

# **Draft MINUTES OF EYTHORNE PARISH COUNCIL MEETING HELD REMOTELY WEDNESDAY 8 April 2020**

## **1. PRESENT**

Documents sent to: Cllr Ledger (Chair), Cllr Butcher, Cllr Hansell, Cllr Millard, Cllr Morgan Lovett, Cllr Wiles and Cllr Whitehead.

Invite with an opportunity to send a report to: KCC Cllr Lymer, DDC Cllr's Keen, Walker and Woodgate and Community Warden Julliette West. Also S Collins, Clerk.

## **2. DECLARATIONS OF INTEREST**

Item 15 - Cllr Hansell is a member of the Village Hall Management Committee.

## **3. APPROVAL AND SIGNING OF MINUTES 11 MARCH 2020**

The minutes were agreed as a true record, proposed by Cllr Butcher, seconded by Cllr Whitehead and carried. Minutes will be signed by the Chair when circumstances allow.

## **4. KCC AND DDC COUNCILLOR, COMMUNITY WARDEN AND HANDYMAN REPORTS**

KCC Geoff Lymer sent a report regarding Waste Service provision during COVID-19:

A summary of the report is the KCC owned and run household waste sites are closed due to lack of facilities for social distancing. Kerbside collection services to empty household bins and recycling continue with extra staff from sites being re-deployed. Fly-tipping will continue to be cleared where possible and Councils will continue to investigate and take necessary enforcement action.

(To read the full report, please see the Parish Council website [www.eythornepc.co.uk](http://www.eythornepc.co.uk), under KCC Cllr reports 2020)

DDC Cllr Linda Keen sent the following report:

- i. I do hope you are all keeping safe and well
- ii. DDC's community hub number is 01304 821199
- iii. Each Local Council has an allotted Community Support Officer and a WhatsApp group has been started up for Clerk's to get informal help and advice.
- iv. For anti-social problems like illegal gatherings under the lockdown, please contact police on 101 and/or DDC Community Safety unit at [csu@dover.gov.uk](mailto:csu@dover.gov.uk)
- v. Any voluntary support/help services your PC or other local organisations are providing for vulnerable people in your particular community need to be registered with DDC, so they can signpost people to the most relevant people.
- vi. DDC Cllrs are working from home and dealing with concerns and queries.

Community Warden Julliette West sent the following report:

For the majority of the month the time has been spent dealing with the consequences of the covid19 pandemic, organising and setting up local support groups to directly support the local communities. Liaising with all of the partnership agencies to ensure planning and preparations are put in place and up and running to offer support where needed. Identifying those most vulnerable within the communities and making sure they have access to support and have contact numbers for support persons.

Keeping up to date with the current government guidelines and ensuring those guidelines are adhered to. Gathering any relevant information locally and addressing issues arising or passing them on to the most appropriate agency. Offering reassurance and support to those residents who are feeling fearful at this difficult time particularly those who are isolating alone, elderly, and of a higher risk category.

In practical terms the wardens are continuing to have a presence in the villages, obviously maintaining the strict social distancing guidelines, delivering prescription medication, food parcels, and other essential items, doing regular welfare telephone calls to isolated persons for continued support where needed. Monitoring community issues arising as a consequence of the 'lock down' ie, the multiple incidents of burning garden rubbish causing many complaints of smoke nuisance, concerns arising from persons not adhering to the social distancing advice and gathering in groups in public (and in some cases), residential places. An increase in off road motor biking around Elvington village, and an increase across the district of many different scams encouraging people to part with their bank details for a myriad of reasons. All of these issues have been addressed and forwarded on to the relevant agencies and some of the villages have seen a marked increase in police presence on the ground.

On the positive side all of the local villages have shown extraordinary courage and resilience, kindness and caring, supporting and looking out for one another, offering their fellow community members everything from cooked meals, fresh chicken eggs, spare vegetables etc, to arts and crafts for housebound children, to doorstep and online group activities for all to participate in.

It is very refreshing in such uncertain times to see such a strong show of community cohesion throughout the district. And of course the overwhelming support and respect our communities have shown to the amazing courage and efforts of all the NHS staff, the carers, the frontliners, the volunteers and people who help our food supplies to keep coming has been moving, uplifting and inspiring.

A group of youths are frequenting the old allotment site (Elvington) again, and look to be trying to construct another den possibly to use the area for a meeting/congregating area as has been done in the past. Appropriate agencies have been made aware.

Stay safe everyone and keep up the good work of staying home to protect your families and communities.

## 5. FINANCE MATTERS AND AUTHORISATION OF PAYMENTS

The invoices as detailed below were agreed for payment, proposed Cllr Butcher, seconded Cllr Whitehead and carried.

Finance Report		
Payee	Payment Type	Amount
Stuart J Daws (paid 23 March 2020)	BACS	£497.00
Air Ambulance (paid 25 March 2020)	300762	£125.00
Citizens Advice Bureau (paid 25 March 2020)	300763	£125.00
B Young (paid 25 March 2020)	300764	£48.00
Dennis Brown (25 March 2020)	300765	£97.38
S Thomson	Standing Order	£587.50
S Collins	Standing Order	£1,250.37
KCC Pension Fund	Standing Order	£291.07
KALC	300766	£566.40
S Thomson (expenses)	300767	£41.92
S Collins (expenses)	300768	£71.25
Came and Company	300769	£1,653.24

Q4 budget check was accepted, proposed Cllr Whitehead, seconded Cllr Morgan-Lovett.

