

Dunkirk Parish Council – Full Council Meeting

Minutes of Full Council meeting held at Dunkirk Village Hall 21 August 2023 at 7.30pm

Present:

Parish Councillors: Cllr K. Kemp (Chair), Cllr N. Smith (Vice Chair), Cllr J. Tutt, Cllr D. Brice, and Cllr J. Clifford, Cllr P. Barkaway
Also Cllr A. Gould (SBC), & R Parr (Clerk)

There was four members of the public.

1. **Declaration:** Any Declarations of Interest by members present to be made at the commencement of the meeting
None
2. **Apologies for absence**
Cllr G. Hewett, Cllr R Lehmann (KCC & SBC)
3. **Minutes of the full council meeting 17th July 2023.** A motion to approve the minutes by all present was proposed and seconded with unanimous approval.
Minutes of the extraordinary meeting of the 7th August 2023. A motion to approve the minutes by all present was proposed and seconded, with unanimous approval.
4. **Public Participation**
Three members of the public had attended to raise ongoing concerns regarding speeding. One had also written to KCC Highways as well. The council discussed and explained the forthcoming speed limits reductions due and that KCC currently prevented lowering of the limits further. The council explained that they would continue to explore options.
5. **Planning:**
 - A. Received Decisions:
 - i) 23/501615/FULL | Erection of a two storey side, a single storey rear extension and a two storey oak framed entrance porch. A loft conversion with 2no. rear dormers including changes to fenestration. Render whole house in off-white. | 55 Stoney Road. Application Permitted.
 - ii) EIA Scoping Opinion - Proposed development of 1740 residential dwellings, 160 retirement homes, 27ha of publicly available open space and recreation including a community park, outdoor sports pitches, a 5km recreation trail, a two form entry primary school, an integrated bus link to the surrounding area, an employment park, improved pedestrian/cycle links across the A2, upgrade to the Dunkirk A2 junction through a new trunk road, and an electric vehicle charging hub for approximately 36 vehicles alongside associated facilities including toilets and potential for cafe facility. - Winterbourne Fields Dunkirk Kent – Detailed decision provided online
 - B. Consider applications:
 - i) 23/503564/FULL | Change of use of and conversion of existing shed into Air B and B overnight holiday let (retrospective). | Manor House Orchard Gate Berkeley Close Dunkirk Faversham Kent ME13 9FB

The applicant attended the meeting answering some questions from the councillors. The council discussed the application, raising concerns with regards to access and parking. The council voted 5 in favour of the motion to object to the application with one abstention with the following comment:

“Dunkirk Parish Council voted at their meeting on the 21st August 2023 to object to the application. This is due to concerns raised with regards to the pressure on parking and the additional disruption caused in an area that is considered overdeveloped and also already overwhelmed by parking.”

