

Dunkirk Parish Council – Full Council Meeting

Minutes of Full Council meeting held at Dunkirk Village Hall 17 June 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 (Vice-Chair).
R Parr (Clerk).

There were 8 members of the public

1. Apologies for absence

Apologies for were received from Cllr Brice, Cllr Gould (SBC) and Cllr R Lehmann (KCC & SBC).

2. Declaration: Any Declarations of Interest by members present to be made at the commencement of the meeting

- A. Cllr Tutt declared a non-pecuniary interest as a footpath goes past his house towards the proposed Winterbourne Fields development.
- B. Cllr Clifford declared a non-pecuniary interest as his main residential property lies 700m from the proposed development boundary.

3. Approve and Sign the Minutes

- A. **Minutes of the Annual Statutory meeting of the 20th May 2024.** A motion to approve the minutes by all present was approved with unanimous approval from those that attended.

4. Public Participation

- A. Members of the public, including representatives of Boughton Parish Council and the Neighbourhood Plan each spoke giving their concerns with regards to the planning application of Winterbourne Fields. Recurring themes of concerns were regarding the use of farmland, lack of infrastructure, impact on non-designated heritage assets and water supply. Cllr Kemp encouraged the public to respond as individuals and to ensure that replies were those in line with material planning considerations. It was also noted that not all the documents seem to currently be present on the planning portal at this time
- B. A member of the public attended to enquire what was happening with regards to the Bossenden Wood memorial stone with concerns over the lack of communication.
- C. A member of the public commented with regards to the water leak at School Lane. The Clerk advised that this resides in Boughton and that she would speak with the Boughton Clerk.

8. Planning:

A. Received Decisions:

- i. none

B. Consider Applications:

iii) 24/502123/EIOUT | Outline application (all matters reserved except for access) for a mixed use phased development comprising up to 1,815 dwellings (Use Class C2 and C3); an Employment park (Use Class E(g) and B8); local centre accommodating a mix of units to provide a Health and Wellbeing Centre (Use Class E(e)), all purpose store (Use Class E(a)), shops/ancillary retail units (Use Class E(a)), community/general use units (Use Class F2) and food and beverage units (Use Class E(b)); public open space and recreation including community park, recreation trail and improved pedestrian/cycle links across the A2; sports and education facilities comprising 2 From Entry (2FE) primary school (Use Class F1(a)), early years centre (Use Class E), leisure facility (Use Class E(d)) and sports pavilion (Use Class E(d)); provision of a minimum of 10% Biodiversity Net Gain; transport and access infrastructure including an integrated bus link to the surrounding area, upgrades to the Dunkirk A2 junction through a new trunk road slips and an electric vehicle charging hub (c.0.2 ha) within the village centre for approximately 36 vehicles as a mix of medium, rapid, ultra rapid and Tesla chargers, alongside associated facilities including toilets and potential for cafe facility; and associated parking, servicing, utilities, footpath and cycle links, drainage, ground and other infrastructure. | Land North And South Of The A2 Boughton Bypass Dunkirk Kent ME13 9LG

- a) Approval of comments of previously agreed objection.

The Council resolved to change the order of the agenda for the Council to discuss the Winterbourne Field planning applications, whilst members of the public were present.

The Councillors made the following comments with regards to the planning application:

- Infrastructure needs to be in place first.
- Lack of advance negotiation and comments by Highways in light of the new junction proposals and that there was insufficient details for access to be determined. National Highways will need to see details from the applicant regarding financials and viability of the scheme.
- Concerns over parking
- The site utilising farmland and being immediately adjacent to wildlife and nature reserves
- Noting that the application is outline for all matters reserved other than for access.
- Noting that the receptor sensitivities levels included Love Lane the same as Boughton High Street and London Road despite the distance of Love Lane from the proposal site which seems improbable.
- There did not seem to be any acknowledgement of information in the application concerning the impact and potential changes on the Brenley Roundabout junction.
- Concerns over reality of future public transport at the site to be able to reduce car movements. Potential impact on reductions in public transport in main road Boughton and Dunkirk as a result.
- The reality of the proposed walking plan submitted with the application in light of the long steep Boughton Hill.
- Concerns on the impact of volume of traffic at Gate Services given the purposed development alongside a potential McDonalds, Costa Coffee and the services.
- Queries regarding the SBC 5 year housing supply where SBC say they have 5.13 years whereas a recent Planning Inspector case in Newington argued 3.68 years.
- Impact on Forresters Lodge, non-designated heritage asset, which had been submitted for local listing. **Action:** The Clerk is to enquire with SBC as to the progress of the local listing project.
- Lack of response by the applicants in light of scoping responses made.
- Previous call for sites by SBC returned that the proposed site was unsustainable.

Following the discussion, it was determined that the Council did not have funds available in order to request assistance from professional consultees. The Council unanimously decided to hold a public consultation event for local residents on the 1st July 2024 at 7.30pm at Dunkirk Village Hall in order to gather parishioners views.

The Council voted unanimously to object to the proposal, noting that the deadline for comments was the 31st August 2024. It was agreed to start draft comments outside of the Council meeting with a view to present comments at future meeting for approval.

Action: The Clerk is to produce an event poster for distribution and also to invite neighbouring parishes. The Clerk is to produce an information leaflet for members of the public providing details of the application and highlighting material considerations. The Clerk is to alert a number of organisations previously approached for scoping comments that the application has not been submitted.

A Councillor advised that the Neighbourhood Plan Group would also be meeting for a decision and comments.

5. **Bossenden Wood Memorial Stone**

There was a discussion concerning possible next steps regarding the repair or replacement of the stone. The Council apologised that communication regarding its state and subsequent removal from its location could have been better. It was discussed with the member of the public and agreed for the council to liaise with the original stone mason as to options. Once these are known, the items would be brought back to Council.

6. **Staplestreet – Horses and traffic concerns – consider mitigation strategies**

The Council discussed option for a Quiet Lane and signage and that these should be considered in the new HIP. A Councillor advised that the next SBC Joint Transport Board meeting is due to discuss Quiet Lanes as KCC have not previously approved such options. Due to the election the next JTB meeting would be delayed until the Autumn.

7. Benstead Charity Grant Application (closing date 1st July 2024) - Discuss and consider any potentially appropriate projects.

The Council discussed whether there were any potential projects to consider. A suggestion was made whether a grant could be obtained to repair/replace the Bossenden Wood memorial stone. The Council voted unanimously to submit an application. Action: The Clerk is to forward details to Cllr Clifford/Cllr Kemp.

8. Planning:

B. Consider Applications:

- i) 24/502222/AGRIC Prior notification for Agricultural building for the storage of hay. For its prior approval to: - Siting, design and external appearance. - Denstroude Farm Denstroude Lane Dunkirk Canterbury Kent CT2 9JZ

The Council discussed and voted unanimously to support the application with the following comment:

Dunkirk Parish council at its meeting on the 17th June 2024 unanimously voted to support the application on the basis that the application building and purpose fits in with the adjacent use of the menage.

- ii) 24/502163/FULL | Erection of single storey rear extension with horizontal cladding. | 1 Highview Close Boughton Under Blean Kent ME13 9TF

The Council discussed and voted unanimously to support the application with the following comment:

Dunkirk Parish council at its meeting on the 17th June 2024 unanimously voted to support the application on the basis that the design is in keeping with the area including that of a itch roof and does not impact on neighbouring properties.

Other:

A Councillor raised the general issue with regards to the SBC validation process that the quality of the validation process was poor, often with missing documents, poorly named documents and in no particular order. **Action:** The Clerk is to write to the Borough Councillors highlighting our concerns.