S Collins reported that there is some delay in the year end 2019-2020 procedure. At present the deadlines remain unchanged, however NALC have written a letter to central Government asking for them to reassess the decision. PKF Littlejohn have not sent out the forms as usual as they are waiting to insert deadline dates for notices and submissions etc. Work continues on closing the 2019-2020 accounts and VAT reclamation form.

## 6. PLANNING

### Applications:

DOV/20/00336 – Internal works include: Ground floor: replacement staircase, remove & insert new ground floor partitions & opening to form utility room WC & insert vents. Infill hall opening, insert new stone floor finishes. Enlarge opening between kitchen & hall. Remove & insert new ceiling timber beams and joists to dining/living room including alterations to fireplace. First floor: remove and insert

new shower room ceiling including replacing collar ties. External works include re roofing incorporating a membrane, insert rear roof light, repoint west & north elevations – Gardeners Cottage, Coldred Road, Eythorne, CT15 4BE (expires 29 April 2020) – no objection

*Decisions:*

None.

## **7. MATTERS ARISING FROM PREVIOUS MINUTES 11 MARCH 2020 NOT ELSEWHERE ON THE AGENDA**

S Collins had the following updates:

- i. SECAMB have been informed that the Elvington Defibrillator is out of order
- ii. KCC verge cutting in Barfreestone – they do a swathe cut of verges 900mm from the roadside once a year
- iii. Reported overhanging hedge on Sweetbriar / Terrace Road to Juliette West
- iv. Reported broken light at Willow Way entrance to Eythorne Playing Field
- v. Wrote letter to Envirograf re: litter bin
- vi. Made contact with Mrs Lewis re: Elvington defibrillator
- vii. Sent £125.00 donation to Air Ambulance and Citizens Advice Bureau
- viii. Facilitated purchase of lawn mower
- ix. Researching and compiling an information sheet regarding furlough of employees for Village Hall Elvington
- x. Completing the insurance renewal process for 2020-2021 (part of 2 year agreement with Hiscock)
- xi. Calling into the weekly conference call with DDC
- xii. Being part of WhatsApp messages from DDC Clerk's group
- xiii. Sent invoices and receipts to Allotment holders for 2020-2021 rent and deposits
- xiv. Meeting with Kent Highways representatives was cancelled, with the agreement that reports and documents can be sent via email, once written and agreed.

## **8. ALLOTMENTS**

The Cllrs decided that the allotment holders who had not paid, should be chased for payment. So far 5 allotment holders have paid out of the 12 plots. Invoices have been sent out and receipts sent to those who have paid. There isn't a waiting list of plots at present.

## **9. ELVINGTON DEFIBRILLATOR**

Contact has been made with a resident in Elvington who can provide access to the Pentecostal Church building. It has been agreed to speak to them again once Government guidelines change and social distancing is lifted. SECAMB have been informed that the Milner Road defibrillator is out of use until it is moved. A form needs to be sent to SECAMB once a new location has been found.

## **10. AGREEMENT REGARDING GARAGE FOR HANDYMAN**

No information was available.

## **11. VE DAY 75 YEAR CELEBRATION**

This event has been cancelled due to COVID-19 Government guidance on social and physical distancing. Cllr Morgan-Lovett has spoken with all partners in this celebration.

## **12. VILLAGE SIGNS**

Cllr Butcher presented a proposal for village signs and gates to the Councillors. It was seconded by Cllr Whitehead to submit the proposal to KCC for advice and costings.

## **13. ANTI-VANDAL BUS SHELTER REPAIRS**

Due to the business being closed due to COVID-19, no quotes have been gained.

## **14. LOCAL PLAN MEETING**

Cllr Butcher and S Collins attended the meeting at DDC before the lockdown and were shown the sites in the HELAA land allocations for the Ward. Informal comments regarding the sites from the Parish Council were gained via email and submitted to meet DDC's deadline. The sites will be sent out for

public consultation later in the year.

#### **15. CLOSURE OF ELVINGTON VILLAGE HALL DUE TO CORONA VIRUS**

S Collins outlined the issues with the closure of the Centre, there was a lengthy email discussion regarding how the Parish Council can support the closed Community Centre with paying bills and invoices when there isn't an income. The Management committee has asked for a loan from the Parish Council and will continue to look for ways of getting grants and funding to help them. The Parish Councillors continue to get more information to make a decision on how to support.

#### **16. CORRESPONDENCE**

*i. Kent Air Ambulance thank you for donation.*

*ii. Letters from Envirgraf regarding litter bins to reduce litter. It was agreed to thank Derek Ward for his contribution to the community in Barfreestone.*

#### **17. ANY OTHER MATTERS**

None.

#### **Closed session**

i. Repayment for additional hours worked by Gardener/Handyman for 2019-2020. It was agreed to pay the accrued overtime for 2019-2020 and have more discussion after the COVID-19 lockdown about the way forward.

ii. Resignation of Clerk, plans for the immediate future. Ongoing plans are being finalised.