

**MINUTES OF THE ANNUAL MEETING OF EASTRY PARISH COUNCIL HELD AT  
THE PARISH ROOM AT 7.30pm ON MONDAY 9<sup>th</sup> MAY 2016**

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

Sarah Wells Clerk to the Parish Council          Dist Cllr Manion

Cllr Wiles signed his declaration of acceptance of office.

**1. ELECTION OF CHAIRMAN**

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

**2. APOLOGIES**

Cllr Annie Wiles & S Hooper. L Bevan-Powell

**3. DECLARATIONS**

**4. ELECTION OF VICE CHAIRMAN**

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

**5. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Planning Committee Meeting held at 7.00pm on 4<sup>th</sup> April 2016 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 at 7.30pm on 4<sup>th</sup> April 2016 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 Committee 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	Mark Jones	Nick Kenton
Peter Bailey	L Bevan-Powell	Sandra Hooper	Bridget Read
Martin Kemp			

c) Allotment Committee Reps x 2

Martin Kemp	Margret Pemble
-------------	----------------

**Working Parties**

RESOLVED working parties should be made up as follows:

- a) Leisure Fields – B Read          M Kemp          M Jones  
b) Pond and Parade -          M Kemp          A Barwick  
c) Church Yard and Cemetery

M Kemp	S Hooper	M Pemble	B Read	P Bailey
--------	----------	----------	--------	----------

RESOLVED the following delegates

**Delegates**

- a) Risk Assessment - M Jones & A Barwick
- b) KAPC x 2 – S Hooper & 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 S Hooper
- 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**

To review the inventory of land and assets including buildings and office equipment

It was agreed this should be reviewed next month when the accounts are presented for adoption.

**Action Sarah Wells**

**8. REVIEW OF PROCESSES AND PROCEDURES**

To review and adopt appropriate procedures

- a) Standing orders - Last fully updated March 2016
- b) Financial regulations - Updated March 2016
- 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. The New Standing Orders and Finance Regulations to be displayed on the Parish Council web site.

**Action Sarah Wells**

**9. ACTIONS FROM THE LAST MEETING**

**Pond**

*Parrot Weed* – Cllr Jones said he was still waiting to hear about possible control methods. Cllr Barwick reported that the Volunteers had cleared quite a big area and the Parrot weed had been reduced. It was agreed this action should be discharged.

**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**

Use of Recreation ground for the summer events – The Clerk had responded to the PCC

**Action Discharged**

**Reports**

*Cllr Read – Youth Club provision of bin* – The Clerk had contacted DDC to see if a new bin could be added to the contract for servicing. DDC had responded to say the budget would not allow for this at the moment. Cllr Kenton said he did not believe this was the case and he would speak to the officers concerned.

**Action Cllr Kenton ongoing**

**Allotments**

*Fir Trees on allotment land on the May Mill side needed work to reduce them in height* -Cllr Jones had inspected the trees and offered to have them removed free of charge.

**Action Cllr Jones ongoing**

**Highways**

*Bench by the horse trough KHS permission forms* – The Clerk looked at the forms and reported that she did not have the requisite knowledge of the new roads and street works act to complete them. Cllr Jones said he knew a contractor who may be able to help. **Action Cllr Jones Ongoing**

**Gun Park**

Tree Adjacent to Play Ground – Quote accepted. **Action Discharged**

**Correspondence**

*Annual Leave cover for Toilets* - Cover had been arranged **Action Discharged**

*UK Power Networks – Partnership working with Parishes* – The information had been sent to the Village News editor. **Action Discharged**

*Email ref land at Poison Cross* – The land had been sold by KHS. **Action Discharged**

*Complaint ref footpath at Brook Street* - Cllr Andrew Wiles reported that it was still unpleasant. **Action Discharged**

**10. Finance**

*Section 106 Monies – Hammill Brick works*

DDC will not release the funds until the planning permission has been secured, they will however release funds to help secure the planning once they received a budget outlining the fees involved. Cllr Barwick is in contact with the architect, he would ask for some costings. To be discussed at the meeting with the Bowles club on Monday 16<sup>th</sup> May 2016. **Action Cllr Barwick ongoing**

*KALC Membership renewal £565.84 + VAT* - Membership had been renewed. **Action Discharged**

*ICCM Membership renewal £90.00* - Membership had been renewed. **Action Discharged**

A traffic consultancy had been employed to review the traffic survey submitted by with the Eastry Hospital Planning Application. **Action Discharged**

**Forthcoming Events**

*Annual Parish Meeting 17<sup>th</sup> May*

Council Pemble and the Clerk to arrange the refreshments. **Action Sarah Wells & Cllr Pemble**

**10. CORRESPONDENCE**

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

**a) Consultation Documents**

- i) Sandwich Sports and Leisure response to DDC – Indoor sports facility strategy

Noted by the members.

