

**MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD AT THE
PARISH ROOM AT 7.30pm ON TUESDAY 29th MAY 2018**

Present: Councillors Nick Kenton (Chair) P Bailey M Jones C Boughton
M Kemp A Barwick Annie Wiles

Sarah Wells Clerk to the Parish Council

1. ELECTION OF CHAIRMAN

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

2. APOLOGIES

Cllrs B Read, M Pemble & L Bevan-Powell. Cllr Andrew Wiles reason for absence, working away from home was accepted.

3. DECLARATIONS

None received.

4. ELECTION OF VICE CHAIRMAN

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

5. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary meeting of the Parish Council held on 9th Apr 2018 are duly signed by the Chairman as a true and correct record of the meeting.

6. COMMITTEES, WORKING PARTIES & DELEGATES

To select membership of the following committees

COMMITTEES

RESOLVED Committees should be made up as follows:-

a) Finance

Annie Wiles	Andrew Barwick	Margret Pemble	Mark Jones
Nick Kenton	Peter Bailey		

b) Planning

Andrew Barwick	Margret Pemble	Peter Bailey	Mark Jones	Nick Kenton
L Bevan-Powell	Bridget Read	Martin Kemp	C Boughton	

c) Allotment Committee Reps x 2

Martin Kemp	Margret Pemble
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WORKING PARTIES

RESOLVED working parties should be made up as follows:

a) Leisure Fields

B Read	M Kemp	M Jones	C Boughton
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b) Pond and Parade

M Kemp	A Barwick
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c) Church Yard and Cemetery

M Kemp	M Pemble	B Read	P Bailey	L Bevan-Powell
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DELIGATES

RESOLVED the following delegates were appointed

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

7. REVIEW OF COUNCIL ASSETS AND INVENTORY

The current inventory of land and assets including buildings and office equipment was reviewed and adopted by the Council.

8. REVIEW OF PROCESSES AND PROCEDURES

To review and adopt appropriate procedures

- a) Standing orders

A new model had been published in April 2018, the Clerk to review and recommend changes to the Council. **Action Sarah Wells**

- b) Financial regulations
- c) Complaints procedure
- d) Freedom of Information Act 2000 request handing
- e) Press Media policy
- f) Child Protection Policy

RESOLVED no changes should be made to b-f.

- g) Data Protection Act 1998 request handing

This had been replaced by the GDPR on 25th May 2018. The Clerk is working towards compliance with the new regs.

9. ACTIONS FROM THE LAST MEETING**GDPR**

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

Bowling Green & Parish Room

Architect quote to produce the documentation needed to apply for building regulation – The quote had been received. **Action Discharged**

Correspondence

Community Housing and Self-Build – Unfortunately a speaker had not been available for the Annual Parish Meeting. **Action Discharged**

Caretaker

Redundancy arrangements and final salary for Environmental Engineer – These had been calculated and paid. **Action Discharged**

Environmental Engineer Pay in Lieu of Notice- This had been calculated and paid. **Action Discharged**

Equipment – The Clerk had purchased the equipment and given it to the Caretaker. **Action Discharged**

Leaving gifts Environmental Engineer & Toilet Cleaning Contractor – These had been purchased and presented at the Annual Parish Meeting. **Action Discharged**

Finance

RESOLVED the Caretakers Risk assessment should be adopted by the Council. **Action Discharged**

PC Insurance - the three year deal offered by Zurich Municipal had been accepted. **Action Discharged**

Forthcoming Events

Annual Parish Meeting 15th May 2018 – The agenda had been distributed. **Action Discharged**

Annual meeting refreshments – These had been provided. **Action Discharged**

Allotments

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

Action Sarah Wells ongoing

Churchyard & Cemetery

Gravel area on the left hand side of the Church doors. Cllr Boughton had spoken to the vicar and he wanted grass in this area. The members did not feel this was practice as the area is too small to mow. It was agreed that no action should be taken at this time.

