

**MINUTES OF THE ANNUAL MEETING OF EASTRY PARISH COUNCIL. HELD AT
THE PARISH ROOM AT 7.30pm ON MONDAY 14th MAY 2012.**

Present: Councillors

S Hooper	M Pemble	M Kemp	B Read
J Gardiner	A Wiles	N Kenton (Chair)	A Barwick
S Mitchell	C Kennedy Harper		

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

1. ELECTION OF CHAIRMAN

It was proposed by Cllr Wiles and seconded by Cllr Hooper that Cllr Kenton should be nominated as Chairman, there being no other nominations this was put to the vote, all agreed. The Chairman signed the Declaration of Acceptance of Office.

2. APOLOGIES

Cllrs S Shevde

3. ELECTION OF VICE CHAIRMAN

It was proposed by Cllr Kenton and seconded by Cllr Barwick that Cllr Wiles should be nominated as Vice Chairman, there being no other nominations this was put to the vote, all agreed.

4. POLICE LIASION

A written report had been sent by PCSO Prentice. The Community Warden gave a brief report on minor problems in the village.

5. COMMITTEES & DELEGATES

Committees

a) Risk Assessment Committee

S Hooper	M Pemble	M Kemp	B Read	J Gardiner	S Shevde
A Wiles	N Kenton	A Barwick	S Mitchell	C Kennedy Harper	

b) Church Yard and Cemetery

J Gardiner	M Kemp	S Hooper	M Pemble
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c) Planning

S Hooper	M Pemble	M Kemp	B Read	J Gardiner
N Kenton	A Barwick	S Mitchell	S Shevde	

d) Allotment Committee Reps

S Shevde	M Pemble
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e) Leisure Fields

S Hooper	J Gardiner	B Read	M Kemp	M Pemble
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f) Finance

N Kenton	A Barwick	A Wiles	C Kennedy Harper	M Pemble	J Gardiner
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Delegates

a) KAPC x 2	S Hooper
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) Sandwich Neighbourhood forum	C Kennedy Harper
f) Councillor responsible for Finance	A Wiles

- g) Village News Reps No reps nominated.
Cllr Hooper sits on this committee and can report back to Council if necessary.

6. PROCESSES AND PROCEDURES

- a) Standing Orders
- b) Financial Regulations
- c) Other procedures – Data Protection and FOI

The above procedures had been reviewed and updated in July 2011, it was agreed they did not need reviewing this year.

7. MINUTES OF LAST MEETING

- a) Minutes of the Planning Meeting 7.00pm 2nd April 2012

It was proposed by Cllr Hooper and seconded by Cllr Pemble that the minutes of the above meeting should be signed as a true and correct record, all agreed and the Chairman signed the minutes.

- b) Minutes of the Ordinary meeting 7.30pm 2nd April 2012

It was proposed by Cllr Kemp and seconded by Cllr Hooper that the minutes of the above meeting should be signed as a true and correct record, all agreed and the Chairman signed the minutes.

- c) Minutes of the Finance meeting 7.30pm 30th April 2012

It was proposed by Cllr Barwick and seconded by Cllr Pemble that the minutes of the above meeting should be signed as a true and correct record, all agreed and the Chairman signed the minutes.

8. MINUTES OF LAST MEETING

Pond

Tree Survey - The Pond Warden was concerned that two trees at the pond had been marked following a survey by the Church Commission. It was agreed a meeting should be arranged with the pond warden to discuss the future development of the pond area. **Action Cllr Hooper Ongoing**

Correspondence needing a response/decision

Letter from Greville Almshouse Charity – New Trustee appointment – The Clerk had responded as agreed. **Action Discharged**

Highways

Waiting Restrictions – Parade Lay-by – The Clerk had asked DDC to progress this matter.

Action Discharged

Complaint ref parking entrance to Boys Town Place

This matter had been looked at by PCSO Prentice and a traffic police officer. He had not felt that any offence was being committed. The members asked if PCSO Prentice could put a letter on the windscreens asking for people to be more considerate when parking. **Action PCSO Prentice ongoing**

Finance

Quote for Tree works – Sycamore at Bowling Club & Dead Cherries at Churchyard

The Clerk had accepted both quotes.

Action Discharged

ns&i – Investment Account

After some discussion it was agreed that the NS&I account should be closed.

Action Sarah Wells Ongoing

Forthcoming Events

Council Events

Annual meeting – The Refreshments had been arranged.

Action Discharged

Outside Events

Queens Diamond Jubilee Community Tea Party – The Clerk had RSVP to DDC. **Action Discharged**

Church Events – wish permission to use the Recreation ground and Parish Rm. – The Clerk had responded as agreed.

Action Discharged

Bowling Green

The Clerk had informed the bowling club members that the problem Sycamore tree was to be removed.

Action Discharged

9. CODE OF CONDUCT

- a) Reminder to all Councillors that you have 28 days in which to inform the Monitoring Officer of any changes to your register of financial or other interests.
- b) Update on the Code of Conduct – May 2012

The above was noted by the members.