9. Correspondence

A. Household Support Fund

Funded by the Department for Work and Pensions on behalf of the UK government, the Household Support Fund scheme supports vulnerable Kent households in need of help with significantly rising living costs.

HSF (Household Support Fund) Round 4 has now ended, and the Government has announced in the last budget, a further six-month extension to the HSF, meaning HSF Round 5 will run from April until October 2024.

The next scheme will be delivered by KCC from June to September and will offer an online public application route that enables individual self-referral, or professional referrals on behalf of individuals, to be made.

Food and Energy Support Scheme - The scheme will offer energy and/or food support, with applicants able to choose between energy, food, or a 60/40 combination of both energy and food support. The scheme will open for online applications from 12pm Tuesday 11 June 2024. The scheme will close on 12pm Wed 4 September 2024, but may close earlier if all the available HSF funds are allocated, therefore early application is advised.

B. Police Surgery- at Dunkirk Village Hall on Monday 8th July 2024 between 18:00-20:00hrs. Please come along and let me know of any crime or anti-social behaviour issues in your community.

C. Crime – PC Morris has reviewed the crime recorded by Kent Police since the last parish council meeting was held, with the following incidents of note-

27/05/2024- Dunkirk Road South- Power tools stolen from a garden shed. No known suspects.

01/06/2024- Thread Lane- Damage to a vehicle with two windows smashed. No known suspects.

10/06/2024- Dunkirk Road North- Damage to vehicle with one window smashed. No known suspects.

Anti-Social Behaviour - I have reviewed all calls into Kent Police since the last parish council meeting was held, we have had no calls about Anti-Social Behaviour.

10. Matters for public concern:

A. Highways Issues

- i. Since the previous full council meeting, a member of the public had reported fly tipping in the parish at location where the road had been closed by National Highways overnight. NH had investigated the issue and had reported that they were not responsible. The Council noted the NH reply and following discussion agreed that no further action could be taken
- ii. A councillor raised concerns over overhanging dead branches on Boughton Hill. **Action:** The Clerk is to report to KCC Highways.

B. Footpaths, Verges & Hedges

- i. A councillor noticed that an overgrown hedge previously reported had been cut back but not sufficiently to the required level set by KCC Highways. **Action:** The Clerk is to ask KCC Highways to investigate.

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

11. Finance

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

Payment No.	A/C Name	Invoice No.	Chq No	Description	Net	VAT	Gross	Expenditure Powers
	R Parr		L - Online	Salary 05/24- 06/24	777.40	0.00	777.40	Local Government Act 1972 s.112(2)
	HMRC		L - Online	TAX - HMRC	35.80	0.00	35.80	Local Government Act 1972 s.112(2)
12	Rebecca Parr			Net Pay	741.60	0.00	741.60	Local Government Act 1972 s.112(2)
	Rebecca Parr	Advice only	S/O	Office Expenses	20.00	0.00	20.00	Local Government Act 1972 s.112(2)
	Rebecca Parr		S/O	Expenses - eSim	16.65	0.00	16.65	Local Government Act 1972 s.112(2)
	HMRC NI		L - Online	Employer Contribution NI	2.68	0.00	2.68	Local Government Act 1972 s.112(2)
13	Total HMRC Contribution		L - Online		38.48	0.00	38.48	Local Government Act 1972 s.112(2)
14	G Doy		L-Online	Grass Cutting April	70.00	0.00	70.00	Highways Act 1980 s 96
15	Mr Moon		L- Online	Playing Fields Grass cutting May	100.00	0.00	100.00	Open Spaces Act 1906 s.9
16	PCC		L-Online	Dunkirk Churchyard Maintenance	125.00	0.00	125.00	Local Government Act 1972 s.214(6)
17	Prime One			May streetlight Maintenance -	Not Rec'd	Not Rec'd	Not Rec'd	Parish Councils Act 1957 s 3
18	Cuttlefish		L online	New email addresses	0.00	72.16	72.16	Local Government Act 1972 s.111
19	R Parr		L-Online	annual MicrosoftOne Drive suscriptio	50.00	9.99	59.99	Local Government Act 1972 s.112
20	R Parr		L online	Staples - Printer cartridges & Paper	48.08	9.62	57.70	Local Government Act 1972 s.111
	Total				1209.81	91.77	1301.58	

