

Dunkirk Parish Council – Full Council Meeting

Minutes of Full Council meeting held at Dunkirk Village Hall 20 June 2022 at 7.30pm

Present:

Parish Councillors: Cllr K Kemp (Chair), Cllr J. Coleman (Vice Chair), Cllr J. Tutt, Cllr N. Smith, Cllr Dan Brice and Cllr G. Hewett
Clerk: Rebecca Parr

Ward Councillor: Alastair Gould (arrived part way through section 3)

There were three members of the public.

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

1. Apologies for absence

Apologies received from Cllr Jason Clifford and Ward Councillor Valentine

2. **Minutes of Full Council meeting 16 May 2022 and Extraordinary Meeting 6th June 2022.** A motion to approve the minutes as a true record was agreed by the attending councillors with the exception of Cllr Tutt.

3. Public Participation

All three members of the public raised issues concerning speeding within the village on London Road, Boughton Hill and also the slip road from the A2. There were considerations that an accident may occur from the speeding especially now that there are more cars parked on the roadside by the old school. Cllr Kemp responded that the PC were aware of these issues and were proactively addressing them through the creation of working with KCC for a Highways Improvement Plan (HIP), requesting to create a Speedwatch team for the village and ensuring that the PCSO is aware. Discussions agreed that sleeping policemen were not an appropriate deterrent. An issue has been raised that the sleeping policemen could cause damage to the bottoms of cars as they pass over them, this could lead to Insurance claims in the future. The PC is also looking to work with Boughton and Hernhill PCs on these issues but acknowledged to the public that these things take time.

One member of the public was concerned about the verge cutting and that the village appeared untidy and whether the grass could be cut and removed. The PC confirmed that these were cut in recommendation by KCC. A change in past requirements was now reflected in the new verge contract specification with no mow May and not all the verge being cut, being allowed to grow to encourage wild flower growth and leaving some pollinators, with a larger clear each autumn. There was not the time or resources to undertake wild flower planting. **Action:** It was agreed for Cllr Smith to undertake the PC's newsletter article and include a section on educating the public on what we are doing in respect of the verges.

The public also raised that there should be more litter picking and that they had flooding concerns in respect of poor ditch maintenance. The PC confirmed that it was in the verge maintenance contract to maintain the ditches.

The public then left the meeting.

4. Correspondence

- A. The Chair read an email received from Mr and Mrs Scott raising a number of concerns regarding excessive speeding, the missing electronic speed sign, the lack of grass cutting making the public areas appear untidy, ivy from the bus stop outside of their house encroaching on their garage and missing litter bins. Speeding and speed sign issues are covered elsewhere, as is the verge cutting. **Action:** Cllr Brice would speak to Mr Doy to inspect the ivy issue and it was unanimously agreed that if remedial works were required then dispensation could be given for reasonable costs up to £50. Regarding the missing bins, Cllr Tutt is to provide details of these to the Clerk for the Clerk to chase Swale Borough Council accordingly copying in Cllr Gould. The Clerk is to prepare a response to Mr and Mrs Scott.

- B. Cllr Kemp raised his concerns to Cllr Gould that we require KCC and SBCs help and support. The PC is receiving regular complaints from parishioners and it appears that nothing is being done and that the PC is constantly having to chase.
- C. **A councillor** raised that the bus shelter at the top of the hill had graffiti. **Action:** The Clerk is to report this the SBC Environmental department.
- D. Cllr Kemp updated the councillors on the situation concerning the broken electronic speed sign. The Chair had written a response to Cllr Lehmann at KCC commenting that they were guilty for using illegally obtained data from their supplier which had breached GDPR rules. The Chair was awaiting a response to his latest correspondence and has yet to decide on the way forward and whether to contact the ICO regarding the breach.
- E. Communication had been received from Hellen Whately regarding electric vehicle charging grants. It was agreed that the village hall car park would be the best location. **Action:** Cllr Smith as the Village Hall representative would take this to the VH committee.
- F. The Clerk had received notification of grants available via the Bensted Charity. **Action:** Cllr Coleman agreed to contact them for more details in respect of possible grants in relation to equipment for the playing field.
- G. **A councillor** raised issues of overgrown vegetation at the roadside along the A2 slip road exit by Forresters Lodge which is impacting on sight lines. Action: The Clerk is to report this to KCC Highways.
- H. **A councillor** raised that the third entrance with hardcore put down had been made at Brotherhood Wood in contravention of planning. Action: Cllr Tuff will report this to planning enforcement. A discussion was held concerning a number of previous issues at Brotherhood Wood and the lack of action undertaken by planning enforcement and the police. Action: Cllr Gould will take this forward at SBC as a complaint.

5. **Matters for public concern:**

A. Highways Issues

- i) The Clerk had obtained a template for a HIP. Cllr Gould confirmed that Highways improvement Plans were needed to go through this route in order to be reviewed seriously by KCC. **Action:** The clerk is to email the Chair the template. The Chair requested for the councillor to consider the areas and priorities needed to be included in the HIP and email them to him ahead of the next meeting. A draft HIP would then be presented at the next meeting. The Clerk is to continue to try and arrange a joint meeting for the Chair with Boughton and Hernhill regarding HIPs.
- ii) Cllr Tuff updated the council following the Joint Transfer Board Meeting. The stabilisation works on the hill are delayed due to lack of funding. **Action:** Cllr Tutt is to provide details to the Clerk to inform Boughton. It was discussed and agreed that as a result due to the poor surfaces and the delay, that there should be put into place a temporary limit of 30mph. **Action:** Cllr Tutt will take the suggestion to the JTB. Cllr Tutt then stated that there is no funding for the Brenley Roundabout improvement.
- iii) Mason Wood enforcement action. Previously reported to SBC Planning Enforcement, trucks were still being seen entering the site. **Action:** Cllr Gould is the chase.

