

**MINUTES OF THE ANNUAL MEETING OF EASTRY PARISH COUNCIL HELD AT THE
PARISH ROOM AT 7.30pm ON MONDAY 18th MAY 2015**

Present: Councillors N Kenton (Chairman) B Read A Barwick M Kemp
 P Bailey A Wiles M Pemble M Jones

Sarah Wells Clerk to the Parish Council Dist Cllr Manion

Those Councillors present signed their Declaration of Acceptance of Office

1. ELECTION OF CHAIRMAN

RESOLVED Cllr Kenton is elected as Chairman. Proposed by Cllr Wiles and seconded by Cllr Bailey. The Chairman signed the Declaration of Acceptance of Office.

2. APOLOGIES

Cllrs S Hooper & L Bevan-Powell. PCSO Tony Edwards,

3. DECLARATIONS

Cllr Jones declared a prejudicial interest in 14 Accounts as the recipient of a payment.

4. ELECTION OF VICE CHAIRMAN

RESOLVED Cllr Wiles is elected as Vice Chairman. Proposed by Cllr Bailey and seconded by Cllr Pemble.

5. POLICE LIASION

PCSO Edwards had sent a written report.

6. COMMITTEES & DELEGATES

To select membership of the following committees

Committees

a) Church Yard and Cemetery

M Kemp S Hooper M Pemble B Read

b) Planning

S Hooper M Pemble M Kemp B Read P Bailey
A Barwick N Wickham L Bevan Powel M Jones

c) Allotment Committee Parish Council Reps x 2

M Kemp M Pemble

d) Finance

N Kenton A Barwick M Pemble N Wickham A Wiles P Bailey M Jones

e) Leisure Fields

There was some discussion about the responsibilities of the Leisure Fields committee; it was felt that it covered a very large and diverse area. At the moment it covers Gun Park, Centenary Gardens play area and the pond as well as having a watching brief on the parade and area behind the bus shelter.

Although also open space the recreation ground is currently the responsibility of the Church Yard and Cemetery committee due to its location.

18-05-15

RESOLVED the areas currently under the leisure field’s umbrella should be split between two committees.

The Pond and Parade Committee – Responsible for The Pond, Parade and area behind the bus shelter.

A Barwick M Kemp Pond Warden

Leisure Fields Committee – responsible for Gun Park, Centenary Gardens play area and the Area behind Mill Green.

S Hooper B Read N Wickham

Delegates & Responsible members

- a) Risk Assessment M Jones & A Barwick
- b) KAPC x 2 S Hooper
- c) Village Hall Committee x 2 M Pemble & A Barwick
- d) Eastry Young Peoples Club x 1 B Read
- e) Footpath Officer/s S Hooper & B Read
- f) Councillor responsible for Finance A Wiles
- g) Community Resilience and Emergency Planning M Jones

7. REVIEW OF PROCESSES AND PROCEDURES

To review and adopt appropriate procedures

- a) Standing orders

Adopted in July 2012, the Clerk reported that due to recent changes in legislation a new model code had now been published.

- b) Financial regulations

Due to the changes in the two signatory rules a new set of model regulations had been published.

RESOLVED the new models for a and b should be reviewed by the Finance Committee and new Standing Orders and Finance Regulations be drawn up. **Action Sarah Wells & Finance Committee**

- c) Complaints procedure

Reviewed no changes needed.

- d) Freedom of Information Act 2000 request handing

Reviewed no changes needed.

- e) Data Protection Act 1998 request handing

Reviewed no changes needed.

- f) Press Media policy

Reviewed no changes needed.

- g) Child Protection Policy

Reviewed no changes needed.

8. MINUTES OF LAST MEETING

RESOLVED the minutes of the Planning Committee Meeting held on 13th April 2015 are duly signed by the Chairman as a true and correct record of the meeting.

RESOLVED the minutes of the Ordinary Parish Council Meeting held on 13th April 2015 are duly signed by the Chairman as a true and correct record of the meeting.

9. ACTIONS FROM THE LAST MEETING

Allotments

Use of area behind Mill Green - It was suggested the area could be used as a wild flower meadow and opened to the public. It was agreed the gates should be locked open and the area regularly strimmed

Action Sarah Wells Ongoing

Pond

Parrot Weed -Finding a licensed operator was proving difficult. The Clerk had contacted the Environment Agency; however they do not hold a list of licensed contractors. Cllr Hooper had contacted Hadlow College and was waiting for a response.

Action Cllr Hooper ongoing

Leisure Fields

Report from School ref Tree root damage to playground- The Clerk had contacted the head teacher asking for a written claim for the repairs to the playground, she had still not received any paperwork.

Action Discharged

Church Yard & Cemetery

The Clerk had not contacted Strutt and Parker to make an offer for the land as after examination of the site plan it had been ascertained that the area was much larger than estimated. The entire field was approximately 5 acres, 2.5 each side of the footpath. This would make the initial purchase more expensive than discussed.

It was agreed Cllr Kenton should go back to the local resident and discuss the matter in more detail.

