

Dunkirk Parish Council – Annual Statutory Meeting

Minutes of Full Council meeting held at Dunkirk Village Hall 20 May 2024 at 7.30pm

Present:

Parish Councillors: Cllr K. Kemp (Chair), Cllr J. Tutt, Cllr D. Brice, Cllr G. Hewett, Cllr Gray and, Cllr P. Barkaway. Cllr A. Gould (SBC)

R Parr (Clerk).

There was 1 member of the public

1. Election of Chair (and agreement to sign Declaration of Acceptance of Office)

A motion asking for the current Chair to continue in his role was proposed by Cllr Barkaway, seconded by Cllr Brice and five voted in favour.

Cllr Kemp accepted continuing in the position and duly signed the Declaration of Acceptance of Office.

2. Election of Vice Chair

A proposal for Cllr Barkaway as Vice Chair was made by Cllr Gray which was seconded by Cllr Hewett. Four councillors then voted in favour of Cllr Barkaway. Cllr Barkaway accepted the position.

3. Appoint members to committees:

i. Appointments to recruitment committee

Separate proposals and seconders were made for Cllrs Kemp, Barkaway and Gray for the appointment to the Recruitment Committee and all were unanimously approved.

4. Declaration: Any Declarations of Interest by members present to be made at the commencement of the meeting None.

5. Apologies for absence

Apologies for were received from Cllr Clifford and Cllr R Lehmann (KCC & SBC).

6. Approve and Sign the Minutes

A. Minutes of the full council meeting of the 15th April 2024. A motion to approve the minutes by all present was approved with unanimous approval from those that attended.

B. Extraordinary Council Meeting 7th May 2024. A motion to approve the minutes by all present was approved with unanimous approval from those that attended.

7. Public Participation

A. A member of the public attended to raise concerns regarding the safety of Horses at the eastern end of Staplestreet Road and also the Dawes Road junction and whether warning signs could be added to the road. The Council responded that Official horse warning signs would need to be added to any future HIP. Discussions were held as to whether Dawes Road as a Quiet Lane would assist with the issue. Other options considered were mirrors which Cllr Gould highlighted are not favoured by KCC. The Council agreed for Cllr Gould to raise the issue with Cllr Lehmann at KCC to explore options. The member of the public would also speak to PC Gary Morris at the forthcoming surgery. **Action:** The Clerk is to follow up with PC Morris and Cllr Lehmann and add the topic to the next full council meeting agenda.

B. A member of the public raised the issue of an overgrown footpath at the bottom of Boughton Hill (Ref: ZR531). **Action:** The Clerk is to report to KCC.

8. Planning:

A. Received Decisions:

- i. 24/501097/LAWPRO Lawful Development Certificate for proposed loft conversion with flat roof dormer to the rear and insertion of 5no. rooflights to front elevation. 41 Courtenay Road Dunkirk Kent ME13 9LH – Application Permitted

B. Consider Applications:

- i. Final approval of comments for submission - 23/505533/EIHYB | a) Full planning permission for Phase 1 of a mixed-use residential led development of 261 homes and 3,021 sq m of non-residential space, including: local centre with retail, commercial, community, business and/or employment uses (including Class E uses); water recycling centre; open space; earth form bund; landscaping; groundworks; green infrastructure; pedestrian and cycle routes; car and cycle parking; refuse and recycling storage; highways, drainage and infrastructure works including new vehicle access points to the existing network; supporting infrastructure; engineering, utilities, and other associated works. b) Outline planning permission for the remaining phases of the mixed-use residential led development, including: retail, hotel, commercial, business, employment uses (including Class E uses); Class B2 and/or B8 uses; community and sports provision; primary school; nursery accommodation; health facilities; sheltered and/or other older persons' accommodation; open space; earth form bund; landscaping; groundworks; green infrastructure; pedestrian and cycle routes; car and cycle parking; refuse and recycling storage; highways, drainage and infrastructure works including new vehicle access points to the existing network; temporary access and construction route(s) as required; supporting infrastructure; engineering, utilities, and other associated works including the demolition of buildings and structures. All matters to be reserved. | Land At South East Faversham Between A2 Canterbury/London Road And M2 Faversham Kent ME13 9LJ

- a) Approval of comments of previously agreed objection.

The final draft comments had been collated and circulated ahead of the meeting for review. The Council discussed and no changes were required. The Council voted unanimously for them to be approved and the final comments approved are provided in Appendix 1. Cllr Kemp provided his thanks to Cllr Tutt for his hard work on the comments.

- b) Discussion of joint approach with neighbouring parish councils

The Clerk advised that responses had been received from Selling, Hernhill and Boughton Under Blean Parish Council who were supportive of the idea of a joint meeting regarding the 'Duchy' application. The Council note and discussed the responses.

- c) Discussion of potential legal assistance and associate costs

The Council discussed the issue and unanimously agreed to reconsider the situation on a wait and see basis in regards to the 'Duchy' application if funds and joint meeting with neighbouring councils would be necessary.

