

**MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD AT
THE PARISH ROOM AT 7.30pm ON MONDAY 13th MAY 2013**

Present: Councillors	J Gardiner	N Kenton (Chairman)	A Wiles
	A Barwick	M Pemble	N Wickham
	S Mitchell	B Read	M Kemp (part)

Sarah Wells Clerk to the Parish Council

2 Members of the Public

N. Wickham signed the declaration of acceptance of office.

1. ELECTION OF CHAIRMAN

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

2. APOLOGIES

Cllrs S Hooper and C Kennedy Harper. Cllr Kemp would be late due to work commitments
Mr R Priestley Community Warden

3. DECLARATION OF INTEREST

No declarations received.

4. ELECTION OF VICE CHAIRMAN

RESOLVED Cllr Wiles is elected as Vice Chairman. Proposed by Cllr Kenton and seconded by Cllr Read.

5. POLICE LIASION

PCSO Gary Faulkner had been reassigned to another area; a permanent replacement had not been allocated yet. A written report had been received from the Community Warden.

6. COMMITTEES & DELEGATES

To select membership of the following committees

Committees

a) Risk Assessment Committee

S Hooper	M Pemble	M Kemp	B Read	J Gardiner	N Wickham
A Wiles	N Kenton	A Barwick	S Mitchell		

b) Church Yard and Cemetery

J Gardiner	M Kemp	S Hooper	M Pemble
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c) Planning

S Hooper	M Pemble	M Kemp	B Read	J Gardiner
A Barwick	S Mitchell	N Wickham		

d) Allotment Committee Parish Council Reps x 2

Kemp	Pemble
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e) Leisure Fields

S Hooper	J Gardiner	B Read	M Kemp	M Pemble
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f) Finance

N Kenton	A Barwick	A Wiles	M Pemble	J Gardiner	N Wickham
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Delegates

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|---------------------------------------|----------------------|
| a) KAPC x 2 | S Hooper & N Wickham |
| b) Village Hall Committee x 2 | M Pemble & A Barwick |
| c) Eastry Young Peoples Club x 1 | B Read |
| d) Footpath Officer/s | S Hooper & B Read |
| e) Councillor responsible for Finance | A Wiles |
| f) School Governor | A Wiles |

7. REVIEW OF PROCESSES AND PROCEDURES

To review and adopt appropriate procedures

- a) Financial regulations

To be reviewed by the risk assessment committee as part of the assessment of all Parish Council operations.

- b) Standing orders

Adopted in July 2012 no changes required.

- c) Complaints procedure

Reviewed and slight changes agreed, see adopted document at Appendix A.

- d) Freedom of Information Act 2000 request handling

Reviewed and slight changes agreed, see adopted document at Appendix A.

- e) Data Protection Act 1998 request handling

Reviewed and slight changes agreed, see adopted document at Appendix A.

- f) Press Media policy

No changed required.

- g) Child Protection Policy

No changed required.

8. MINUTES OF LAST MEETING

RESOLVED, that the minutes of the Planning Meeting held on 8th April 2013, be duly signed by the Chairman as a true and correct record of the meeting.

RESOLVED, that the minutes of the Ordinary Meeting held on 8th April 2013, be duly signed by the Chairman as a true and correct record of the meeting.

9. ACTIONS FROM THE LAST MEETING**Registration of Community Assists**

The nomination forms for the rest of the sites had been completed, and were waiting for the Chairman to speak to the shop holders before they were forwarded to DDC. **Action Cllr Kenton**

The Clerk reported that she had now read the full legislation and was unsure if some of the premises originally identified would fit the criteria as they were incorporated in residential properties. She would check with DDC. **Action Sarah Wells**

Correspondence

Response from DDC ref Sewage Sludge – A meeting had been arranged for Mon 20th May 2013.

Action Discharged

DDC – Collective Energy Switching – Energy Deal – A speaker would be attending the APM to introduce the scheme. **Action Discharged**

KALC Community Awards Scheme – The Clerk had registered the Council intention to join the scheme. **Action Discharged**

Letter refuses for Bull Inn - The Clerk had acknowledge receipt of the letter. **Action Discharged**

Finance

Quote for various tree works to 17 trees on PC Land – The Quote had been accepted. **Action Discharged**

KALC Membership renewal invitation - KALC membership had been renewed. **Action Discharged**

Leisure Fields

Gun Park

Annual Safety Inspection due - The Clerk had booked an accompanied inspection. **Action Discharged**

Review of Site meeting – Planting on Community Land

RESOLVED the Clerk to obtain a full copy of the Land registry deed to the Gun Park.

Action Sarah Wells ongoing

The members had met on site and seen the plants and path. It was agreed that the plants along the fence line did enhance the look of the boundary and could remain,

The clerk had written to the home owner asking that the path that had been laid on Gun Park land and the shrubs along the path be removed and the ground reinstated. **Action Discharged**

Churchyard & Cemetery

Response from Strutt and Parker ref Cemetery Extension

Strutt and Parker had asked how much land the PC wished to purchase and how much they would be willing to pay. It was agreed Cllr Kenton would investigate further. **Action Cllr Kenton Ongoing**

Recreation Ground

Request from PCC to use Recreation Ground for parking for Church Events – Cllr Barwick had inspected the recreations Ground and informed the PCC that it was not dry enough to allow parking.

Action Discharged

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

The above were discussed, no response was felt necessary.

b) News letters and Circulars

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

Noted by the members.

