



EYTHORNE PARISH COUNCIL

Minutes of the Meeting of the Council held

on 13th October 2021 at 6.30 pm, Elvington Community Centre. Eythorne.

Present: Cllr M Ledger (Chair), Cllr Butcher, Cllr Hansell, Cllr C Ledger, Cllr Meehan, Cllr Morgan-Lovett, Cllr Whitehead and Cllr Wright.

Also, present Community Warden Juliet West, Caroline Vincent (Clerk to Eythorne Council) and 5 members of the public.

10/1. APOLOGIES FOR ABSENCE

Cllr Millard, (Personal Reasons)

10/2. DECLARATIONS OF INTEREST

Cllr Whitehead declared an interest in item 7d for the play area signs as she is related to one of the quote providers.

10/3. MINUTES

The minutes from the meeting held on the 8th September were circulated to members.

Resolved: The minutes were agreed as a true record, proposed by Cllr Morgan-Lovett, seconded by Cllr C Ledger and carried. Minutes were signed by the Chair.

10/4. COMPLETED ACTIONS FROM THE SEPTEMBER MEETING/MATTERS ARISING

The Clerk circulated the actions to all members prior to the meeting, actions completed as follows:

- Highways Improvement Plan (HIP) consultation has now gone live and will end on the 30th November 2021.
- Contractor contacted to confirm their quote had been accepted for repairs to the pathway from Willow Way leading to Eythorne Playing Field, works to commence after Christmas.
- All Planning comments made via the DDC portal.
- DDC Planning contacted regarding the Village Confines Parish Council consultation with the decision not to amend the current plans.
- Tree works will go ahead on the 20th October in Eythorne Playing Field for the fallen tree affecting a residents property.

10/5. KCC AND DDC COUNCILLOR AND COMMUNITY WARDEN REPORTS

Report from Community Warden Julliette West

- Criminal damage caused by air rifle/ vehicle/ fencing/
- Injury to wildlife /suspected air rifle
- Theft of motor vehicle
- Theft from garden/ out buildings
- Nuisance noise motorbikes
- Drugs paraphernalia in recreational areas
- Fly tips / litter

1 Signed by the Chair: Date:.....

- Dog fouling
- Straying dogs
- Graffiti
- Neighbour disputes
- Individual welfare concerns
- Multiple referrals to partner agencies
- Halloween- no trick or treat posters - available on request
- Community projects:
- Family fun day was a huge success, enjoyed by many members of the communities,
- huge thanks to the hosts and organisers the Elvington and Eythorne Heritage group.
- Let's Chat coffee morning was also very successful with good turnout.
- The Let's Eat event will take place in November at the Elvington Community Centre.

Cllr Meehan mentioned that there will be a weekly coffee morning after half term at the school for parents and also Rev Sheffield is organising a play group, Let's Play Parent and Toddler.

10/6. PUBLIC CONTRIBUTIONS AND QUESTIONS

A member of the public asked about the 20 mph and what was the position of this project? Cllr Wright explained that we were currently trying to have 20 mph near the school only and that a traffic survey is currently being done and there is a consultation in place.

Cllr Whitehead pointed out that the whole village 20 mph project could not be added to the HIP this year but will be added next year.

Members discussed a camera near the Whitehorse pub and what it was for, if it was from developers or the police?

Action: Cllr Wright will contact Alan Watson from Speedwatch to see if he has any knowledge of the camera.

A member of the public also asked about the Wigmore Lane footpath, Cllr Whitehead explained this was no longer a HIP item and was currently on hold.

Paul Boiston told members that the wreaths had been ordered for Remembrance Day and the day is being organised as a joint effort with the church.

Members discussed if the road could be closed during the service at the war memorial as it is difficult for everyone to stand safely. The Clerk explained this has to be applied for at least 12 weeks before to KCC Highways and that there is a charge.

Cllr Meehan suggested temporary barriers and a leaflet drop to nearby neighbours to keep everyone safe, all members were happy with this suggestion.

10/7. FINANCE MATTERS AND AUTHORISATION OF PAYMENTS

- a) Authorisation of payments/September bank reconciliation: The invoices as detailed below were agreed for payment, proposed by Cllr Wright, seconded by Cllr Morgan-Lovett, unanimously carried.

Finance Report October 2021 Payments		
Payee	Payment Type	Amount £
C Vincent	September Salary	1269.59
S Thomson	September Salary	601.60
KCC LGPS	Pension	360.73
Lloyds	CC monthly fee	3.00
S Thomson	Expenses September	11.43
VHE	Annual Office Phone Line Rental	247.68
VHE	Annual Office Rent	806.14

2 Signed by the Chair: Date:.....

VHE	MUGA Lights Electricity	500.00
HMRC	Q2 Tax & NI	970.05
PKF Littlejohn	External Audit	360.00
CPRE	Membership	50.00
Unity Bank	Bank Fees	18.00
C Vincent	Zoom Subscription reimbursement	143.88
KALC	Cllr Planning Training	60.00

b) AGAR 2020-21

The Clerk reported the external auditor report had been received with no issues and happy that proper practices have been met.

c) Quote to replace the matting at the children's play area

Resolved: Members agreed to the quote for the matting at the children's play area, proposed by Cllr Morgan-Lovett and seconded by Cllr Cllr Wright.