10. CORRESPONDENCE

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

a) Consultation Documents

- i) Government Consultation: unauthorised developments and encampments

Noted by the members.

b) Newsletters and Circulars

- i) Clerks and Councils Direct
- ii) Kent Police – Rural policing 29th April 2018
- iii) Rural Matters

Noted by the members.

c) Other

- i) NALC Chief Executive bulletins - Noted by the members.

11. HIGHWAYS

A number of overgrow footpaths were discussed, KHS are having trouble with their new contractors and hope the problems will be rectified soon.

Caretaker

Cllr Boughton had spoken to the Caretaker and he had suggested painting the toilets and cleaning the Carpark.

RESOLVED the Clerk should provide paint so the Toilets could be painted. **Action Sarah Wells**

The Clerk to contact DDC parking services and offer to clean there carpark if they would make the arrangements for the rubbish to be disposed of. **Action Sarah Wells**

The Caretaker also needed waterproof trousers, a blue recycle bin and wire cutters. The Clerk to order the additional equipment. **Action Sarah Wells**

12. FINANCE

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

a) Audit Form Section 1

- i) Consider the findings of the review by the members meeting as a whole

The Annual Governance Statement was examined by the members.

- ii) Approve the Annual Governance Statement

RESOLVED the Annual Governance Statement was approved by the Council.

b) Audit Form Section 2

- i) Consider the Accounting Statements by the members meeting as a whole;

The Accounting statements were examined by the Council.

- ii) Approve the Accounting Statements by resolution; and

RESOLVED the accounting statements was approved by the Council.

The Accounting Statements was signed and dated by the Chairman of the Council.

- c) Request from Kent Air Ambulance for financial aid.

Noted by the members, however the request did not meet the criteria for grants from the Parish Council.

13. ACCOUNTS**Card Payments****S Wells****VAT**

Glasdon - Skipper Trolley - Caretaker	292.06	65.34
TR&C Carpenter - Tools Caretaker	102.96	17.16
Parka Jacket and High vis vest - Caretaker	31.28	5.21
Asda - Annual Meeting refreshments	70.89	
Ink Cartridges	2.99	0.50
Flowers - 10th Anniversary Five Bells	47.51	
Toilet cleaning supplies - Caretaker	3.97	
Retirement Gift - Toilet Cleaner	40.00	
Retirement Gift - Environmental engineer	59.20	10.33
	650.86	

M Pemble

Coffee Break - Co-op	13.48
Coffee Break - Co-op	32.16
Coffee Break -White Mill	11.00
Coffee Break - Co-op	25.90
Coffee Break - Co-op	20.05
Coffee Break - Tesco	19.32
Coffee Break - Co-op	18.48
	140.39