Action Cllr Kenton ongoing

Community Resilience and Emergency Planning

The Clerk reported that some members of the community had come forward offering to help produce a emergency plan, it was agreed the clerk should arrange a meeting between these people and members of the Parish Council to discuss the possible development of a community resilience plan. Meeting to be called after the Parish Council Elections.

Action Sarah Wells ongoing

Litter - The Clerk had contacted DDC about the mechanical sweeper not operating properly. DDC officers had agreed to look into the matter and take any necessary actions.

Action Discharged

KHS fault reporting - An article had been submitted for the next Village News.

Action Discharged

Correspondence

Other

- i) *Adopt a Kiosk & Public Access Defibrillators*

BT had agreed to inspect the Kiosk.

Action Discharged

Highways

Speed Watch – The Clerk had submitted an article in the Village News asking for volunteers for a speed watch scheme.

Action Discharged

Finance

Ground Work Contract 2016/17 – The Clerk had extended the contract for the 2016/17 season.

Action Discharged

Toilet Cleaning Contract - The Standing Order had been increased.

Action Discharged

Allotments

The Clerk had been unable to source a cabinet tall enough to store the brush cutter. **Action Discharged**

Leisure Fields

Gun Park

Quote to clear vegetation overhanging allotments and encroaching on fence – This quote had been accepted. **Action Discharged**

Stump adjacent to Youth Club Building – The stump had been removed.

Action Discharged

Lots of bottle and cans (alcoholic) left in the teen shelter - The Clerk had informed the PCSO.

Action Discharged

Churchyard & Cemetery

Recreation Ground

Request from PCC to use recreation ground and parish room for events – The Clerk had informed the PCC that the recreation ground and parish room could be used, provided the Bowling Club do not need the room for matches. Parking on the recreation ground only to be permitted if the weather permitted, and the PCC would be liable to any damage to the fences. **Action Discharged**

Request from Rainbows to use the Recreation ground to practice erecting tents – The Clerk had responded to the Rainbows as agreed. **Action Discharged**

10. CORRESPONDENCE

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

a) Consultation Documents

None received.

b) News letters and Circulars

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

Noted by the members.

c) Other

- i) Adopt a Kiosk

The Clerk was still waiting for a response from BT.

- ii) Public Access Defibrillators

Some of the members were concerned that the Kiosk was not the best place for a PAD. It was felt that a more visible location such as the Village Hall, Pharmacy or Doctors surgery would be more accessible. It was agreed the Clerk should contact the above and ask if they would be willing to have an external cabinet attached to their building and pay for the electricity needed to maintain the cabinet.

Action Sarah Wells

- iii) Sale of Housing Association Properties

Email from a retired Parish Councillor ref the possible change in government policy to allow the sale of exception scheme housing stoke. The members agreed to monitor the situation. The Clerk to respond.

Action Sarah Wells

18-05-15

11. FLOODING

The Clerk had met with one of the residents of Brook Street and let him know that if local residents were happy to undertake the investigation the Parish Council would support them. **Action Discharged**

12. HIGHWAYS

The introduction of parking restrictions in the lay-by on the parade – The Clerk had spoken to the officer responsible at DDC on numerous occasions, she had also sent emails but as yet no action had been taken by DDC. It was agreed Cllr Kenton would speak to a more senior officer.

Action Cllr Kenton**13. FINANCE**

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

a) 2014/15 Audit Form

i) Section one - Adopt accounts

RESOLVED the year end accounts for 2014/15 should be adopted by the Councils. See Appendix A

ii) Section two Annual Governance Statement

RESOLVED the annual governance statement should be approved by the Council.

b) 2015/16 Grants

RESOLVED grant invitations should be invited from village groups and organisations, closing date for Grants to be 30th September 2015.

Action Sarah Wells

c) Appointment of independent auditor for 2015/16

RESOLVED Mr E Price should be appointed as the Councils independent Auditor for 2015/16. The Clerk to send an appointment letter.

Action Sarah Wells

d) Town and Parish Councils Quadrennial Review – Do the members wish to pay the parish allowance.

RESOLVED the members did not wish to pay the Parish Allowance.

RESOLVED Councillors would be entitled to claim travelling expenses for attending meetings or events outside the parish on behalf of the Council. Mileage to be paid in line with current Inland Revenue rates.

14. ACCOUNTS

RESOLVED the following payment should be made, proposed by Cllr Wiles and seconded by Cllr Read, Cllr Barwick was the third signatory.

