

**MINUTES OF THE ANNUAL MEETING OF EASTRY PARISH COUNCIL HELD AT
THE PARISH ROOM AT 7.30pm ON MONDAY 8th MAY 2017**

Present: Councillors

B Read	Andrew Wiles	P Bailey	N Kenton (Chair)
C Boughton	L Bevan-Powell	M Jones	M Pemble
M Kemp	A Barwick		

Sarah Wells Clerk to the Parish Council

1. ELECTION OF CHAIRMAN

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

2. APOLOGIES

Cllr Annie Wiles. Dist Cllr Steve Manion

3. DECLARATIONS

Cllr Read declared a prejudicial interest in the quotes for the Benches on the Parade as her husband's firm had quoted for the work.

4. ELECTION OF VICE CHAIRMAN

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

5. MINUTES OF LAST MEETING

RESOLVED the minutes of the Planning Committee meeting of the Parish Council held at 7.00pm on 3rd Apr 2017 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 3rd Apr 2017 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 and Andrew Wiles

7. REVIEW OF COUNCIL ASSETS AND INVENTORY

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

8. REVIEW OF PROCESSES AND PROCEDURES

To review and adopt appropriate procedures

- a) Standing orders
- b) Financial regulations
- c) Complaints procedure
- d) Freedom of Information Act 2000 request handling
- e) Data Protection Act 1998 request handling
- f) Press Media policy
- g) Child Protection Policy

RESOLVED no action required at this time.

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

Bench by the horse trough KHS permission forms – Cllr Jones had spoken to Kent Highway Services, they had no objections in principle he was just waiting for the paperwork.

Action Cllr Jones Ongoing

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

Leisure Fields

Adventure Trail - New stepping posts - Cllr Jones to replace the missing posts.

Action Cllr Jones ongoing

Allotments

Willow tree growing on one of the plots. Cllr Bailey has spoken to the Chairman of the Allotments Committee he did not think it would be a problem, the members were dissatisfied with this as this tree could become a problem very quickly if it is not kept cut back. Cllr Bailey to discuss with the owner of the plot.

Action Cllr Bailey ongoing

Correspondence

Government Housing White Paper – Fixing our broken housing market – Response by 2-5-17 – The Chairman had responded.

Action Discharged

Historic Village Panels – Agree wording – The amendments had been forwarded to DDC.

Action Discharged

Forthcoming Events

WWI Beacon Lighting 11-11-18 – This information had been placed on the back of the APM agenda as agreed.

Action Discharged

Leisure Fields**Gun Park**

Willmott Place play area – The New cradle swings were in place.

Action Discharged

Arrangements were still ongoing to paint the play equipment and Graffiti wall **Action Sarah Wells**

Churchyard & Cemetery

The Clerk had arranged for the large basket to be repaired.

Action Discharged

Gun Park Footpath (Running Parallel to Willmott Place) – The Clerk had informed DDC and KCC that the Parish Council would be happy to pay one third of the costs of the installation of a new footpath on the understanding the once the path was completed, KCC would become responsible for its maintenance in the future.

Action Discharged

Parade Benches – The Clerk and Cllr Barwick had met with a contractor to discuss the benches.

Action Discharged

10. CORRESPONDENCE

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

a) Consultation Documents

- i) South Eastern Rail Franchise Consultation

Noted by the members.

b) Newsletters and Circulars

- i) KALC Parish News
- ii) Kent Police – Rural policing 29th April 2017

Noted by the members

c) Other

- i) Hobbs Parker – Land at Gore Lane, Eastry
- ii) NALC Chief Executive on national developments

Noted by the members.

- iii) CHEK-Concern for Health in East Kent – Asking for support of a Mar on Sat 3rd Jun

The members were happy to support this campaign.

12. HIGHWAYS

To discuss and agree actions relating to highways issues

- a) Speeding

The Clerk had the initial data from the SID unit, this would be presented at the Annual Parish Meeting. The Unit is to be placed in Felderland Lane next.

- b) Cast Iron directions sign, junction Pike Road and Venson Bottom.

This sign is in need of repair and painting. The Clerk reported that due to KHS budget cuts and the sign is still functional it is unlikely to take priority.

RESOLVED the PC would arrange for the sign to be repainted and if possible repaired.

