

**MINUTES OF THE ORDINARY MEETING OF EASTRY PARISH COUNCIL HELD AT THE PARISH ROOM AT 7.30pm ON MONDAY 7<sup>th</sup> APRIL 2014**

**Present: Councillors**                N Kenton (Chairman)                B Read                J Gardiner  
   A Barwick                                M Kemp                M Pemble

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

**1. APOLOGIES**

Cllrs M Mitchell, S Hooper, J Sale, A Wiles & N Wickham. PCSO Ryan Doel

**2. DECLARATION OF INTEREST**

Cllr Barwick declared a prejudicial interest in the request for an increase in the pay for the toilet contract and he is related to the contractor.

**3. POLICE LIASION**

Bob Priestly gave a verbal report on activities in the local area.

**4. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Planning Committee Meeting held on 3<sup>rd</sup> Mar 2014 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 on 3<sup>rd</sup> Mar 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 1<sup>st</sup> April 2014 are duly signed by the Chairman as a true and correct record of the meeting.

**5. 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**

The Clerk had written to the local resident who had raised concerns about the path in the Cemetery.

**Action Discharged**

The sunken graves had been topped up.

**Action Discharged**

**Recreation Ground**

The Clerk had received quotes for work to remove the remnants of the tree opposite the Church.

**Action Discharged**

*Request from PCC for use of the Recreation ground for event in 2014* – The Clerk had responded as agreed at the last meeting.                **Action Discharged**

**Gun Park**

*Work to Cherry Trees* - The Clerk had received quotes for this work.

**Action Discharged**

**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**

**Correspondence**

*Local Audit and Accountability Act – Openness of Local Government Bodies*

The Clerk had drafted a response to this consultation.

**Action Discharged**

**Flooding**

Buttsole Pond Overflow system – The Clerk had done some investigation this would be discussed later in the meeting.

The Clerk had responded to the email from the resident complaining about lack of support from Parish Council during the recent flooding.

**Action Discharged**

**Possible Development Land at Hay Hill**

The Clerk had contacted a solicitor about the covenant on the land at Hay Hill. She had been advised that there was a valid restrictive covenant over the land but unfortunately the restrictive covenant is between the original vender (and his successors in title) and the purchaser of the land. The covenant can not be assigned to someone who has no connection with the land. ie the Parish Council.

**Action Discharged**

**Allotments**

The Clerk had contacted the former holder of plot 63b to see when he intended to finish clearing his plot.

**Action Discharged**

**Bowling Green & Parish Room**

The Clerk to contact KCC legal services and was waiting for them to open an accounts and contact her for the information about the lease.

**Action Sarah Wells ongoing**

**6. 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) KALC News
- iii) Clerks and Councils Direct
- iv) Oast to Coast

Noted by the members.

**c) Other**

- i) Application to provide pharmacy services - Land Adj Old Blue Berries Early care Nursery, 10 Dover Road, Sandwich CT13 0BN by Eastry Pharmacy Ltd

RESOLVED this application should be supported, the members were pleased to see a local business looking to expand.

**Action Sarah Wells**

- ii) Spring Online – Training on internet use.
- iii) DCLG Consultation S106 Consultation – Planning obligations

Noted by the members.

- iv) Email offering help in the community

The members were happy to accept this offer of help and agreed that computer lessons could be held at coffee break, the Clerk to contact the author.

**Action Sarah Wells**

**7. 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**

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**

## 8. HIGHWAYS

To discuss and agree actions relating to highways issues

- a) Letter ref speeding in Lower Street and rubbish dumping in High Street

The Clerk had forwarded to the PCSO and responded to the resident.

## 9. COMMUNITY CENSUS

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

- a) Cllr Mitchell needs help with the Census returns – he is unable to attend the APM to give the report.

Cllr Read said she would collate the information on the questionnaires.

**Action Cllr Read**

## 10. FINANCE

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

- a) NALC Financial Briefing – Council Tax support Grant on the Annual Return
- b) NALC Financial Briefing – Electronic Payments to HMRC
- c) NALC Financial Briefing – Repeal of s150 (5) of the Local Government Act 1972 implementation

The above were noted by the members.

- d) Victim Support – request for financial aid

This request did not fall within the Councils criteria for grant aid.

- e) To Consider Quotes for Tree works – Gun park and recreation ground

The Clerk had received three quotes for tree work. After discussion it was agreed that as the large poplar trees behind the Pavilion in Gun Park had been inspected and deemed safe that they should not be pollarded. The members were concerned that the Parish had already lost a significant number of trees over the past few years and that all healthy specimens should be retained were very possible.

RESOLVED sections 1, 3 & 4 of the quote from Mark Jones should be accepted. **Action Sarah Wells**

It was suggested that the large stem left in the recreation ground could be turned into a seat, the Clerk to ask the tree surgeon.