RESOLVED the following payments should be made.**April Payments**

		Cheque No		VAT
Environmental Engineer - Apr	430.65			
Overtime for Toilet Servicing - 40 hrs at £7.83	313.20			
PILON	795.04			
	1,538.89			
Tax deducted	-168.80			
Redundancy Payment	2,981.40			
	4,351.49	BP	4,351.49	
Employers NI	115.49			
Tax	168.80			
HMRC	284.29	BP	284.29	
Toilet Cleaning Contract Apr	245.00	BP	245.00	
Clerks Salary Apr 2018		STO	UT	910.57
H M Revenue and Customs Income Tax	3.60			
Employees NI	36.48			
Employers NI	41.95			
	82.03	STO	UT	82.03
Employers Pension Contribution	196.17			
Employees Pension Contribution	55.33			
	251.50	STO	UT	251.50
Harmer & Sons Ground Works - Apr		STO	UT	687.00 114.50
Trevor OKU - Cemetery and Churchyard Services - Apr		STO	UT	220.00
Opus Energy - Parish Room Gas 5 Apr to 4 May 18		DD	UT	130.04 6.19
Business Stream - Allotment water 22 Jan - 2 Apr 18		DD	UT	12.21
British Gas - Parish Rm Elec Mtr 21656 19 Jan -18 Apr		DD	UT	23.53 1.12
British Gas - Parish Rm Elec Mtr 21610 18 Jan - 18 Apr		DD	UT	69.48
KCC Supplies - Stationery	42.00			7.00
KCC Supplies - Stationery	11.65			
	53.65		BP	53.65
KALC Membership			BP	700.49 116.75
Eastry Village Hall - Coffee break - Jan- Mar 18			BP	264.00
G Boorman - Pond fence painting			BP	563.00
Transfer to NatWest Card Account			BP	1,000.00
Allotment water repairs to pipe work		300034		15.89 2.65
May Payments				
Caretakers pay			BP	656.96
Clerks Salary May 2018		STO	UT	910.57
H M Revenue and Customs Income Tax	3.60			
Employees NI	36.48			
Employers NI	41.95			
	82.03	STO	UT	82.03
Employers Pension Contribution	196.17			
Employees' Pension Contribution	55.33			
	251.50	STO	UT	251.50
Harmer & Sons Ground Works - May		STO	UT	687.00 114.50
Trevor OKU - Cemetery and Churchyard Services - May		STO	UT	220.00

14. 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 had now stipulated that the beacon must be in public view and not within the school grounds once it is erected.

Cllr Jones to look in Gun Park for a location that would not be too close to trees.

Action Cllr Mark Jones

The Clerk to liaise with the Scout Committee to arrange a meeting to discuss locations.

Action Sarah Wells

b) Outside Events**i. KALC training events**

Noted by the members.

15. POND AND PARADE

No issues to discuss.

16. ALLOTMENTS

Cllr Bailey reported that following the accidental damage to the water supply, the Allotments Committee Chairman had worked very hard to repair the pipework, he wished the Parish Council thanks to be minuted.

17. LEISURE FIELDS

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

a) Gun Park**i) Complaint following a fall**

The Clerk had investigated and found that the accident had not happened on Parish Council land. It was agreed she should respond informing the complaint of this.

Action Sarah Wells

ii) Tree fallen – lifted fence

The Clerk reported that a small tree in Gun Park had fallen over and the roots had damaged a fence belonging to a house in Swains Way.

RESOLVED the damaged should be repaired at the Parish Councils expense.

Action Sarah Wells

b) Allotments Play Area

See below

c) Correspondence**a. Letter ref Allotments Play Area****b. Letter from Eastry Gun Park Community Group**

Following representations at the last Parish Council meeting the Eastry Gun Park Community Group had been formed and had asked to meet with the Council to discuss possible improvements to Village Play facilities.

RESOLVED Cllrs Kenton, Jones and Boughton would meet with the Committee. The Clerk to make the arrangements.

Action Sarah Wells

18. 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

Nothing to discuss.

b) Recreation Ground

Nothing to discuss.

c) Bowling Green & Parish Room

- i) Quote for work to progress New Parish Room project

The Clerk to get an additional quote.

Action Sarah Wells

19. 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 dry's he will get it cut back so it can be maintained by a volunteer.

Action Cllr Jones ongoing

20. REPORTS

To receive written or verbal reports from:-

a) District Cllrs

Cllr Kenton gave a brief report on DDC activities.

b) Parish Councillors

Cllr Bailey had attended the KALC AGM, he gave a report of the meeting.

21. COMMUNICATION

To agree Council communication to the following media:-

a) Village News Letter

A report on the Annual Parish Meeting had been submitted.

b) Mercury Report

As required.

c) Web Site

As required.

22. DATE OF NEXT MEETING

The next meeting of the Council will be the Ordinary meeting on Mon 2nd Jul 2018.

Scheduled dates of meetings

3rd Sept 2018

1st Oct 2018

5th Nov 2018

3rd Dec 2018