newsletters and Circulars**

- i) Clerks and Council Direct
- ii) The Parish News

The above were noted by the members.

**c) Other**

- i) Kent Police – Illegally parked HGVs
- ii) Historic England – Delisting of Hospital Building rejected.

The above were noted by the members.

**6. HIGHWAYS**

To discuss and agree actions relating to highways issues

- a) SID Quotation £7,352.95 for 4 posts and SID unit (£2,500 has been promised from the KCC member)

RESOLVED the council go ahead with the scheme, however they did not feel it was necessary to have two posts in Lower Street. The Clerk to liaise with Kent Highways Services.

**Action Sarah Wells**

**7. FINANCE**

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

**a) Utility Bills**

The Clerk reported that the payments she had set up to pay the Gas and Electricity Bills before she went on holiday had not been authorised by Councillors and had expired. Due to this British Gas had imposed a non-payment fee. All outstanding money had been paid as soon as the Clerk returned from leave, however British Gas had put the outstanding debt of £99.66 out to a collection agency.

RESOLVED in future the Parish Council Gas, Electricity and Water bills should be paid by direct debit. The Mandates were signed.

The Clerk asked that all members ensure they could access and authorise payments via the Unity Trust Account.

**Action Councillors**

b) *Unity Trust – withdrawal of Alto card*

An application form for a debit card on the NatWest current account had been received. The Clerk was concerned that the Current account is linked to the savings account and she is authorised to transfer money between the accounts. She felt this would be an unacceptable risk to the council's financial position.

It was suggested that a second current account be opened not linked to the other accounts that could be used purely for petty cash and coffee break refreshments, The Clerk to enquire with Natwest.

**Action Sarah Wells**

## 8. ACCOUNTS

RESOLVED the following payment should be paid, proposed by Cllr Barwick and seconded by Cllr Bailey.

<b>Receipts Jul &amp; Aug</b>				
Funeral	550.00			
Memorial	50.00			
	<b>600.00</b>			
<b>Card Payments Jul &amp; Aug</b>				
S.Wells	<b>0.00</b>			
<b>Aug Payments</b>		<b>Cheque No</b>		<b>VAT</b>
Environmental Engineer - Jul		STO	398.75	
Toilet Cleaning Contract Jul	245.00			
Toilet Cleaning Supplies allowance Jul	5.00			
	<b>250.00</b>	STO	250.00	
Clerks Salary Jul 2016		STO	781.47	
H M Revenue and Customs Income Tax	0.95			
Employees NI	21.43			
Employers NI	24.10			
	<b>46.48</b>	STO	46.48	
Employers Pension Contribution	132.70			
Employees Pension Contribution	46.78			
	<b>179.48</b>	STO	179.48	
<b>Sept Payments</b>				
Environmental Engineer - aug		STO	398.75	
Toilet Cleaning Contract ug	245.00			
Toilet Cleaning Supplies allowance Aug	5.00			
	<b>250.00</b>	STO	250.00	
Clerks Salary Aug 2016		STO	781.47	
H M Revenue and Customs Income Tax	0.95			
Employees NI	21.43			
Employers NI	24.10			
	<b>46.48</b>	STO	46.48	

Employers Pension Contribution	132.70			
Employees' Pension Contribution	46.78			
	<b>179.48</b>	STO	179.48	
KCC Legal Fees - May 2015 - Jun 2016	594.00			99.00
KCC Legal Fees - Jul 2016	21.60			3.60
	<b>615.60</b>	UT Transfer	615.60	
Sandwich Mowers - Stimmer Parts		UT Transfer	31.62	5.27
Spectrum Safety - Fire Exting Checks - pavilion	70.74			11.79
Spectrum Safety - Fire Exting Checks - parish Room	65.16			10.86
	<b>135.90</b>	UT Transfer	135.90	
British Gas - Electricity Mtr 1		UT Transfer	22.75	1.08
British Gas - Gas		UT Transfer	49.66	2.36
British Gas - Electricity Mtr 2		UT Transfer	30.26	1.44
Village Hall hire -Apr to Jun		UT Transfer	286.00	
AJL Garden services - Jul and Aug		UT Transfer	1,227.64	
British Gas - Late payment fee		UT Transfer	45.00	
Safeplay Playground services Ltd		UT Transfer	72.00	12.00
Coffee Break refreshments		300018	79.11	