9. Correspondence

- A. PC Morris advised of a surgery on the 24th May 2024 at 10:00 – 11:00 at Dunkirk Village Hall. Nothing to report except on the 12th May there was an altercation between motorists in Courtenay Road.
- B. Food Friends. Environmental Health had responded. The Council discussed and agreed not to become involved due to food handling risks.
- C. Road Closure - Denstroude Lane, Dunkirk - 19th June 2024 (Swale District) Due to works planned to be undertaken by Openreach, it will be necessary to close part of Denstroude Lane, Dunkirk from 19th June 2024, for up to one day, between the hours of 09.30 and 15.30, or until the works have been completed. The road will be closed at the rear of 25 Honey Hill,
- D. Road Closure - Clockhouse Lane, Boughton Under Blean - 20th June 2024 (Swale District) Due to works planned to be undertaken by Openreach, it will be necessary to close part of Clockhouse Lane, Boughton Under Blean from 20th June 2024, for up to one day, between the hours of 09.30 and 15.30. The road will be closed from the junction with Brenley Lane,
- E. Road Closure - Crockham Lane, Hernhill - 10th June 2024 (Swale District) Due to works planned to be undertaken by Openreach, it will be necessary to close part of Crockham Lane, Hernhill from 10th June 2024, with estimated completion by 12th June 2024, between the hours of 09.30 and 15.30. The road will be closed in the vicinity of Crockham Cottages, to the extent indicated by signs and barriers on site.

- F. Road Closure - Canterbury Road, Boughton under Blean will be closed from 21st July 2024, for up to one day only and 28th July 2024 for up to one day only. In between the two closures, a speed restriction of 20 mph will be in force between the junctions of Chalkey Road and Stockers Hill. The road will be closed from Chalkey Road to Stockers Hill, to the extent indicated by signs and barriers on site.

10. Matters for public concern:

A. Highways Issues

- i. The RSPB had responded to advise that the reason that fencing at Bossenden Woods did not extended the full length of the frontage due to the finding of a fibre optic cable and more information was required before continuing.
- ii. A councillor raised that the installation of the high speed broadband to the new Costa Coffee at Gate Services had resulted in nodes being created along its length through the village. However, no members of the public had been made aware of the potential to join this cable by the broadband services. **Action:** Cllr Gould is to enquire.

B. Footpaths, Verges & Hedges

- i. A Councillor raised with regards to the overgrown hedge/verge at the junction of Boughton Hill with Horselees. **Action:** Cllr Kemp agreed to enquire with a local volunteer who normally clears it, otherwise the Clerk is to report to KCC.
- ii. A councillor spoke to remind of the need to ensure hedges are trimmed but only to do so when it is not nesting bird season or that it is evidently clear there are no nesting birds in the hedge. **Action:** The Clerk is to remind people via the website and the newsletter.
- iii. A councillor raised the issue of the overgrown hedge at St Margarets and Marisdene. Action: The Clerk is to report to KCC.

C. TPOs – The Clerk advised no full response had yet been received.

The Council resolved to move agenda item 16 to this point.

16. Councillor's Reports

- A. Cllr Gould advised that the SHLAA was expected to be disseminated mid-June.
- B. Cllr Lehmann had provided an email to the Clerk in his absence. His focus had been on the ongoing waste collection issues and the new contract with Suez and an update was provided on the situation. He advised the problems had been identified and were being addressed but progress was slow.

Cllr Gould then left the meeting.

11. Finance

- i. Approve Finance Report - The Clerk read through the contents of the Finance Report for the end of April which was approved by the Council and signed by the Chair.
- ii. Approve Payments: The Council voted to approve the following payments for May.

Payment No.	A/C Name	Invoice No.	Chq No	Description	Net	VAT	Gross
	R Parr		L - Online	Salary 04/24- 05/24	777.40	0.00	777.40
	HMRC		L - Online	TAX - HMRC	35.80	0.00	35.80
1	Rebecca Parr			Net Pay	741.60	0.00	741.60
	Rebecca Parr	Advice only	S/O	Office Expenses	20.00	0.00	20.00
2	Rebecca Parr		L - Online	Expenses - eSim	16.65	0.00	16.65
	HMRC NI		L - Online	Employer Contribution NI	2.68	0.00	2.68
3	Total HMRC Contribution		L - Online		38.48	0.00	38.48
4	G Day			Grass Cutting April	70.00	0.00	70.00
5	SSE			March 2024 streetlight electricity	32.90	1.65	34.55
6	Mr Moon			Playing Fields Grass cutting	100.00	0.00	100.00
7	PCC		L-Online	Dunkirk Churchyard Maintenance	125.00	0.00	125.00
8	Prime One	1485		May streetlight Maintenance -	187.03	37.40	224.43

