

**MINUTES OF THE ANNUAL MEETING OF EASTRY PARISH COUNCIL HELD AT THE
PARISH ROOM AT 7.30pm ON MONDAY 12th MAY 2014**

Present: Councillors

N Kenton (Chairman)	B Read	N Wickham
A Barwick	M Pemble	M Mitchell (part)
S Hooper	J Sale	A Wiles

Sarah Wells Clerk to the Parish Council 2 Members of the Public

1. ELECTION OF CHAIRMAN

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

2. APOLOGIES

Cllrs M Kemp & J Gardiner. PCSO Ryan Doel. Community Warden Bob Priestly

3. ELECTION OF VICE CHAIRMAN

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

4. POLICE LIASION

Bob Priestly had sent a written report.

5. 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	J Sale	

b) Church Yard and Cemetery

M Kemp	S Hooper	M Pemble	B Read
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c) Planning

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

d) Allotment Committee Parish Council Reps x 2

M Kemp	M Pemble
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e) Leisure Fields

S Hooper	B Read	M Kemp	M Pemble	N Wickham
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f) Finance

N Kenton	A Barwick	A Wiles	M Pemble	N Wickham
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Delegates

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

6. 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 would be published soon. It was felt that no changes should be made at this time.

b) Financial regulations

Due to the changes in the two signatory rules a new set of model regulations will be published during the coming year there for the members agreed to make no changes at this time.

c) Complaints procedure

Reviewed no changes needed.

d) Freedom of Information Act 2000 request handling

Reviewed no changes needed.

e) Data Protection Act 1998 request handling

Reviewed no changes needed.

f) Press Media policy

Reviewed no changes needed.

g) Child Protection Policy

Reviewed no changes needed.

7. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary Parish Council Meeting held on 7th April 2014 are duly signed by the Chairman as a true and correct record of the meeting.

RESOLVED the minutes of the Planning Committee Meeting held on 18th April 2014 are duly signed by the Chairman as a true and correct record of the meeting.

RESOLVED the minutes of the Finance Committee Meeting held on 28th April 2014 are duly signed by the Chairman as a true and correct record of the meeting.

8. ACTIONS FROM THE LAST MEETING

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**

Highways

Footpath running through Gun Park parallel to Wilmott Place - The Clerk was in contact with officers at DDC and hoped to be able to organise a meeting of interested parties to discuss this matter.

Action Sarah Wells Ongoing

Bowling Green & Parish Room

KCC legal services had now drafted a lease and were in the process of registering the land.

Action Discharged

Correspondence

Application to provide pharmacy services - Land Adj Old Blue Berries Early care Nursery, 10 Dover Road, Sandwich CT13 0BN by Eastray Pharmacy Ltd. – The Clerk had written in support of the applications.

Action Discharged

Email offering help in the community – The Clerk had responded.

Action Discharged

Community Census

Cllr Read had collated the information on the questionnaires.

Action Discharged

Finance

To Consider Quotes for Tree works – Gun park and recreation ground – The Clerk had accepted the sections 1, 3 & 4 of the quote as agreed.

Action Discharged.

She had asked if the large stem left in the recreation ground could be turned into a seat.

Action Discharged

The Clerk had written an article in the Village news asking about tree planting.

Action Discharged

Annual Audit 2013/14 – The Finance meeting had taken place on 28th April 2014.

Action Discharged

KALC Membership invitation had been renewed.

Action Discharged

Risk Assessment

Link into the DDC emergency planning team – The Clerk had contacted DDC and was waiting for a response.

Action Discharged

Forthcoming Events**Parish Council events**

The agenda for the Annual Parish Meeting had been published in the Village News.

Action Discharged

Outside Events

Training – Introducing Allotment Land and Management to Local Councils - £60 + VAT – Wed 23rd April 2014 – Lenham Community Centre - Unfortunately the course had been sold out when the Clerk had tried to book a place. Another event was being planned for October.