Action Sarah Wells

13. FINANCE

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

- a) The audit notice had been received

14. ACCOUNTS

RESOLVED the following payments should be paid.

Apr Payments		Cheque No		VAT
Environmental Engineer - Apr		STO UT	412.50	
Toilet Cleaning Contract Apr	245.00			
Toilet Cleaning Supplies allowance Apr	5.00			
	250.00	STO UT	250.00	
Clerks Salary Apr 2017		STO UT	796.13	
H M Revenue and Customs Income Tax	1.35			
Employees NI	22.53			
Employers NI	25.91			
	49.79	STO UT	49.79	
Employers Pension Contribution	169.21			
Employees Pension Contribution	47.73			
	216.94	STO UT	216.94	
Harmer & Sons Ground Works -28th Month -11 payments		STO	687.00	
Trevor Oku - Churchyard and Cemetery Grass cutting 28th Month - 7 payments		STO	220.00	
British Gas Electricity Mtr 21610		DD	45.99	2.19
Business Stream - Water Bill Allotments		DD	7.02	
Earth Anchors - New Bench church Street		BACS	372.00	62.00
Institute of Cemetery & Crematorium Management ICCM		BACS	90.00	
Wicksteed - New Cradle Seats		BACS	325.50	54.25
Eastray Village Hall Hire - Jan, Feb & March Coffee Break		BACS	264.00	

15. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

- i) APM Tue 16th May 2017
- ii) Battle's Over a Nation's Tribute 11th Nov 2018

Noted – no action required until after the Annual Parish Meeting

b) Outside Events

- i. KALC training events

RESOLVED Cllr Boughton to attend the Dynamic Cllrs event.

Cllr Read declared a prejudicial interest and withdrew from the meeting.

16. POND AND PARADE

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

a) Benches

The Clerk and Cllr Barwick had attended a site meeting with Simon Read to discuss possible solutions to the problems with the benches. The Clerk reported that it was very difficult to find plastic benches of the correct size, the standard sizes were either a lot bigger or a lot smaller than the bespoke benches currently in place. Simon Read had suggested a soft wood replacement, as this

would be much cheaper and could last as long as Oak if treated regularly. An amended quote had been provided for £936.00.

REOLVED this quote should be accepted.

Action Sarah Wells

17. ALLOTMENTS

To discuss matters raised by the Allotments Management Committee.

Cllr Baily reported that the note in the last village news had generated a lot of interest and a number of plots had been let.

18. LEISURE FIELDS

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

a) Gun Park

i) Request to put a noticeboard on the Pavilion

This request was discussed, the members were unsure if this would be the best location, however they agreed that provided the school liaised with the football club and got their agreement and the school are responsible for removing or repairing the noticeboard should it be vandalised. Also the school would be responsible for any repairs necessary to the walls once the noticeboard is removed for whatever reason.

Action Sarah Wells

c) Allotments Play Area

Nothing to discuss.

d) Correspondence

None received.

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

Seat outside the Church Yard — The bench had been received and would be in place by 12-5-17. The wording for the memorial plaque was discussed and agreed. The Clerk to order the plaque.

Action Sarah Wells

b) Recreation Ground

Nothing to discuss.

c) Bowling Green & Parish Room

Cllr Barwick had the latest plans for the new parish room for discussion. He had one last consultation to run with local residents before the plans were submitted to DDC.

20. LONGTERM OUTSTANDING ITEMS

a) School Parking

This matter is still a problem, the school have not received the signs yet and it is hoped these will help with the situation once they have arrived.

b) Gun Park Footpath (Running Parallel to Willmott Place)

This matter was now in the hands of DDC and KCC to arrange the work.

21. REPORTS

To receive written or verbal reports from:-

a) Dist Cllrs

No report given as the APM is next week when a full report will be given.

b) Parish Councillors

Cllr Read had attended the youth club committee meeting, she reported that there were currently 75 members on the books.

22. COMMUNICATION

To agree Council communication to the following media:-

a) Village News Letter

It is hoped that the APM report could be included, however the meeting is 6 days after the deadline for articles.

b) Mercury Report

APM report

c) Web Site

As required.

23. DATE OF NEXT MEETING**Scheduled dates of meetings**

16th May 7.30pm Village Hall APM
4th Sept 2017 TBC 2nd Oct 2017

5th Jun 2017 3rd Jul 2017
6th Nov 2017 4th Dec 2017