

Dunkirk Parish Council – Full Council Meeting

Minutes of Full Council meeting held at Dunkirk Village Hall 15 May 2023 at 7.30pm

Present:

Parish Councillors: Cllr K. Kemp (Chair), Cllr N. Smith (Vice Chair), Cllr J. Coleman, Cllr J. Tutt, Cllr D. Brice, and Cllr G. Hewett.
Also Cllr A. Gould (SBC from item 4), & R Parr (Clerk)

There was one member 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 J. Clifford, Cllr R. Lehmann (KCC &SBC)
3. **Minutes of Full Council meeting 17th April 2023.** A motion to approve the minutes by all present was proposed by Cllr Coleman and seconded by Cllr Brice with unanimous approval.
Minutes of the extraordinary meeting of the 2nd May 2023. A motion to approve the minutes by all present was proposed by Cllr Coleman and seconded by Cllr Tutt with unanimous approval.
4. **Public Participation**
Cllr Smith gave thanks to Paul Barkaway in the in the public audience for his assistance with the Dunkirk Coronation Fete.
5. **Planning:**
 - A. Received Decisions:
23/500868/FULL Barn At Brook Farm Denstroude Lane Dunkirk Kent CT2 9JX Conversion of existing barn into 1no. two bedroom holiday let with associated parking and cycle storage shed: Application Permitted
 - B. Consider applications:
 - i) 23/501945/LAWPRO Lawful Development Certificate for proposed loft conversion with rear dormer and 2no. front rooflights. 49 Courtenay Road Dunkirk Faversham Kent ME13 9LH

The council discussed noting the LAWPRO aspect of the application. The council voted 5 in agreement with No Comment and one abstention.

6. **Correspondence**
 - A. **RSPB**
The Clerk had received a response from the RSPB concerning Bossenden Woods following a meeting held with the Chair, Cllr Hewett and the Clerk on the 25th April 2023. They plan to re-establish the boundary of the wood land and the path. They also plan to install a rustic chestnut fence along the boundary. The culvert and footpath by the entrance will be repaired along with the scheduled monument. All scheduled for summer/Autumn 2023.
 - B. **KALC membership survey**
KALC had request for ideally the Clerk and Chair to complete the survey. It was agreed for this to be undertaken on the 18th May. The councillors did not provide any feedback.
 - C. **Road closure western side Brenley Corner**
Overnight 16th-19th June 2023
 - D. **Dawes Road traffic residents email**
The Clerk had received correspondence regarding ongoing traffic issues along Dawes Road whilst Boughton Hill is closed and asking for permanent road safety measures. The Clerk had responded confirming that we have regularly contacted Swale Community Policing asking them to undertake additional checks in the area. The Clerk

also confirmed that the council continues to work with KCC in proactively reducing speeding in the parish through a TRO but unfortunately it was not possible to include Dawes Road in the current proposals. A councillor raised concern of subsidence in a place along Dawes Road at the northern end in the dip as well as concerns of the worsening width of the road. **Action:** The Clerk is to report to KCC.

E. SBC Local Listing

SBC has started a consultation for Local Listing. It was agreed to create a working group of Cllr Tutt, Cllr Smith and the Clerk to identify appropriate properties that met the criteria in order to report back to the council at the next full council meeting. **Action:** The Clerk is to forward to all councillors a copy of the current Historic England Listed buildings.

F. My Community: Number Plates

The local policing communication had advised that there had been an incident of number plate theft locally and to be aware.

G. Rural Matters

The spring edition of Rural Matters had been released. Including an update from the Rural Task Force noting that a theft of materials had occurred locally in nearby Hernhill Parish at Wey Street Farm where the individuals were arrested.

7. Matters for public concern:

A. Highways Issues

- (i) Following the report to National Highways (NH) regarding the overgrown vegetation on the right hand side of the A2 Dunkirk slip road, NH had responded saying they were aware of the issue and it forms part of their cyclical maintenance routine. **Action:** All councillors are to consider reporting to NH.
- (ii) Concerns were raised to Cllr Gould in respect of Manson Wood and the recent activity there and the accident on the A2 occurred when a timber lorry was turning into the entrance resulting in a need to cut across both lanes. A recent change had been the dumping of soil via the entrance. **Action:** The Clerk is to liaise with SBC enforcement and advise Cllr Gould of the case number.

B. Footpaths, Verges & Hedges

The council commented regarding an increase in litter on the hill above the second set of steps. **Action:** The Clerk is to report to KCC.

C. TPOs

None

D. Playing field (incl. benches)

The benches and picnic tables were now in-situ. The Clerk commented that it was hopeful that the Geophysical report would be ready for review by the next full council meeting.