## 9. FORTHCOMING EVENTS

To discuss and agree actions relating to events

### a) Council Events

### b) Outside Events

- i) KALC Training Events – Allotment Law and Management  
An Introduction to Finance for local councils  
Annual Finance Conference

## 10. POND AND PARADE

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

- a) Cllr Barwick reported that all the no skateboarding signs had now been removed. It was felt that any news signs would also be taken down which may lead to damage to the brick work. The Clerk to ask the Butchers if a sign could be placed on the inside of his window.

**Action Sarah Wells**

## 11. ALLOTMENTS

To discuss matters raised by the Allotments Management Committee.

- i) Allotment training 28-9-16 £60 + VAT

RESOLVED the Clerk should attend the Allotment management event on the 28<sup>th</sup> Sept 2016 at the cost of £60.00 + VAT.

- ii) Allotments

Cllr Baily reported that a number of long term allotment holders were giving up there plots as they were unable to continue working them, this means there are a lot of vacant plots. There are also two vacancies on the allotment committee that will need filling. There is an open meeting on the 21<sup>st</sup> Sept.

Some allotment holders were concerned about the speed of traffic using the may Mills entrance and that walkers were trying to use the May Mills entrance as a through route to the Gun Park. The Allotment Committee had suggested a 5 mph sign and a no access to Gun Park Sign. This was discussed however there is nowhere to put a sign at the start of the access road.

**12. LEISURE FIELDS**

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

**a) Gun Park**

- i) Operational Inspections play areas

Noted by the members.

- ii) Fields of Trust – Protecting Recreational Land

Having read the documentation it was felt that no further action should be taken.

- iii) Legal action following an accident on the footpath running parallel to Wilmott Place.

The Clerk reported that KCC and DDC had settled the claim.

RESOLVED now the legal action has been settled the Clerk to apply to have the path added to the PROW definitive map. **Action Sarah Wells**

**b) Allotments Play Area**

Nothing to discuss.

**c) Correspondence**

None received.

**13. 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**

Mowing was discussed as a complaint had been received, several members had inspected the site and were happy with the level of service provided by the contractor. However it had been 5 years since the contract for all ground work had been put out for tender. The Clerk to send the spec out for tender for 2017-2021. **Action Sarah Wells**

**b) Recreation Ground**

Nothing to discuss.

**c) Bowling Green & Parish Room**

- i) Letter Ref proposal for new building

Cllr Barwick felt that following the input from local residents and the lack of practical support from the bowls club that the new building should be reduced in size. This was agreed, Cllr Barwick to arrange for new plans to be drawn up. **Action Cllr Barwick**

**14. LONGTERM OUTSTANDING ITEMS**

- a) Car Park – New White Lines requested

The Carpark had been remarked.

- b) Parade Layby

The scheme had been advertised and was going ahead.

- c) School Parking

This problem is ongoing.

## **15. REPORTS**

To receive written or verbal reports from:-

### **a) Dist Cllrs**

Cllr Manion gave a report on matters currently taking place in the Dover district including parking strategy and the local transport plan. Cllr Kenton reported on the progress of the Dover Sports Centre project and improvements being suggested for Sandwich Town.

### **b) Parish Councillors**

## **16. COMMUNICATION**

To agree Council communication to the following media:-

### **a) Village News Letter**

SID unit and posts.

### **b) Mercury Report**

There is no correspondent at the moment.

### **c) Web Site**

As required.

## **17. DATE OF NEXT MEETING**

### **Scheduled dates of meetings**

3<sup>rd</sup> Oct 2016 7<sup>th</sup> Nov 2016 5<sup>th</sup> Dec 2016

The meeting closed at 9.27pm