6. Correspondence

- A. Footpath ZR532. A parishioner had raised concerns with regards to the footpath between Staple Street and Stoney Road for which the Clerk passed onto to KCC. KCC investigated and concluded that the potholes were not caused by pedestrians but by the private vehicular damage. As a result any repairing is not the responsibility of KCC but the private residents or landowners. Any works undertaken by them must be approved in advance by KCC using only suitable contractors. **Action:** The Clerk is to revert to the parishioner and inform them of KCC's response and circulate the email and photos to the councillors.
- B. Road Closures Crockham Lane 22nd September for 1 day. **Action:** Details added to Facebook and website.
- C. Road Closures Selling Road 21st September for 1 day. **Action:** Details added to Facebook and website
- D. Road Closures Staplestreet 21st August for 5 days by The Street and also on the 20th August for 1 night by the bridge. **Action:** Details added to Facebook and website
- E. Dropped Kerbs Courtenay Road – KCC have confirmed that requests for dropped kerbs can only be turned down on safety grounds (rather than because of the impact they have on the overall available parking).
- F. Community Resilience Survey - Some of the key risks and potential emergencies identified in Kent and Medway are flooding and severe weather. Feedback needed for effective planning to ensure it can reflect the needs of the local community. The survey takes around 5 minutes to complete. **Action:** Details added to Facebook and website.
- G. KCC Budget Consultation. Includes Council Tax proposals, whether KCC are prioritising resources in the right areas, and suggestions for how KCC might find further savings. Consultation accessed via www.kent.gov.uk/budget until the 6th September 2023. **Action:** Details added to Facebook and website.
- H. Kent Family Services Consultation. Launched on Wednesday 19 July, KCC eight-week Family Hub services consultation via www.kent.gov.uk/familyhubservices which sets out proposals on the future of our young peoples' services. **Action:** Details added to Facebook and website.
- I. KCC Emerging Local Transport Plan – Consultation open until 18th September. **Action:** Cllr Kemp is to view and respond.
- J. Kent Community Warden Service Review. Community Warden service has been asked to reduce its annual budget by £1 million by 2024-25. To achieve this level of saving, they will need to redesign the service. The Consultation document provides information on the current Community Warden service, including what it does and how it operates why we are proposing to make changes and how we have developed our proposals, the proposed changes to the service and details of other options that have been considered. This consultation was launched on 12 July 2023 and it closes on 3 October 2023. The consultation link is: https://letstalk.kent.gov.uk/community-wardenservice/survey_tools/questionnaire
Action: Details added to Facebook and website.
- K. National Highways and Transport Survey. Kent County Council is taking part in the NHT Public Satisfaction Survey on highways and transport services. Whilst the main survey is being carried out by Ipsos, who will be sending forms to a representative sample of households, we have also opted to take part in six web-based surveys on specific issues: such as • Highway maintenance • Accessibility • Walking and cycling • Public transport • Road safety • Tackling congestion
The surveys are publicly available online, and will remain open until the end of February 2024. **Action:** Details added to Facebook and website.

7. Matters for public concern:

A. Highways Issues

The vegetation on the slip road is due to be cut back and bollards replaced along the length as well as additional stop lines added. The barrier by Brotherhood Wood is due to be repaired.

B. Footpaths, Verges & Hedges

A councillor had reported a number of overgrown hedges. The council noted that KCC are still waiting to do the repairs to the triangle on London Road depending on recharge.

C. TPOs

A response from SBC Tree department was still waiting. **Action:** Cllr Gould is to chase.

D. Playing field (incl. benches)

None

E. Village Hall

The council were updated on the latest activities concerning the village hall.

F. Bus Shelters

The invoice for the new bus shelters was now due.

8. Speed Limits/TRO

- i) The Council is still waiting to hear from KCC with regards to the costings from the civil engineering aspect of the project, which is delayed due to an extension in the consultation for the moving of the 30mph speed limit southwards closer to the bridge.
- ii) To help feed into Local cycling and walking plan, the council discussed considerations for a new HIP including Staplestreet and Dawes Road but noted it would be challenging for KCC to agree to changes given the previous speed survey. **Action:** The Clerk is to forward the speed survey onto interested parishioners in order to show that the data showed little by way of speeding. It was also noted that Kent Police are not keen on flashing cameras. Following a discussion, it was agreed to consider a joint HIP with Hernhill and Boughton given some roads cross over into each parish. **Action:** The Clerk is to approach Boughton and Hernhill Parish Councils.

9. Boughton Hill Closure and works

- i) Drains – Update - KCC have arranged to undertake flood prevention works next week to the property on Staplestreet Road, to ensure that their driveway no longer floods. The council discussed and believe that this work doesn't entirely fix the situation though. The council agreed to keeping an eye on the situation and ensure KCC are made aware to ensure remedial works are done as and when necessary. **Action:** The Clerk is to request a before and after drainage plan.
- ii) Soft landscaping – The Clerk heard back from Project manager who is waiting to hear back from soft landscaping team.
- iii) Forthcoming Closures – overnight from 29th August until 3rd September 8pm – 5am to undertake final works.