10. CORRESPONDENCE

a) Correspondence needing a response/decision

None received.

b) Consultation Documents

- i) DDC – Consultation of Hackney carriage and Private Hire Licensing Policy

After some discussion it was agreed that the Council would not respond to this consultations.

c) News letters and Circulars

- i) Oast to Coast
- ii) Clerks and Councils Direct
- iii) KALC Parish News
- iv) ACRK News

The above were discussed and noted by the members.

d) Other

- i) Sustainable Communities Act Amendment Act 2010

After some discussion it was agreed that the Council would not respond to this letter.

11. HIGHWAYS

- i) Speeding problem Lower Street

After some discussion it was agreed that the Clerk should write to Kent Police and ask that speed checks be undertaken in the vicinity of the pond.

Action Sarah Wells

- ii) Parking Problem Boys Town – Reported to police, they have suggested double yellow lines

After some discussion it was agreed that DDC should be approached and asked to install yellow lines on the entrance to Boys Town Place.

Action Sarah Wells

- iii) Felderland Lane

The Clerk had received a very rude e-mail from the Felderland Lane working group. The members were not happy that the work they had done to try and help with traffic problems in the Lane was being dismissed in such a rude manor. There were many other areas in the Parish with similar if not worst traffic problems.

It was agreed that the Clerk should chase up KCC Cllr Ridings about the use of his members fund for traffic counts and SIDs units in the Lane. Also to ask if Kent police would continue to undertake speed checks in the lane.

Action Sarah Wells

12. FINANCE

- a) Year End Account
- b) Revised Budget 2012/13
- c) Audit Form

The Finance committee had met to discuss the above on 30th April 2012, the committee had adopted the 2011/12 year end accounts, the revised 2012/13 budget and agreed the information and statement of assurances on the Audit form. It was proposed by Cllr Wiles and seconded by Cllr Barwick that the Council should ratify the Finance Committees decision, all agreed.

13. ACCOUNTS

		Receipts				
		VAT Refund	2286.73			
			2,286.73			
				Cheque No	Amount	VAT
To Pay						
Zurich - Jubilee Event Insurance				4411	63.60	
Jubilee - Bouncy Castle & Gladiator duel				4412	175.00	
Jubilee - Race medals				4413	47.82	7.97
Donation - Marquee				4414	100.00	
Sholden Parish Council - Planning Training				4415	24.00	
Annual Meeting refreshments				4416	47.52	4.67
KALC training Events					144.00	24.00

It was proposed by Cllr Pemble and seconded by Cllr Hooper that the above payments should be made, all agreed, Cllr Mitchell was third signatory.

14. FORTHCOMING EVENTS**a) Council Events**

- i) Jubilee Events update - Costs

Cllr Kennedy Harper explained the plans to date, she informed the meeting that the original budget of £1000 may be insufficient for the event. After some discussion it was agreed that the budget should be increased to £2000.00.

b) Outside Events

- i) KALC Training Events

TUESDAY 22ND MAY (9.30am - 12.30pm) - The General Power of Competence (extended module)

It was agreed the Clerk should attend this event.

- ii) Certificate in Local Council Administration (CiLCA)

The Clerk informed the members that she would like to attend the 3 x Achieving CiLCA events and register to submit the CiLCA portfolio. The cost of each training event is £60 +VAT and the registration cost £150.00. She proposed that these costs are split between the three councils by whom she was employed. The total cost to Eastry PC would be £110.00 plus travelling.

It was proposed by Cllr Kenton and seconded by Cllr Wiles that the Council should agreed to this expenditure, all agreed.

- iii) Sports Maker Workshops

Noted by the members.

15. ALLOTMENTS

Cllr Pemble gave a brief allotment update.

16. LEISURE FIELDS**a) Gun Park****i) Skate Park update**

The Clerk reported that she had spoken to the people that had offered to remove the old Skate Ramp, they had inspected the ramp and were unsure if they could get the Ramp out without damaging it to such an extent that it would be unusable. They were waiting for another members of there group with engineering expertise to look at the ramp before making a final decision.

ii) Annual Safety Report

The Annual Safety inspection had been undertaken and the results sent to the Clerk, there were a few items that needed attention, but nothing with a High priority, the Clerk was waiting for additional quotes for this work. To be discussed at the next meeting.

Action Sarah Wells**c) Pond**

Nothing to discuss.

d) Picnic Site

KCC were under taking work to the fences.

e) Allotments Play Area

Nothing to discuss

f) Correspondence

None received.

17. CHURCHYARD AND CEMETERY**a) Churchyard & Cemetery**

The new bench had been installed.

b) Recreation Ground

Nothing to discuss

18. REPORTS**a) Dist Cllrs**

No report received as it will be given at the Annual parish Meeting tomorrow.

b) Parish Councillors

Cllr Gardiner reported on the Planning information event she had attended at Sholden PC. It was agreed that neighbourhood plans should be discussed at the next meeting.

Action Sarah Wells**19. COMMUNICATION****a) Village News Letter – Jun 2012 Edition**

PC Accounts and Cllr Expenses. Annual Meeting report

b) Mercury Report

As required.

c) Web Site

New Blog facility added.

20. DATE OF NEXT MEETING

Mon 11th Jun

Mon 2nd Jul

Mon 3rd Sept

Mon 1st Oct

Mon 5th Nov

Mon 3rd Dec

The meeting closed at 9.20pm