



EYTHORNE PARISH COUNCIL

Minutes of the Meeting of the Council held

on 17 May 2023 at 6.30 pm, Elvington Community Centre, Eythorne.

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

Also, present: Jo Pannell (Clerk to EPC), and 4 Members of the public.

All Councillors present signed their acceptance of office form prior to the meeting and were given Disclosure of and Pecuniary Interest Forms to complete either at the meeting or to email to the Clerk once completed.

05/01/23. ELECTION OF CHAIRMAN

Cllr Whitehead proposed Cllr M Ledger and Cllr Hansell seconded, all Cllrs present unanimously agreed, carried. **RESOLVED: That Councillor Malcolm Ledger be elected Chairman of the Council for the ensuing year 2023/2024. Councillor Ledger took and signed the declaration of acceptance of office and thereupon took the chair.**

05/02/23. ELECTION OF VICE CHAIR

Cllr Wright proposed Cllr Whitehead and Cllr Hansell seconded, all Cllrs present unanimously agreed, carried. **RESOLVED: That Councillor Whitehead be appointed Vice Chairman of the Council for the ensuing year 2023/2024.**

05/00/23. APOLOGIES FOR ABSENCE

Apologies had been received from, Julliette West, KCC Community Warden, and the two new Dover District Cllrs due to another meeting. Apologies received and accepted.

05/3/23. CONSIDER CO-OPTION OF ANY NEW COUNCILLORS.

The Chair asked Alex Martin if he would like to address the Council. Alex explained that he had lived in Elvington for twelve years and was a keen allotment holder. Cllr Whitehead proposed, and Cllr Morgan-Lovett agreed to the co-option of Alex, all other Cllrs present unanimously agreed to the co-option of Cllr Martin, carried. Cllr Martin duly signed his declaration of acceptance of office and took a seat with other Cllrs.

The Chair asked Ray Luckhurst if he would like to address the Council. Ray explained that he had lived in Eythorne for eight years and was instrumental in working on the Speedwatch project in the villages, he also noted that he had not worked as a Councillor before but would be ready for the challenge. Cllr Morgan-Lovett proposed, and Cllr C. Ledger seconded to the co-option of Ray, all other Cllrs present unanimously agreed to the co-option of Cllr Luckhurst, carried. Cllr Luckhurst duly signed his declaration of acceptance of office and took a seat with other Cllrs.

The Chair welcomed Steven French the new Cllr following the local election in May. Steven explained that he had lived in the village for twenty-two years and now retired would like to give something back to the community.

05/04/23. DECLARATIONS OF INTEREST

There were no declarations of interest declared.

05/05/23. MEMBERSHIP OF COMMITTEES

Playground Committee – Cllrs will be appointed to this should it be required.
Allotment Committee – It was agreed by all Cllrs present that the following Cllrs will be on the Committee – M. Ledger, Hansell and Martin, carried.

05/06/23. APPOINTMENT TO OUTSIDE BODIES

KALC – Cllrs Wright and Morgan-Lovett
Tilmanstone Welfare – Cllr Hansell

05/7/23. MINUTES

The minutes from the Council meeting held on the 12 April 2023 had been circulated to Councillors.

Resolved: The minutes were agreed as a true record proposed by Cllr Wright seconded by Cllr M Ledger and unanimously carried. The minutes were duly signed by the Chairman.

05/8/23. COMPLETED ACTIONS FROM THE MARCH MEETING/MATTERS ARISING

The Clerk confirmed that most actions had been completed, the only outstanding one was with regards to the contractor to install the fence at the Eythorne children's play park, Cllr Whitehead would provide an update on this later in the meeting. Cllr Morgan-Lovett asked if the Council had heard from the Vicar with regards to the cleaning up of the pigeon's mess in the Church Tower? The clerk explained that she had now emailed him on two occasions to ask when this may happen, but no reply had been received. It was agreed at the meeting that it would be left to the Vicar to contact the Council and it would be unlikely that the Parish Council would support the annual maintenance of the clock next year.

05/9/23. KCC AND DDC COUNCILLOR AND COMMUNITY WARDEN REPORTS

In the Community Wardens absence, she had emailed the following issues reported during the month:

Nuisance noise
Nuisance smoke
Nuisance dust (air quality pollution)
Straying animals
Littering
Dog fouling
Parking on pavements/junctions
Traffic obstructions
Theft from vehicle
Fuel theft
Scams/ calls/emails/text/social media
Doorstep sellers
Potholes
Individual welfare issues

The community warden service has recently introduced a new positive wellbeing scheme, whereby, Wardens can help individuals to tackle isolation and loneliness, get involved in your community, increase self-confidence and self-esteem, achieve a better quality of life and help improve your wellbeing, providing you with free, confidential, one to one support for up to 12 weeks.

Please contact me direct on 07969584174 for further enquires or log on to [Kent.gov.uk/positive](https://www.kent.gov.uk/positive) wellbeing for further information.