10. Village Hall Land titles

It appears that of the original trustee deeds concerning the Parish Council and the village hall, only one individual is still involved and consideration need to be given to getting the document updated. It was agreed to view the archives for details concerning the village hall. **Action:** The Chair, Vice Chair and Clerk are to review.

11. 80th DD Celebrations

The Chair confirmed that he is still trying to obtain details of the new cypher. **Action:** Cllr Kemp is to chase.

12. Regular Cleaning of new shelters

- i. The council discussed and agreed to consider the cleaning of the new bus shelters It was decided that annual would be sufficient.
- ii. Suggestions of suppliers – One quote for annual cleaning had already been received from the Clerk. **Action:** It was agreed to approach a couple of other local contractors

13. KCC Waste and Recycling Centre Consultation – Cllr Lehmann had prior to the meeting informed the Clerk that the consultation state was currently on hold. Faversham Town Council are still planning to undertake a demonstration at County Hall on the 21st September. **Action:** The Clerk is to place details of the demonstration on the website and Facebook.

14. Milestones

No response yet received from SBC Conservation. **Action:** Cllr Gould is to chase.

15. Triangle – Courtenay Road/ Dawes Road

No response received. **Action:** Cllr Lehmann is to chase KCC.

16. **Remembrance Sunday** – It was agreed for the Clerk to order a wreath at cost of £20. **Action:** The Clerk is to order. Cllr Smith is to enquire with regards to refreshments. Cllr Kemp is to enquire regarding a bugler.

17. **Councillor’s Reports**

None

18. **Finance:**

a. **Finance report**

The Clerk read through the contents of the Finance Report for the end of July, which was approved by the Council and signed by the Chair.

b. **Approve payments**

A motion to approve all items for payment was unanimously agreed. It was agreed for Cllr Kemp and Cllr Smith to authorise online. The Clerk had raised prior to the meeting an issue with the SSE bill which was lower than expected and Utility Aid thought that there had been a mistake given that the council was on a fixed rate. It was discussed and agreed for the Clerk to continue to query the bill. **Action:** The Clerk is to approach Utility Aid to query the bill with SSE.

c. **Internal Auditor**

It was discussed and unanimously agreed to reappoint L Robbins as the internal auditor for 2023/2024. **Action:** The Clerk is to liaise with Mr Robbins. The Clerk had been approached and congratulated by the external auditor for her diligence and stated there were no issues. The Council gave their thanks to the Clerk.

A/C Name	Invoice No.	Chq No	Description	Net	VAT	Gross
Rebecca Parr		L - Online	Salary 06/23- 07/23	725.40	0.00	725.40
Rebecca Parr		L - Online	TAX - HMRC	14.00	0.00	14.00
Rebecca Parr			Net Pay	711.40	0.00	711.40
Rebecca Parr	Advice only	S/O	Office Expenses	20.00	0.00	20.00
Rebecca Parr		L- Online	Expenses - eSim	15.44	0.00	15.44
Rebecca Parr Total				746.84	0.00	746.84
Ladybirds		L - Online	July churchyard	132.00	0.00	132.00
Mr Moon		L-Online	August	100.00	0.00	100.00
SSE		L - Online	Streetlights July 2023	137.55	6.87	144.42
G Doy		L- Online	Grass Cutting - June	70.00	0.00	70.00
L Robbins		L-Online	Internal Audit Fee	90.00	0.00	90.00
Namesco		L Online	Domain renewal 3 yrs Exp R Parr	36.66	7.33	43.99
Externiture Ltd		L- Online	New bus shelters	14845.00	2969.00	17814.00
Prime One	1341	L- Online	August Streetlight Maintenance	211.43	42.28	253.71
Total				16369.48	3025.48	19394.96

19. **Project Ideas**

The council discussed and considered a number of project ideas. These are currently listed as follows:

TO BE ADDED

20. **Playing Field Geophysical Survey** –The geophysical report had been circulated to all councillors ahead of the meeting

and also submitted to Historic England. The report confirmed a number of underground features remain in the field.