**Action Sarah Wells**

It was also agreed that a scheme of Tree Planting should be introduced to replace the trees lost in recent years. The Clerk to right something for the Village News.

**Action Sarah Wells**

- f) To discuss the insurance requirements of the WW1 event.

The Clerk reported that as the WW1 committee were an independent committee it was not possible for the Parish Council to add the WW1 event to the Parish Council insurance. Quotes for insurance for the committee and event for a year had been obtained and were in the region of £190.00.

RESOLVED the Parish Council would pay the premium this year. The Clerk to inform the committee.

**Action Sarah Wells**

## g) Annual Audit 2013/14

The Clerk reported that the annual return had been received. It was agreed the Finance Committee should meet on 28<sup>th</sup> April 2014 to look at the year end accounts and complete the audit form.

**Action Sarah Wells**

## h) KALC Membership renewal invitation

RESOLVED KALC membership should be renewed.

**Action Sarah Wells**

Cllr Barwick withdrew from the meeting as he had declared a prejudicial interest.

## i) Request from Toilet Cleaning Contractor for a £5 a month increase in the contract Fee.

RESOLVED the toilet cleaning contract be increased from £160 to £165 a month with effect from 1<sup>st</sup> April 2014.

Cllr Barwick returned to the meeting.

## 11. RISK ASSESMENT

To discuss risk areas that could possible affect the Council and agree necessary actions.

## a) Financial

All payments needed three signatures either on a cheque or on a Standing Order instruction to the bank. All invoices are inspected at a Council meeting. The members felt this was sufficient measures for payments.

The accounts are inspected by a Cllr responsible for finance regularly and by an independent auditor annually. It was agreed the rest of the councils Finance regulations should be reviewed at the Finance meeting at the end of April.

The Parish Council insurance runs from 1<sup>st</sup> April to 31<sup>st</sup> March, the 2013/14 insurance was paid at the Feb 2013 meeting. The Clerk had inspected the schedule to insure the correct level of cover was in place before the invoice had been presented to Council for payment.

## b) Open space

### Tree Works

In April 2013 the Parish Council authorised works to a total of 17 trees following an inspection of Gun Park with the Tree Warden in March 2013.

Additional tree works were identified and quotes received in April 2014

### Churchyard, Cemetery and Recreation Ground

The Churchyard and Cemetery Committee met at 3.30pm on 26<sup>th</sup> Sept 2013 to inspect the Church Yard, Cemetery and Recreation ground to identify any additional ground work is required, inspect grave stones to ensure they are safe and carry out a general inspection of the areas.

Following that meeting remedial work was recommended, the Parish Council agreed to seek quotes for this work on the 7<sup>th</sup> October. Page 136 17a (i). The quotes were considered and the expenditure authorised on 4<sup>th</sup> Nov 2013. Page 142 16a (i).

### Gun Park and Centenary Gardens open space and play areas

The Leisure Committee met at 5.00pm on 26<sup>th</sup> Sept 2013 to inspect the Gun Park and the Centenary Gardens play areas to Inspect play equipment using Safety inspection results to see if any work is required, inspect fence and hedges as well as a general inspection of all areas.

Following the meeting remedial work was recommended, on the 7<sup>th</sup> October 2013 the Parish Council agreed to authorised some work immediately and seek quotes for the rest. The quotes were discussed and additional work authorized on the 4<sup>th</sup> Nov 2013.

All Play areas are professional inspected quarterly.

## c) Buildings

The fire extinguishers are checked annually and the buildings are covered by the Parish Councils insurance.

## d) Other risks

During the recent flooding the Clerk had been off work ill and unable to speak to local residents. At the moment the Clerks contract says that should she be ill she needs to inform the Chairman. This had been done; she had also changed the answering machine message to indicate that there was no one in the office to take calls. During annual leave arrangements are made for funerals, however all other services and closed.

Whether the Parish Council should be contactable at all times was discussed at length, it was felt that this was an unreasonable expectation. However it was felt that a link into the DDC emergency planning team would be useful, the Clerk to investigate.

**Action Sarah Wells**

**12. ACCOUNTS**

RESOLVED the following payments should be made, proposed Cllr Kemp and seconded by Cllr Gardiner. The third signatory was Cllr Pemble.