9	L Robbins	2024/36	L-Online	Internal Audit Fee	105.00	0.00	105.00
10	S G Windows Cleaning Ltd		L_online	Annual Bus stop x3 cleaning	60.00	0.00	60.00
11	Cuttlefish		L_online	new email addresses	360.80	0.00	360.80
	Total				1857.46	39.05	1896.51

iii. Finance report

The Clerk had ahead of the meeting provided all councillors with copies of the accounts and AGAR return. Explanations were given in respect of any variances. The Clerk commented that the audit had been undertaken by Mr Robbins on the 24th April 2024 and no adverse comments had been made. A detailed breakdown of the responses to explain how the council had undertaken its governance in order to answer the Governance Statement was provided.

iv. Approve and Sign Annual Accounts for year ended 31st March 2024

The motion to adopt, approve and sign all aspects of the accounts and AGAR was proposed by Cllr Brice and seconded by Cllr Hewett with all in favour. Therefore, the annual accounts for the year ended 31st March 2024 were, approved, adopted and signed

v. Annual Return (Governance Section) to be review, considered and signed)

A detailed breakdown of the responses to explain how the council had undertaken its governance in order to answer the Governance Statement was provided ahead of the meeting to all councillors. Therefore, the Annual Return (Governance Section) was reviewed, approved unanimously, adopted and signed.

vi. Annual Return (Accounts Section) to be reviewed, considered and signed)

The Annual Return (Accounts Section) was reviewed, unanimously approved, adopted and signed.

12. 80th DD Beacon event – preparation ,

- i. The Clerk had circulated a draft risk assessment and a publicity poster ahead of the meeting. **Action:** The poster is to be circulated to all noticeboards and Facebook.
- ii. Cllr Kemp advised that a registered first aider for the event would be Adam Edwards. Cllr Barkaway is to provide a first aid pack including a burn's kit.
- iii. All councillors confirmed that they could attend and act as marshalls.
- iv. Cllr Tutt confirmed that he would provide the hi-viz vests
- v. Cllrs Brice and Barkaway would undertake the roping off of the beacon.
- vi. Cllr Kemp as the beacon lighter would make the call in respect of the weather and any cancellation.
- vii. The Clerk provided the Chair with the tribute reading.

Action: The Clerk is to update the risk assessment accordingly with the first aider details provided above.

13. Common Land – Preservation and protection

The Clerk advised that she had emailed KCC and the issue has been logged and is awaiting allocation to an officer for inspection to determine what action is necessary to resolve the issue. Timings were unknown. A councillor advised that the actually footpath itself was relatively clear.

14. Bossenden Wood Memorial Stone – Update

A councillor had been liaising with the RSBP and based on a replacement stone of similar dimensions that could be planted into the ground but removal would be considered like for like and would not require a separate round of approvals. An update from Cllr Clifford would be required as to the procurement of any stone.

15. Milestones - update

A councillor advised that guidance regarding the milestone are ongoing with the Milestone Society.

16. Councillors Report

- C. Cllr Tutt provided an update on KALC SAC.

- D. Cllr Hewett provided an update on the Kent Youth Forum which is waiting on direction from Swale Borough Council. Cllr Gray expressed an interest in joining the project.

17. Parish Pollinator Project

A Cllr reported that the Asian Hornet was still an issue and asked for any sightings to be reported.

18. Streetlight Maintenance issues and contract update maintenance costs reduced going forward.

10 lights in Courtenay Road are impacted. The Clerk has informed UK Power who will issue a new certificate to be forwarded to our supplier for bill adjustment. The Clerk has spoken to 2 different sources of information and bill adjustments will only go back 12 months. The maintenance contract should also be correct going forward with a credit adjustment in the June invoice for the reduction in numbers from 41 to 39 for the April and May invoices.

19. Administration/ Clerk's

- A. The Clerk advised that the Model Financial regulations had been updated and issued by NALC and would necessitate a review most likely for the July meeting.
- B. The Clerk advised that the Namesco Renewal has been cancelled except for the ongoing domain renewal. Cuttlefish will ensure emails are directed to us beyond that date.
- C. The Clerk advised that she would be initiating a stationary order for paper and printer cartridges totalling £48 with free delivery
- D. Clerk advised that she attended a free online training presentation on Website accessibility and forthcoming updates. Great reminder. Cuttlefish has this in hand.

It was resolved under Section 1, Paragraph 2 of The Public Bodies (admissions to meetings) Act 1960, the press and public be excluded from the meeting for the following items of business due to the confidential nature of the business. The Council went into closed session

20. Planning Enforcement

There were no updates

21. Items to be placed on the next Full Meeting

- A. Safety of Lithium Ion Batteries and E-Bikes and Scooters – Potential campaign of Parliamentary reading of bill.
- B. Staplestreet/ Dawes Road – Safety of horses

The Chair closed the meeting at 9.25pm

Date of next meetings:	Extraordinary (if required) :	Monday 3 rd June 2024
	Full Council Meeting:	Monday 17 th June 2024

Rebecca Parr,
Clerk to Dunkirk Parish Council

Signed	Signed
Chair		Vice Chair	
Date	Date