05/10/23. PUBLIC CONTRIBUTIONS AND QUESTIONS

A member of the public had previously asked the clerk if she could speak at the meeting, she explained that she had asked to speak about the amount of litter along Barville Road and Pike Road. Rubbish from lorries falls off the back which is then strewn over the road, hedges and fields. A Cllr explained that prior to lockdown DDC had visited businesses and requested that they cover the back of their lorries, this clearly is not happening now. The member of the public

explained that the litter along the by-pass is horrendous, litter is going into the fields which is creating an environmental issue, this has been raised on the Eythorne Facebook page for members of the public to call DDC to complain, but only one complaint had been received. **ACTION: It was agreed that the clerk would write to all business within Pike Road and Barville Road to ask if they could ensure that lorries are covered and copy in DDC and the Environment Agency.** Cllr Wright explained that it had been agreed that KCC would close the road to do a litter pick, but this would have been too expensive. Cllr French agreed to this course of action noting that Bakkavor should also be sent a letter. Cllr Whitehead explained that previously an officer from Kent Waste Management had been monitoring the East Kent Recycling site. **ACTION: the clerk was requested to send a copy of the letter to him.**

Cllr French also noted that the lorries were driving too fast along these roads, so requested the letter included a statement from the Parish Council asking them to improve their practices and drive with consideration around the area. **ACTION: It was also requested that the clerk contact McDonalds litter patrol team due to the number of waste bags and cups thrown from car windows in the village.**

The meeting reconvened

05/11/23. PLANNING

Applications:

None received

Applications commented on under the scheme of delegation - None

Decisions:

CON/22/00493/B Proposal: 15 - Traffic management plan Location: Barfrestone Court Farm Barfrestone Road Barfrestone Dover Kent CT15 7JJ – Condition Approved

05/12/23. FINANCE MATTERS AND AUTHORISATION OF PAYMENTS

- a) Authorisation of payments/bank reconciliation, the invoices detailed below were agreed for payment, by all Cllrs present.

Finance Report Payments		
Jo Pannell	Salary (May)	
S Thomson	Salary (May)	
KCC LGPS	Pension	£342.34
HMRC	National insurance	£434.91
S Thomson	Expenses	£23.16
Jo Pannell clerks expenses	8 x 2 nd stamps £6.00 - A5 envelopes £2.50	£8.50
Idverde	April grass cutting	£67.94
Dynamix	Year end £48.00 & Q1 Jan to Mar payroll £50.40	£98.40
Internal Auditor	AGAR return	£30.00
Elvington Community Hall	Meeting hall hire	£75.00
HMRC	Underpayment December 2022 and February 2023	£634.91

	Total	£3,369.60
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- b) The bank reconciliation for April was RECEIVED and RESOLVED and duly signed by Cllrs Whitehead and Morgan-Lovett.
- c) Cllr Luckhurst proposed, and Cllr Whitehead seconded to appoint Mr GL Charlton as the contractor to install the new fencing around the Eythorne play area – Cllr Whitehead proposed Mr GL Charlton and Cllr Wright seconded RESOLVED – all Cllrs present agreed, carried. **ACTION: Cllr M. Ledger will inform the successful contractor to go ahead.**
- d) The purchase of the new Speedwatch equipment had been deferred to the May meeting. Cllr Luckhurst explained that the one currently in use does work, but it is very cumbersome, and it does blow over, but the purchase could be postponed. Cllr Luckhurst explained that there was talk about a newer model consisting of a plastic case rather than an alloy one was being muted. Cllr Wright explained that wear and tear on the legs of the existing equipment make it difficult to use. Cllr Whitehead asked if Cllr Luckhurst could get an update on the new equipment from Alan? It was agreed that Cllr Luckhurst would speak to the company for an update. This will come back to the June agenda for RESOLUTION, all Cllrs agreed with this course of action. Cllr M Ledger explained that the Council should make it easier for the Speedwatch team to use the equipment.
- e) NOTED – to accept Zurich insurance quote with a three-year set payment plan, this was agreed via email with Councillors to pay the invoice.
- f) NOTED – that Dynamix had increased their costs from £48.00 to £50.40 a quarter.
- g) The clerk enquired if the Parish Council would consider applying for a Reserve account with Unity Bank as the current account did not pay interest unlike the Reserve account. This was proposed by Cllr Morgan-Lovett and seconded by Cllr Wright all Cllrs unanimously agreed. **ACTION: the clerk will file the necessary forms and the form to remove Cllr Butcher from the bank and add Cllrs Luckhurst and Wright to authorise online payments at the bank.**
- h) **For Annual Return 2022-2023 - TO RECEIVE, CONSIDER AND RESOLVE:**
1. The Year End Bank reconciliation to 31 March 2023 – 2022 - 2023 year-end balance is £64,548.86
 2. The Internal Auditor's report and TO NOTE any recommendations thereon and TO NOTE the Internal Auditor having completed the internal auditor Annual Return
 3. The Annual Return for the financial year ended 31 March for submission to Mazars: Section 1: the Annual Governance Statement – TO RESOLVE to accept Section 1 in advance of approving Section 2 - and when RESOLVED Section 1 should be signed by the Chairman and the **Minute No 12.h.** subsequently noted.
- Section 2: the Accounting Statements – TO RESOLVE to approve Section 2 – and when resolved Section 2 was signed by the Chairman (**and the subsequent Minute 12.h**)

AND TO RECEIVE

- Copy of the Annual Return pack
- Statement of Variances
- Ear Marked Reserves schedule up to 31 March
- Finance Risk Assessment
- The Parish Council's Register of Fixed Assets
- The Parish Council's Statement of Internal Control

Notice of the Exercise of Public Rights notice: TO NOTE the parish council must make arrangements for the exercise of public rights to inspect the accounts. The inspection period of 30 working days during which the public rights may be exercised must include the first 10 working days of July (i.e. 1 – 14 July inclusive). Mazars template suggests Monday 4 June to Friday 13 July inclusive – and this template must be published on noticeboards.