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

Noted by the members

11. HIGHWAYS

To discuss and agree actions relating to highways issues

- a) KCC – Public Rights of Way Clearance Contracts

The members were very concerned about this cut to a front line service at a time when health and wellbeing are being promoted by KCC. How are people to be encouraged to get out and about and take exercise in the countryside if footpaths are not being maintained?

RESOLVED the clerk to write to KCC and express there concern over these cuts. **Action Sarah Wells**

12. PLANNING

To discuss and agree actions relating to planning issues

- a) Complaint about lorries from Ovenden's Site – Thornton Lane

RESOLVED the Clerk to contact planning investigation to see what action could be taken.

Action Sarah Wells

- 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

Noted

13. STRATEGIC PLANNING & NEIGHBOURHOOD PLANNING

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

Cllr Mitchell had the updated questionnaire which he intended to present at the Annual Parish Meeting next week. Comments made by members had been incorporated into the new document. The document to be circulated to the members before next weeks meeting.

Action Cllr Mitchell

Cllr Kemp joined the meeting.

14. FINANCE

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

- a) Year End Account 2012/13

RESOLVED that the year end accounts be adopted by the members. See Appendix B

- b) Audit Form 2012/13

- i) Section 1 – Accounting statements

RESOLVED the accounts should be approved by the Council.

- ii) Section 2 – Annual Governance statement

RESOLVED the statement should be approved by the Council.

c) Quote for Parish Room repairs £367.00

RESOLVED the quote be accepted.

Action Sarah Wells

d) Parish room and Bowling Green Lease

The Clerk reported that she had received one quote for work so far Estimate of Legal Fees £1000-1500 + VAT. She would pursue other quotes.

Action Sarah Wells

15. ACCOUNTS

		Receipts April				
	Funeral Salter		150.00			
	Funeral Perkins		150.00			
			300.00			
				Cheque		
Paid between meetings				No	Amount	VAT
April Payments						
	Ovendens Tipper Service - Skip Bowling Green			4545	249.00	41.50
	Environmental Engineer - Apr Street Cleaning			4546	385.00	
	Toilet Cleaning Contract Mar	160.00				
	Mar Supplies	4.20				
		164.20		4547	164.20	
	AJL Garden Services - Apr Ground work & Pond Work			4548	623.23	
	Wicksteed - Swing seats			4549	187.49	31.25
	Coffee Break - Hall Hire Jan to Mar			4550	286.00	
	Clerks Salary April 2013			4551	758.83	
	H M Revenue and Customs Income Tax	0.00				
	Employees NI	16.64				
	Employers NI	13.33				
		29.97		4552	29.97	
	Employers Pension Contribution	109.6				
	Employees Pension Contribution	48.62				
		158.22		4554	158.22	
	Clerks Expenses					
	Telephone and Broadband 14 Apr ro 13 May 2013	17.50		4553	17.50	
	To pay					
	AJL Garden Service - Cemetery clear fallen tree				185.00	

16. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

i) Annual Parish Meeting 21st May 2013

Cllr Pemble and the Clerk to provide the refreshments.

ii) Christmas Trees

It was felt that an external power socket and a permanent bracket for the Christmas tree should be installed at the Village Hall, the Clerk to investigate and speak to the VHM Committee.

Action Sarah Wells

b) Outside Events

Nothing to discuss.

17. ALLOTMENTS

To discuss matters raised by the Allotments Management Committee.

Cllr Kemp reported that the work to install additional water infrastructure had started.

18. LEISURE FIELDS

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

a) Gun Park

Cllr Read reported that there is no drop kerb at the end of the footpath from Mill Lane where it comes out into Wilmot Place. The closest drop kerb is at the entrance to the Youth Club driveway.

She also reported that the footpath that runs parallel to the row of trees in Wilmot Place was being lifted by tree roots and could become hazardous if no action was taken.

RESOLVED KHS should be asked to inspect the path for hazards and install a drop kerb.

Action Sarah Wells

b) Pond

Nothing to discuss

c) Allotments Play Area

Nothing to discuss

d) Correspondence

i) Email From Simon Dundas – would like to donate a plant to area behind the bus shelter.

After some discussion it was agreed the members would look at the area and make a decision at the next meeting.

Action Councillors

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

Cllr Pemble had inspected the site and reported that the grave stones at the top of the Church Yard are being overgrown with Ivy. She also reported a lot of self sown sycamore trees had taken root.

RESOLVED a quote for the removal of the Ivy and sycamore suckers should be obtained from AJL Garden Services.

Action Sarah Wells

The Mole infestation was discussed.

RESOLVED mole replant bulbs should be purchased.

Action Sarah Wells

b) Recreation Ground

Nothing to discuss.

20. REPORTS

To receive written or verbal reports from:-

a) Dist Cllrs

Cllr Kenton gave a report on waste services and enforcement.

b) Parish Councillors

No reports received.

21. COMMUNICATION

To agree Council communication to the following media:-

a) Village News Letter – Jun 2013 Edition

Reductions in KCC PROW vegetation cutting contract. New Councillor to provide introductory note.

b) Mercury Report

APM if timescale permit

c) Web Site

Information as and when received.

22. DATE OF NEXT MEETING

Annual Parish Meeting 21st May 2013

Next ordinary Meeting Mon 3rd Jun 2013

Scheduled dates for ordinary meetings

Mon 1st July 2013 Mon 9th Sept 2013

Mon 4th Nov 2013 Mon 2nd Dec 2013

Mon 7th Oct 2013