**b) News letters and Circulars**

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

Noted by the members

**c) Other**

- i) DDC - call for Brown Field Sites
- ii) Neighbourhood Forum Representative
- iii) KCC Community Warden – retired
- iv) Update from Eastry Ravens Football Club

The above were noted by the members

**11. HIGHWAYS**

To discuss and agree actions relating to highways issues

- a) Speed Indicator device and mounting poles – Felderland Lane

It was agreed that Cllr Kenton, Cllr Jones and the Clerk should meet with KHS to discuss.

**Action Sarah Wells**

**12. FINANCE**

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

- a) Unity Trust Bank

The Clerk updated that since the last meeting the NatWest in Sandwich had announced that it would only be open three days a week. The Clerk had also calculated that the Council currently spend £35-38 a year on postage sending out cheques.

RESOLVED the Unity Bank account should be retained for the time being.

- b) Environmental Engineers Pay review

RESOLVED the Environmental Engineers pay should be kept at the same level and in the future raised in line with the government living wage.

**13. ACCOUNTS**

RESOLVED the following payments should be made. Proposed by Cllr Kemp, seconded by Cllr Barwick, Cllr Read was the third signatory.

<b>Receipts Mar</b>				
Allotment rents	17.95			
	<b>17.95</b>			
<b>Card Payments Mar</b>	0.00			
	<b>0.00</b>			
		<b>Cheque No</b>		<b>VAT</b>
<b>Apr Payments</b>				
Environmental Engineer - Apr		STO	398.75	
Toilet Cleaning Contract Apr	245.00			
Toilet Cleaning Supplies allowance Apr	5.00			
	<b>250.00</b>	STO	250.00	
AJL garden Services - Apr		STO	638.82	
Clerks Salary Apr 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	
Coffee Break refreshments		4855	89.18	
P S Heating and Plumbing		4856	50.00	
British Gas - Electricity Parish Rm	21.13			1.00
British Gas - Electricity Parish Rm	22.79			1.08
British Gas - Gas Parish Rm Dec- Apr	203.21			2.33
	247.13	4857	247.13	

**14. FORTHCOMING EVENTS**

To discuss and agree actions relating to events

**a) Council Events**

- i. 17<sup>th</sup> May 2016 Annual Parish Meeting

**b) Outside Events**

- i) KALC Dover Area Committee Meeting – 27<sup>th</sup> April 2016
- ii) Queens 90<sup>th</sup> Birthday Street Parties
- iii) Police Parish Forum Invitation – 29<sup>th</sup> June 2016

Noted by the members.

**15. POND AND PARADE**

Cllr Bailey reported that there is a loose paving slab outside the bakers, the Clerk to get it repaired.

**Action Sarah Wells**

Cllr Barwick reported that the contractors were not mowing under the big Willow tree. The Clerk to speak to the contractor.

**Action Sarah Wells**

**16. ALLOTMENTS**

A quote had been received to install fencing in the gap between the allotments and the private road running parallel to them from Mill Lane.

RESOLVED the quote to fence the gap and the entire length behind nos 1-3 May Mills Cottages be accepted. The Clerk to inform the contractor.

**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**

- i) Request from Bubbles Nursery for permission to put up a advertising sign in Gun Park

After some discussing it was agreed that although the Council supported Bubbles and all local businesses, they could not give permission for advertising banners to be erected on Council Property for a business as it would set a precedent for the future. The Clerk to inform Bubbles.

**Action Sarah Wells**

**b) Allotments Play Area**

Nothing to discuss.

**c) Correspondence**

Nothing to discuss.

**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**

There is still signs of mole activity.

**b. Recreation Ground**

The Hedge and grass by the gate to the Parish Hall needs some attention, the Clerk to inform the Contractors.

**Action Sarah Wells**

**c. Bowling Green & Parish Room**

Meeting to take place on Mon 16<sup>th</sup> May to discuss the plans for the new building.

**19. LONGTERM OUTSTANDING ITEMS**

- a) Car Park – New White Lines requested
- b) Parade Layby

The Clerk to chase the above.

**Action Sarah Wells**

- c) School Parking

Cllr Jones to try and get a Fire Engine to visit the site during the school run.

**20. REPORTS**

To receive written or verbal reports from:-

**a) Dist Cllrs**

Cllr Manion reported on possible funding coming to the district from outside agencies.

**b) Parish Councillors**

No reports received.

**21. COMMUNICATION**

To agree Council communication to the following media:-

**a) Village News Letter – Jun/Jul**

Annual Meeting report

**b) Mercury Report**

Allotment vacancies. New Councillor

**c) Web Site**

New procedures and new Councillor

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

17 <sup>th</sup> May 2016	Annual Parish Meeting	6 <sup>th</sup> Jun 2016	4 <sup>th</sup> July 2016	5 <sup>th</sup> Sept 2016
3 <sup>rd</sup> Oct 2016		7 <sup>th</sup> Nov 2016	5 <sup>th</sup> Dec 2016	