**Receipts Mar**

**0.00**

**Petty Cash expenditure**

Fuel Strimmer	7.00
Printing of Maps	15.00
Parking	0.60
Coffee Break - New Table cloths	5.90
	<b>28.50</b>

<b>Mar Payments</b>		<b>Cheque No</b>	<b>Amount</b>	<b>VAT</b>
Environmental Engineer - Mar 2014		STO	393.25	
Toilet Cleaning Contract Mar	160.00			
Toilet Cleaning Supplies allowance Mar	8.00			
	168.00	STO	168.00	
Clerks Salary Mar 2013		STO	765.91	
H M Revenue and Customs Income Tax	0.00			
Employees NI	17.33			
Employers NI	14.19			
	<b>31.52</b>	STO	31.52	
Employers Pension Contribution	110.70			
Employees Pension Contribution	49.10			
	<b>159.80</b>	STO	159.80	
AJL garden Services - Mar	623.23	STO		
KALC 2014/15 membership		4686	662.57	
Boys and Maughan - Solicitors fees		4687	300.00	50.00
ICCM Membership		4688	90.00	
Village Hall Hire Coffee Break Jan - Mar		4689	264.00	
Zurich - Parish Council Insurance		4690	2,163.03	
British Gas - Parish Room electricity		4691	13.20	
DDC Rates		4692	73.26	

Allotments New Notice Boards materials	4693	25.02	
KCC Commercial Services - Stationary	4694	50.32	8.39

### 13. FORTHCOMING EVENTS

To discuss and agree actions relating to events

#### a) Council Events

##### a) APM final agenda

The Final agenda was agreed. The Clerk to forward to the editor of the Village News for publication.

**Action Sarah Wells**

##### b) APM refreshments

Cllr Pemble and the Clerk to organise the refreshments.

**Action Cllr Pemble and Sarah Wells**

#### b) Outside Events

##### i) Training – Introducing Allotment Land and Management to Local Councils - £60 + VAT – Wed 23<sup>rd</sup> April 2014 – Lenham Community Centre

RESOLVED a place should be booked for the secretary of the Allotments management committee.

**Action Sarah Wells**

### 14. ALLOTMENTS

To discuss matters raised by the Allotments Management Committee.

#### a) Vacancy on the Allotments committee following the resignation of Don Gardiner – Application received for the position.

Mr Jeremy Kemp had indicated his interest in joining the committee.

RESOLVED Mr Jeremy Kemp should be appointed to the Allotments management Committee

### 15. LEISURE FIELDS

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

#### a) Gun Park

Nothing to discuss.

#### b) Pond

Trees had come down during the winter storms and need clearing – the Church Commissioner Land agent and been informed, their tree surgeon was waiting for the ground to dry out before entering the site.

#### c) Allotments Play Area

Nothing to discuss.

#### d) Correspondence

None received.

### 16. 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

The area looks very nice at the moment.

#### b) Recreation Ground

Nothing to discuss

#### c) Bowling Green & Parish Room

##### i) Email from the bowling club ref Grant funding for new sports facilities.

The members had looked at the Grant funding that would be available for a new facility. It was felt that a joint project to get a new Parish room and bowling pavilion would be of benefit to the local community.

RESOLVED the Parish Council should join forces with Eastry Bowling Club and launch a project to get a new building in the location of the current Parish room, the building to act as a Parish Room, Bowling pavilion and community building.

## 17. REPORTS

To receive written or verbal reports from:-

### a) Dist Cllrs

Cllrs Manion and Kenton gave reports outlining the activities at Dover District Council. Cllr Kenton informed the members that the main Hospital planning application had still not been validated. The members were concern that the transport and traffic plan submitted with the application was flawed and based on outdated information. It was agreed a new independent study should be requested before the application was decided.

There were also concerns that as the Chapel building was now to be commercial building that the local community was not going to get any compensation for the disruption caused by such a large development.

Cllr Kenton agreed to speak to the Planning department.

**Action Cllr Kenton.**

### b) Parish Councillors

No reports received.

## 18. COMMUNICATION

To agree Council communication to the following media:-

### a) Village News Letter – May 2014

Annual Meeting Agenda and a small piece asking if local residents could identify locations for trees to be planted.

### b) Mercury Report

As required.

### c) Web Site

Information as received.

## 19. DATE OF NEXT MEETING

To confirm the next meeting of the Parish Council

### Scheduled dates for ordinary meetings

Mon 12 <sup>th</sup> May 2014	Mon 2 <sup>nd</sup> Jun 2014	Mon 7 <sup>th</sup> Jul 2014	Mon 8 <sup>th</sup> Sept 2014
Mon 6 <sup>th</sup> Oct 2014	Mon 3 <sup>rd</sup> Nov 2014	Mon 1 <sup>st</sup> Dec 2014	

### Schedule of other meetings

Mon 28<sup>th</sup> April Finance Committee meeting

Thu 17<sup>th</sup> Apr Planning Committee meeting 7.30pm

Tue 20<sup>th</sup> May 2014 Annual Parish Meeting – Eastry Village Hall 7.00pm