Action: The Clerk to contact Wickstead to arrange the work.

d) Quotes for signs for the children's play areas

Cllr Whitehead did not take part in this item due to her declaration of interest.

Resolved: Members agreed to go ahead with the Fresh Air Fitness quote for label instruction signs for the outdoor gym equipment, proposed by Cllr Morgan-Lovett and seconded by Cllr Meehan.

Resolved: It was proposed by Cllr Wright to use the quote from Fenlands, seconded by Cllr Morgan-Lovett and carried.

Action: The Clerk to contact the relevant companies to confirm the quotes and work to be carried out.

e) Reserve Funding to pay for the pathway at Eythorne Playing Field

The Clerk asked members if they would be happy to use funds from the Wigmore Footpath reserves to pay for the path repairs and replace at a later date when required.

Resolved: Cllr Morgan-Lovett proposed the Wigmore Footpath funds be used for the footpath repairs leading to Eythorne Playing Field, seconded by Cllr Meehan and carried.

f) CPRE Membership Renewal

The annual membership subscription for the CPRE for £50 is due and the Clerk asked members if they would agree to continue with membership.

Resolved: Proposed by Cllr Meehan to pay the membership fee, seconded by Cllr C Ledger and carried.

Action: The Clerk to arrange payment.

g) Quarter 2 Accounts

The Clerk circulated the 2nd quarter accounts and explained everything is on target and nothing of any concern. Members had no questions.

10/8. PLANNING

21/01431, Multipanel UK, Unit 2, Millyard Way, Eythorne, Dover CT15 4NL, erection of a detached recycling centre building (Retrospective).

Resolved: Members had no objections to the above application.

Decided Applications:

21/01098, Woodpecker Court Forest School Activities and Education Centre 45 Wigmore Lane, Eythorne CT15 4BF, Felling and remedial works comprising of; dead wooding, crown reductions, pollarding, coppicing, limb removal and creation of monoliths. **Granted.**

10/09. CORRESPONDENCE

- **Queens Jubilee 2022 Plant a Tree as part of the Queen's Green Canopy**
Resolved: Members were happy to plant a tree as part of the Queen's Green Canopy and asked to find out how many trees we could have if we applied.
Action: The Clerk to sign up and apply for a tree/s.
- Electric Vehicles – Further information received from the committee of Elvington Community Centre, there would be no cost involved from the Parish Council as it should all be funded.
Resolved: Cllr Meehan proposed to support the electric charging point at the Community Centre, seconded by Cllr Hansell and carried.
Action: The Clerk to inform the Elvington Community Centre Committee.
- **KALC AGM**
Resolved: No members wished to attend the AGM as it is a virtual event.

10/10. ALLOTMENTS

The repair to the gate at the allotment was discussed by members and asked Cllr Meehan if he had an update, he had asked the person to go ahead but will chase up as to when the work will be done.
Action: Cllr Meehan to chase for the repair to be done.

10/11. ROSPA REPORT

The Clerk circulated the report to all members, the majority of items were all low risk. Most safety signs were missing from the play areas and are required to be put in place. The report also mentioned to monitor some play equipment, particularly the wooden ones that were currently splitting and some of the metal ones were corroding and require some attention. Matting under one of the swings was a higher risk that had to be replaced, members had already agreed this on item 7c.

Action: The Clerk was asked to see if our Handyman could remove the graffiti on the teen shelter at Eythorne Playing Field and look at the wooden gate on the children's play area.

10/12. EMERGENCY PLAN

The Clerk asked all members if they were happy for an Emergency Plan to be developed and for everyone to be added to the emergency response team should an emergency arise. All members were happy with this. The Clerk explained she had already been working on the plan with a rough draft which she has forwarded to Cllr Morgan-Lovett who will be working alongside the Clerk on this project.

Cllr Morgan-Lovett felt it was important to gain access to the NHS room at the Community Centre to see what is currently held and to be able to store emergency supplies in there as part of our Emergency Plan.

There was a discussion on rest areas and equipment required.

Resolved: All members agreed to go ahead producing an Emergency Plan.

Action: Cllr Morgan-Lovett and the Clerk to continue working on the project and present at a future meeting.

10/13. POLICIES TO AGREE

The following policies were circulated for approval, Freedom of Information, Data Protection and Training & Development.

Resolved: All members were happy to adopt the FOI and Data Protection policy and Training and Development.

Action: The Clerk to add the policies to the website.

10/14. ANY OTHER MATTERS

Cllr Meehan asked if there were other ways of getting the public to attend our meetings? It was explained that the agendas are already posted on Facebook, our website and notice boards in all 3 areas. Members mentioned that the monthly newsletter maybe coming back into production where this could be advertised as well.

Meeting location was also spoken about as the Resource Centre will no longer be available to use.

Action: Item to be added to the next agenda to decide an alternative location for the meetings.

Cllr Whitehead spoke about a pop-up COVID vaccination drop-in clinic locally for those that may not have been able to have a vaccination due to lack of transport.

Action: The Clerk to contact Clinical Commissioning Group at Whitfield and Rebecca Walledge at DDC to find out if this is possible.

10/15. DATE OF NEXT MEETING

Wednesday 10th November at 6.30pm

The meeting closed at 7.50pm.