Action Discharged

Reports**a) Dist Cllrs**

Cllr Kenton and spoken to the Planning department about the Eastry Hospital development, following his conversation the clerk had written to DDC Planning asking for an independent traffic report for the site.

Action Discharged

9. CORRESPONDENCE

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

a) Consultation Documents

None received.

b) News letters and Circulars

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

Noted by the members.

c) Other

- i) Eastry Football Club Constitution – to note dissolution clause

Noted.

- ii) Land behind the bus shelter.

A request to acquire the land had been received from the owners of the office/shop next door. The members did not wish to dispose of the land, however if they would be willing to accept sponsorship for the maintenance of the land.

Action Sarah Wells

10. FLOODING

The Clerk had emailed KCC drainage department and KCC Cllr Member on two occasions and had had no response. She had also obtained large scale maps of the area concerned and spoken to local residents who had knowledge of the drainage system. She had the contact details of a local resident who worked for KCC in the 1960's and worked on the pond drainage scheme when it was installed. She hoped to meet with him to get details of the scheme, the Clerk to continue her investigations.

Action Sarah Wells ongoing

RESOLVED the Clerk should write to the KCC leader and the senior management team raising concerns that the Councils enquiries had not been answered.

Action Sarah Wells ongoing

11. HIGHWAYS

To discuss and agree actions relating to highways issues

- a) DDC – Off Street Parking

Noted.

12. COMMUNITY CENSUS

- a) Results of returns

Cllr Mitchell had produced a presentation for the Annual Parish Meeting this was discussed and some additions agreed. Cllr Mitchell to make the changes and circulate to the members for comment.

Action Cllr Mitchell

13. FINANCE

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

- a) 2013/14 Audit Form

Section one - Adopt accounts – The Finance Committee has recommended adoption.

RESOLVED the accounts, section one of the audit form should be adopted by the Council.

Section two statements of assurances – The Finance Committee has recommended agreement

RESOLVED the statement of assurances, section two of the form should be agreed by the Council.

- b) 2014/15 Grants

RESOLVED the Council would invite Grant applications for 2014/15, applications to be in by the 29th August for processing in September.

14. ACCOUNTS

Receipts Apr	
Precept	45891.00
Housing Support Grant	3358.00
	49249.00
Petty Cash expenditure	
Fuel Strimmer	7.00
Printing of Maps	15.00
Parking	0.60
Coffee Break - New Table cloths	5.90
	28.50

RESOLVED the following payment should be made. Proposed by Cllr Hooper and seconded by Cllr Mitchell, Cllr Read was the third signatory.

Apr Payments		Cheque No	Amount
Environmental Engineer - Apr 2014		STO	393.25
Toilet Cleaning Contract Apr	165.00		
Toilet Cleaning Supplies allowance Apr	8.00		
	173.00	STO	173.00
Clerks Salary Apr 2013		STO	770.68
H M Revenue and Customs Income Tax	0.48		
Employees NI	15.40		
Employers NI	11.42		
	27.30	STO	27.30
Employers Pension Contribution	129.85		
Employees Pension Contribution	45.78		
	175.63	STO	175.63
AJL garden Services - Mar	638.82	STO	
G Boorman - Repairs at Gun park	1,013.00		
G Boorman - general repairs	247.25		
	1,260.25	4697	1,260.25
Petty Cash		4698	100.00
Reimburse Clerk - WW1 Committee Insurance		4699	181.26

15. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

- i) APM final arrangements

Cllr Pemble and the Clerk to organise the refreshments.

Action Cllr Pemble and Sarah Wells

The Clerk reported that the speaker from the Bettshanger Park development had cancelled.

- ii) Hospital Planning Application consultation

It was agreed the time allocated to the above speaker should be used to discuss this planning application.

b) Outside Events

- i) KALC – Dover area committee meeting – 8th May The Phoenix Centre

Cllr Hooper had attended.