E. Village Hall

Cllr Smith provided an update on the village hall and now that the new bus shelters were in hand, The Boughton and Dunkirk Village Project were looking for new village projects and welcomed ideas. Ideas suggested so far include: speed watch equipment; speed flashing sign; EV charging in VH carpark; Solar panels on VH roof. The council is to consider and respond for the June full council meeting.

F. Bus Shelters (new & repair)

The Clerk confirmed that there is no further news following the initial ordering of the new shelters.

8. Speed Limits/TRO

The invoice for the TRO had been paid and that there was now a public consultation from Friday 12th May until 5th June 2023.

9. Coronation Update

The village volunteers held the fete which included a number of councillors and was deemed successful. Concerns were raised with regards to car parking issues where Maytree Nursery had been used by individuals without consent. The council requested for there to be feedback to the Community Group to review and consider traffic management for future.

10. Boughton Hill Closure and works

Single lane opening now delayed until the 2nd June 2023. Orchard Bungalow raised an issue whereby there is no Saturday bus banksman and the bus turning round had bent the new rails and posts. The contractor had noted the issue and a banksman would now be provided on Saturdays.

11. Streetlighting Forward Fixed Contracts

A quote had been requested from Utility Aid but not received in time for the meeting. Will provide in June's meeting

12. Parish Pollinator Projects

Cllr Hewett had continued researching wildlife corridors and native hedging. The council wish to raise with KCC the possibility of planting on the triangle with Dawes Road/Courtenay Road junction. **Action:** The Clerk is to contact KCC.

13. Kent Plan Tree - Call for Sites

The council does not have any sites that are suitable. However, the council are to consider if there are any private sites suitable.

14. Parish Council Community Cost of Living Grant Scheme

The council had no suitable projects but consideration was given with regards to the Dunkirk Diners. Cllr Smith is to liaise with the Dunkirk Diners with regards to a potential application.

15. Grass Cutting Contracts

The previous contracts were delayed in their implementation and therefore some terms were not clear. The Clerk is to renew the contracts for 2023 but only until the start of 2024 and not a full 12 months from the beginning of July. Action: The Clerk is to prepare the contracts.

16. Finance:

a. Finance report

The Clerk read through the contents of the Finance Report for the end of April, which was approved 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 Coleman to authorise online

A/C Name	Invoice No.	Chq No	Description	Net	VAT	Gross
Rebecca Parr		L - Online	Salary 04/23- 05/23	725.40	0.00	725.40
Rebecca Parr		L - Online	TAX	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	April churchyard	132.00	0.00	132.00
Timber Tasks	429	L - Online	Benches/ Picnic table	1680.00	0.00	1680.00
G Doy		L- Online	Grass Cutting - April	70.00	0.00	70.00
Prime One	1340	L- Online	May Streetlight Maintenance	211.43	42.28	253.71
Total				2840.27	42.28	2882.55

c. Fixed Asset Policy

The Clerk had as part of the AGAR undertaken a review of the fixed assets policy as there was no clear breakdown of the assets included although the council had a comprehensive breakdown of assets for the purposes of

insurance. The Clerk has undertaken the review and based the AGAR fixed costs on an original cost basis with a minimum cost of £100. Cllr Tutt proposed to accept the fixed asset policy with Cllr Kemp seconding and all in favour.

d. Approve and Sign Annual Accounts for year ended 31st March 2023

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 12th May 2023 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. The motion to adopt, approve and sign all aspects of the accounts and AGAR was proposed by Cllr Tutt and seconded by Cllr Kemp with all in favour.

Therefore, the annual accounts for the year ended 31st March 2023 were, approved, adopted and signed.

e. 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, adopted and signed.

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

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

Cllr Tutt registered a vote of thanks to the Clerk for the audit work undertaken.

g. Lloyds Online Banking / Nat West

The council discussed closing the Nat West current account and Reserves account, transferring the funds to the Lloyds account. Cllr Tutt proposed closing, with Cllr Coleman seconding and all in favour. Action: The clerk is to instigate the online Nat West closure form.

17. Administration

- A. The Clerk reminded councillors of the need to complete the Declaration of Interest and also the Electoral Expenses Return.

18. Councillors Reports

- A. Cllr Tutt reminded councillor of the need to read and understand the now approved Neighbourhood Plan.

19. Items to be placed on June's full meeting

- A. Highways Issues (HIP, speed)
- B. Footpaths, Verges & Hedges
- C. TPOs
- D. Playing field
- E. Village Hall
- F. Bus Shelters
- G. Parish Pollinators
- H. Cost of Living Grant
- I. Local Heritage Assets
- J. Streetlighting Forward Fixed Contract
- K. Staffing Committee Terms of Reference
- L. Review of Policies

The Chair closed the meeting at 10.25pm