Receipts April

Precept and Housing Grant 49,175.88
49,175.88

Petty Cash expenditure April

None

		Cheque		
		No	Amount	VAT
Mar Additional Payments Signed at APM				
Zurich Insurance - PC Insurance		4773	1824.08	
Hutchings Timber - Marker Posts Allotments		4774	48.60	8.10
DDC - Parish Room Rates		4775	74.94	
P S Heating & Plumbing Parish Rm boiler service -				
Replacement Cheque		4776	60.00	
Sandwich Mowers		4777	774.14	129.02
May Payments				
Environmental Engineer - Apr 5		STO	398.75	
Toilet Cleaning Contract Apr	175.00			
Toilet Cleaning Supplies allowance Apr	8.00			
	183.00	STO	183.00	
AJL garden Services - Apr		STO	638.82	
Clerks Salary Apr 2015		STO	787.41	
H M Revenue and Customs Income Tax	0.11			
Employees NI	16.33			
Employers NI	11.70			
	28.14	STO	28.14	
Employers Pension Contribution	132.70			
Employees Pension Contribution	46.78			
	179.48	STO	179.48	
Coffee Break - Refreshments		4785	52.56	
G Boorman - Installation of 2 x New Benches Gun park and remove and refit one bench Church Yard		4786	556.70	
British Gas Electricity Parish Rm Meter 1	47.98			
Meter 2	84.60			
	132.58	4787	132.58	
Village Hall Hire Coffee Break x 12 Jan to Mar	264.00			
1 X APM	22.00			
	286.00	4788	286.00	
Mark Jones Tree Surgery - Removal of stump Gun park		4789	84.00	14.00

18-05-15

15. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

- i) Community Warden – Retirement Event.

RESOLVED a retirement event would be held at Coffee Break on Friday 3rd July for Bob Priestley.

b) Outside Events

- i) Police Parish Forum – Wed 27th May 7-9pm – Whitfield Village Hall – RSVP
Wed 11th Nov 7-9pm – Sandwich Guildhall –RSVP

Noted by the members.

- ii) South East Coast Ambulance Service – You Call 2015 – Wed 27th May, holiday Inn Ashford

Cllr Jones said he may be able to attend.

- iii) RHS Preview at Hadlow College – 28th May 2015 at 11am.

Cllrs to RSVP if they wished to attend.

16. ALLOTMENTS

To discuss matters raised by the Allotments Management Committee.

- a) Storage of brush cutter

As it had not been possible to find a suitable storage cupboard for the brush cutter it was agreed that an existing office cabinet should be adapted to allow its use for storage. **Action Sarah Wells**

17. LEISURE FIELDS

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

a) Gun Park

The members were very concerned that despite contacting the School on several occasions they had still not received an official claim for damage caused to the play ground by tree roots, the members are keen to get this problem resolved, but are unable to act or get the insurance company involved until a claim is made by either the school or KCC. The Clerk to ask the head teacher who to contact at KCC.

Action Sarah Wells

Cllr Wickham said that she had received a lot of positive feedback about the new benches. She also reported that there was a piece of angle iron sticking out of the ground by the gap in the graffiti wall. She was concerned about this and the fact that it was now possible to for children to pass from Gun Park onto the driveway leading to the Youth Club building. She reported that vehicles travelled along this drive at speed and there was concern for children's safety.

The Clerk to write to the owners of the Bubbles Nursery asking that they speak to there clients about the speeding vehicles. She would also arrange to have the dangerous angle iron removed.

Action Sarah Wells

The Leisure Field Committee to meet and discuss the gap in the graffiti wall. **Action Sarah Wells**

b) Pond

Cllrs Barwick and Kemp asked for a copy of the ground work schedule for the pond.

Action Sarah Wells

c) Allotments Play Area

Nothing to discuss.

d) Parade

Some loose paving stones and some rot on one of the bench seats had been reported, the Clerk had asked the handy man to deal.

e) Correspondence

None received.

18. CHURCHYARD AND CEMETERY**a) Churchyard & Cemetery**

Cllr Kemp reported that the lock on the Cemetery Store had been broken. He also said some of the graves needed topping up. The Clerk to contact the Grave digger. **Action Sarah Wells**

b) Recreation Ground

Nothing to discuss.

c) Bowling Green & Parish Room

Cllr Barwick reported that the plans were nearly ready but that input from the conservation office would be helpful. Cllr Kenton said the conservation officer had now retired, but that if he had a copy of the plans he would take them into the Planning department and to see if advice could be obtained.

Action Cllr Kenton

The Girl Guides had asked if they could start using the Parish Room for meetings as there numbers had outgrown the Parish Hall. The members were happy with this, it was agreed that no charge would be made for the use of the hall. The Clerk to inform the Guide leader. **Action Sarah Wells**

19. REPORTS

To receive written or verbal reports from:-

a) Dist Cllrs

Cllr Manion and Kenton gave a brief report.

b) Parish Councillors

Cllr Jones asked about the heavy traffic using Thornton Lane, the Chairman explained that this matter had been referred to DDC on several occasions, however as the site had been in operation for many years there were no hours of operation attached to the planning conditions.

20. COMMUNICATION

To agree Council communication to the following media:-

a) Village News Letter – Aug/Sept 2015

Grant invitation and New Cllr details.

Action Sarah Wells and Cllr Jones

b) Mercury Report

Grant Invitation

c) Web Site

Grant Invitation

21. DATE OF NEXT MEETING

The next meeting of the Council will be the Ordinary meeting on Monday 1st Jun 2015.

Scheduled dates of meetings

Mon 6th Jul 2015 Mon 14th Sept 2015 Mon 5th Oct 2015 Mon 2nd Nov 2015 Mon 7th Dec

The meeting closed at 9.20pm