- ii) DDC neighbourhood Forum – Wed 11 Jun 7.00 – 9.00 pm – the Future of Energy.
Sutton Parish Community Centre

Noted by the members.

16. ALLOTMENTS

To discuss matters raised by the Allotments Management Committee.

- a) Meeting Minutes – Items to be dealt with by PC

- a. Use of area behind Mill Green

It was suggested the area could be used as a wild flower meadow and opened to the public. The Clerk to speak to contractor and agree a way forward.

Action Sarah Wells

b. May Mills Entrance – Cars obstructing entrance

The Clerk to look into the possibility of signs and ask the community warden to keep a watch on the situation.

c. Hedges overgrowing same entrance

The Clerk to write to the owners of the hedges and ask that they be cut back. **Action Sarah Wells**

d. Rent increase

RESOLVED the allotments committee recommendation for a £2.00 admin charge on all allotments should be adopted. In future allotment rents would be worked out thus

$$£2.00 \text{ admin fee} + (\text{number of rods} \times \text{rod charge}).$$

To offset this change, it was agreed that the rod charge would be maintained at £2.20 per rod for the allotment rent year 1st Oct 2014 to 30th Sept 2015.

17. LEISURE FIELDS

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

a) Gun Park

Cllr Wickham reported that a resident in Cooks Lea had cut there hedge on the boundary with Gun park and had left all the arisings, these had since been dragged around the park by children. It was agreed the Clerk should write and ask that the resident remove the waste as a matter of urgency.

Action Sarah Wells

The Contractor had completed all the repairs requested and reported that the benches in the play area had been filled and painted, however the benches are reaching the end of their life span and future repairs would be difficult.

It was suggested that additional benches were needed as when the play area is very busy there is not enough spaces for parents of young children to sit down. The Leisure Fields committee to investigate.

Action Leisure Fields Committee

b) Pond

Some fallen trees still needed to be removed by the Church Commissioners.

c) Allotments Play Area

Nothing to discuss

d) Correspondence

None received.

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

A lot of vegetation was again growing out of the top of the walls, it was felt that some remedial work may be need to the mortar to prevent this happening. It was agreed that Cllr Kemp should be asked to inspect the wall and give his opinion.

Action Cllr Kemp

b) Recreation Ground

Nothing to discuss.

c) Bowling Green & Parish Room

The combined project with the bowling club to provide a new building on the site of the existing Parish room was discussed.

RESOLVED a small working party made up of members of the PC and the Bowling club should be formed to progress this project, Cllrs Barwick and Kenton were nominated to represent the Parish Council with support from the Clerk.

The Clerk to ask the bowling club for nominations.

Action Sarah Wells

The possibility of getting an additional access to the bowl club from High Street was also discussed, it was agreed the Clerk should write to the owners of the Bull Inn to see if they would be willing to let the Parish Council acquire a small piece of there garden to allow access from the car park.

Action Sarah Wells

20. REPORTS

To receive written or verbal reports from:-

a) Dist Cllrs

Cllr Kenton gave a report including details of new Council houses to be built in the district.

b) Parish Councillors

Cllr Hooper gave a report on the KALC Dover Area committee meeting she had attended.

21. COMMUNICATION

To agree Council communication to the following media:-

a) Village News Letter – June 2014

b) Mercury Report

Grant Invitation, Hospital Planning Application & Council Accounts

c) Web Site

As required.

22. DATE OF NEXT MEETING

To next meeting of the Parish Council will be the Annual Parish Meeting on the 20th May, followed by the Ordinary meeting on the 2nd June 2014.

Scheduled dates for ordinary meetings

Mon 2 nd Jun 2014	Mon 7 th Jul 2014	Mon 8 th Sept 2014	Mon 6 th Oct 2014
Mon 3 rd Nov 2014	Mon 1 st Dec 2014		

Schedule of other meetings

Extra- Ordinary meeting to discuss the Hospital Planning Application – Monday 16th June at 7.30pm.

The meeting closed at 9.10pm