The Clerk advised that invoices were still not received from Prime One and SSE despite chasing. The Clerk also advised that in line with the forthcoming new Financial Regulations the financial spreadsheet had been altered to include the financial powers associated with each payment.

12. Annual Review and approval of Council Policies (circulated ahead of meeting) with the exception of the Financial Regulations (to be reviewed at the July 2024 full council meeting in light of the new model terms by NALC)

- A. Code of Conduct
- B. Standing Orders
- C. Communications & Social Media Policy
- D. Privacy Notice
- E. Risk Assessment
- F. Complaints Policy
- G. Model Publications Scheme
- H. Reserves Policy
- I. Biodiversity Policy

- J. Document Retention Policy
- K. Vexatious Complaints Policy
- L. Terms of Reference – Staffing Committee

The Councillors had reviewed the draft policies ahead of the meeting with the Clerk highlighting that the main changes had been in relation to updating the clerk's new email address. The Council resolved to approve unanimously en bloc. **Action:** The Clerk is to update the policies onto the website.

13. Common Land – Preservation and protection

The Clerk advised that she had reported the footpath to KCC and that it was under investigation. A councillor advised that the actual footpath itself was relatively clear and that the trees on the land were considered to be in good condition and that the biodiversity was good. The Council discussed and agreed that no further action was needed and the item removed from forthcoming agendas.

14. Milestones - update

There was no update and it was resolved to return the item to the next full council meeting.

15. Councillors Report

- A. A Councillor suggested a donation to CPRE in light of their forthcoming work in commenting upon the Winterbourne Fields application. **Action:** The Clerk is to add to the agenda for the July Full council meeting.
- B. A Councillor commented that the Council should consider creating a Community Resilience Plan. Following a discussion it was agreed that creating the plan was a good idea but the Council's focus currently needs to be on the Winterbourne Fields application. It was agreed to bring back on a quarterly basis.

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

The Clerk was still waiting on a final updated certificate from UK Power for the remaining 39 lights. And then a refund for past 12 months could be requested. The Clerk advised that having attended the Clerk Conference for which Utility Aid were in attendance, the poor service and incorrect billing from SSE was also the same to other SEE customers. The Clerk confirmed that she would continue to get the issues resolved and advised that following the previous complaint, another letter had been received extending the response time. A councillor advised that it was now possible to write to the Ombudsman. **Action:** The Clerk is to forward to the councillor the latest SSE letter.

17. Administration/ Clerk's

- A. The Clerk advised that she had attended the SLCC Kent branch conference which was useful. At the conference were Surry Hill Solicitors who are a recommended provider by KALC and are able to investigate land disputes. The Clerk had approach the solicitors for a fee estimate with regarding to the issue concerning the access to the playing fields.. The items is the return to the July Council meeting to discuss and approve and expenditure once the fee proposal has been received.

18. Planning Enforcement

There were no updates

21. Items to be placed on the next Full Meeting

New Model Financial Regulations
Legal Advice concerning Playing Fields Access
Winterbourne Filed application
Bensted Grant application
CPRE donation
Milestones

The Council noted that an extraordinary meeting would be required for the 1st July due to additional planning applications and that discussion would be ongoing in relation to Winterbourne Fields.

The Chair closed the meeting at 9.30pm

Date of next meetings: Extraordinary : Monday 1st July 2024
 Full Council Meeting: Monday 15th July 2024

Rebecca Parr,
Clerk to Dunkirk Parish Council

Signed
Chair

Signed
Vice Chair

Date

Date

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