TO NOTE all the above documents including the Exercise of Public Rights will be uploaded on to the Parish Council website by Monday 4 June 2023. RESOLVED to accept the AGAR statement.

It was **RESOLVED** by all Cllrs present to accept the completed AGAR document and for it to be sent to Mazars the External Auditor.

05/13/23. CORRESPONDENCE

The clerk explained that she had received a complaint about another shepherd's hut being sited on the Woodpecker Court site. Cllr Whitehead explained that this would be against their planning conditions, planning enforcement should be contacted, because if this is not addressed more will appear. Cllr Whitehead also noted that the huts were hard wired so could not be moved. Cllr French raised the issue of the lack of access to the site for fire services, noting that the huts were close together and near to the kitchen which had gas cylinders and there are wood burners in the four huts. **ACTION: the clerk will formulate a letter to the Fire service and write to the Planning Enforcement team outlining the concerns raised, this will also be copied into the Chief Executive at DDC.**

05/14/23. Balcombe project

Cllr Morgan-Lovett explained that this project was about opting out of mains electricity, to use other forms of sustainable energy, but conceded that she did not think that it would happen in this Parish. Cllr Morgan-Lovett continued that there had been a programme about this on Meridian detailing how a whole village had installed solar panels, and their bills had reduced over time. However, after speaking to some of her neighbours, they were not prepared to commit to the initial outlay to purchase solar panels. Cllr Luckhurst explained that there was a ten year wait in some areas to have solar panels installed and there was a delay in connecting these to the National grid and to get any money back could be a wait of eleven years. Cllr Whitehead explained that solar panels only had a limited lifespan and other sources of sustainable energy would also be required to make this project work. **ACTION: Cllr Morgan-Lovett asked for Cllrs to bring any updates on this proposal to the next meeting.**

This item was deferred to the next meeting.

05/14/23. Allotments

Cllr Hansel explained that her and Cllr Martin had a successful meeting with Shepherdswell allotments with reference to rain capture. At Shepherdswell they used a corrugated iron tin roof to capture the rain, with four water tanks to hold the rain. Cllr Whitehead explained that Envirograph may be able to supply more. Cllr Whitehead suggested lockable storage boxes could be used on site, rather than sheds that are not permitted. Cllr Morgan-Lovett suggested that such storage boxes would need to be weighted down. Cllr Martin explained that an email outlining the purchases required and the associated costs had been emailed out to Cllrs. It was agreed to bring this item back to the next meeting for a RESOLUTION.

05/15/23. Play Areas

Cllr Whitehead had received an update from former Cllr Millard about the fencing. She explained that previously three quotes had been received to remove the old wooden fencing and install steel fencing. The local contractor Mr G Charlton had visited the site and provided a quote, however, the other two contractors were not prepared to visit the site, so it had been decided in min no: 12.c to go with Mr G Charlton.

05/16/23. Tilmanstone Welfare update

Cllr Hansel explained that so far, she had attended four or five meetings and slow progress is being made. Cllr Wright thanked Cllr Hansel for sticking with it. Cllr Hansel explained that more football was on its way.

05/17/23. HIP

Cllr Whitehead explained that she had spoken to the Highways Engineer about the red antiskid resurfacing, but he could not explain why this was not done when the road resurfacing took place. He suggested that this may happen on 26 June, but as these involved diversions onto the A2 due to road works in Coldred this would involve National Highways. Cllr Whitehead asked if the clerk could **ACTION: contact Annalise and Lizan at Highways following the**

HIP discussion to see if they had any answers about the height of the speed bumps in Wigmore Lane. ACTION: Report the dangerous drop to Highways in Wigmore Lane near the drive.

05/18/23. Councillors items

Cllr Whitehead suggested that Eythorne Parish Council should adopt a planning working group to discuss future planning applications. These could take place half an hour before the Parish Council meeting. **ACTION the clerk will add to the next agenda.** Cllr Wright urged all Cllrs to undertake the planning training.

05/19/23. Any other matters

None raised.

05/20/23. DATE OF NEXT ANNUAL COUNCIL MEETING

Wednesday 14 June 2023, 6.30pm Elvington Community Centre.

The meeting closed at 8.17 pm.

Signed _____ Date: _____

The Chairman: Cllr M Ledger

Please note these Minutes remain as draft Minutes until the parish council approves them at their next parish council meeting.