Action: The Clerk is to approach Historic England to ascertain if there are any areas ok to consider for future projects.

21. **Coronation Living Heritage Fund**

Correspondence was received to encourage new spaces to enjoy trees association with the King’s Coronation.

Applications were needed by the 11th September. The council discussed and agreed there was nothing suitable for an application.

22. Parish Pollinator Project

Deferred until the next meeting.

23. Request for Chair to borrow litter pick and BBQ

The Chair made a request to borrow the above equipment for charitable use, which was agreed.

24. Administration/ Clerk's

- i) The Clerk reminded the councillors of the Litter Pick on the 17th September at 10am. **Action:** The Clerk is to email to councillors the poster.
- ii) The Clerk advised the council of a temporary workplace for the week commencing the 4th September.

The council resolved under the Public Bodies (Admissions to Meetings) Act 1 960 due to the confidential nature of the items of business to exclude the public and press.

25. Civility and Respect

Action: It was agreed for the Clerk to circulate the LGA guidance in relation to Civility and Respect.

26. Forestry Commission

An update was provided to the councillors concerning the Forestry Commission.

The Chair closed the meeting at 10.15pm

Date of next meetings:	Extraordinary (if required) :	4 September 2023
	Full Council Meeting:	18 September 2023

Rebecca Parr,
Clerk to Dunkirk Parish Council

Signed
Chair

Signed
Vice Chair

Date

Date

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Appendix 1 – Full Council Meeting 21st August 2023

Dunkirk Parish Council currently are looking at different projects that we would like to be able to plan for to enable a better future for our Parishioners.

Whilst some of these projects are large types of projects it is important that we begin some sort of planning so that Parishioners can see that we are a forward-thinking Council and are constantly looking to enhance our local community, whilst also thinking in terms of being able to look after our green spaces and encourage wildlife and biodiversity.

Our project planning has short-, medium- and long-term ambitions and will need to have finance available to fund them, we will be looking to secure any grants and funding, we should also consider crowd funding initiatives/collaborations with local businesses/grants. and we will actively seek out any and all of these initiatives , to fulfil some of the ambitious projects that we are planning for.

Below is a list of such projects,

Long Term;

Buy land and secure it for the community.

Potential sites to be considered.

Howlands brown field site behind Courtenay road and
Caravan Park behind Red Lion Pub

Create a Community Café

Create a Share and Repair Centre

Create wildflower meadows,

Create a community orchard.

Create a community woodland

Create a community nature reserve.

Listing buildings for our heritage assets

Build an Electric bike share scheme.

Build an Electric car share scheme.

Medium Term;

Create a community football pitch,

Create a wildlife pond

Create a bird watching hide,

Improve our existing hedgerows

Create a Community energy generation project

Wind turbine

Solar Panels

Purchase of Flashing speed signs for entry at both ends of the village

Short Term;

Encourage the Green-up of the triangle at Dawes road/Courtenay Road junction.

Purchase a New village sign on the entry and exit from the village.
Encourage Tree and hedge planting.
Upgrade path to our existing playing field
Encourage the use of Bird boxes, hedgehog and bug hotels, and amphibian habitats.
Encourage the siting of EV Chargers in VH car park.
Encourage the siting of Solar panels on VH roof.
Purchase Speed watch equipment for the use of our Parishioners
Improve the Hedging along London road near Forge House
Encourage Milestone restoration for the village.
Encourage Tree planting in Courtenay Road front gardens.
Encourage the planting of Bulbs and Wildflowers throughout the Parish.

This list is not an exhaustive list and can be added to by any Councillor or member of our Parish at any time.