B. Footpaths, Verges & Hedges

- i) The Clerk confirmed that a response had been received from Michel Ellis at KCC concerning the issues raised for the footpath and banks between Dunkirk Road North and Dunkirk Road South. Mr Ellis confirmed the issues were logged in the system. The bank slippage and encroaching vegetation had been advised to Highways England. The handrail is to be replaced but there is no timescale. The slumped path is due for resurfacing, timescale unknown. The PC considered the delays unacceptable. **Action:** the case is to be pushed to the KCC Councillor to escalate. Cllr Kemp to provide details to the Clerk to chase.

C. TPOs

- A councillor** raised concerns regarding the felling of trees at Thread Lane. The Clerk confirmed that the woods fall within Hernhill Parish and advised that a parishioner had already reported the matter to the police and the Clerk had raised the issue with the Forestry Commission to investigate and the site was due

a visit. Whilst there is a felling licence in place there were concerns as to the timing to the felling considering the nesting season. Cllr Gould also mentioned that he was already aware and that as well as comments received from Dunkirk and Hernhill, it had also been referred to by people in Boughton. Cllr Brice was also due to potentially meet a representative of CPRE to visit the site. **Action:** the Clerk is to obtain updates from Hernhill Parish to see whether the site visit had been completed.

D. Streetlights

It was discussed and agreed to consider streetlighting on Boughton Hill for the HIP.

E. Playing field

The Councillors agreed to investigate options for benches for the playing field and whether a native hedge was also an option. **Action:** All to revert back at the next full meeting with options and Cllr Clifford is to quote for a hedge.

F. Village Hall

- i) The Clerk mentioned a letter received in May 2021 referring to an agreement in respect of the flooring to continue. It was unclear exactly what it is referring to. **Action:** Cllr Smith will refer the letter to the VH Committee and revert with explanation.
- ii) Cllr Smith confirmed that the Village Hall accounts were in a healthy position.
- iii) Cllr Tutt confirmed that he had arranged for defibrillator training for the village hall.
- iv) Cllr Smith confirmed that the community garden group was being created to tackle the area at the front of the village hall.

G. Bus Shelters

- i) The Clerk confirmed that a quote had been received to undertake remedial works for the bus shelter at the bottom of the hill for a bench replacement. Cllr Brice is to also contact Mr Hitch for a quote. Following a discussion it was agreed to consider options for their entire replacement. **Action:** All councillors to consider replacement options and fundraising opportunities to revert at the next meeting. The Clerk said she would contact Boughton to see who they had used for their recent replacement bus shelter.

6. **Jubilee Tree Planting:**

It was agreed to consider a tree for the Jubilee. As well as the playing field, the location of the triangle at the corner of Courtney Road and Dawes Road was considered. **Action:** The Clerk is to contact KCC Highway to see if it would be an issue to locate a tree there.

7. **Online Banking:**

- i) The Clerk had reviewed options for online banking. Metro had been investigated previously and dismissed given the inconsistency of pricing given to a number of other parishes and Dunkirk. The Councillor agreed they would prefer to move away from Nat West. The Clerk has contacted Lloyds Bank. Online banking would be free. It was possible to do custom signing restrictions and also administrator rights. It was possible to set up any 2 to sign and all councillors would be able to partake as signatories. There would be card readers to generate codes via an app or on a PC. Details required to apply would be name, DoB, nationality, email addresses and phone numbers, and 3 years personal address details with month and year timescales. The councillors would also need to agree to have a credit check which would stay on their record. It was unanimously agreed to approach Lloyds. **Action:** The Clerk is to email the councillors requesting their details.
- ii) The Clerk highlighted that having just three signatories on the bank account was a potential operational risk in case of sickness and holidays. Following a discussion the councillors unanimously agreed that all Councillors were to become signatories. **Action:** The Clerk to instigate as part of the online banking application.

8. **Planning:**

- A. Received decisions: None
- B. Consider applications: None

9. **Finance:**

A. Finance report

The clerk read through the contents of the Finance Report which was approved and signed by the Chair

B. Approve payments

A motion to approve all items for payment was unanimously agreed.

Account name	Invoice No.	Cheque Number	Description	Net	VAT	Gross
Rebecca Parr	n/a	001606	Salary 9/05/22 – 12-06-22	621.60	0.00	621.60
Rebecca Parr	n/a	001606	Offices expenses	20.00	0.00	20.00
Rebecca Parr	n/a	001606	Expenses – printer cartridges	43.32	8.67	51.99
Rebecca Parr	n/a	001606	Expenses – Stationary & stamps	26.05	0.00	26.05
Rebecca Parr		001606	TOTAL	710.97	8.67	719.64
Rebecca Parr	n/a	001607	HMRC deductions	155.40	0.00	155.40
Prime One Maintenance	PRM/12 47	001608	Fixed Maintenance Service – June 2022 Data sims cost and remote monitoring	211.43	42.28	253.71
E-On (now NPower)	IN03521 136	001609	Electricity 1.5.22 to 31.5.22	60.96	3.05	64.01
Kevin Kemp	Swale-1224960	001610	Expenses SBC – TENS	21.00	0.00	21.00
David Buckett	1334	001611	Audit	337.60	0.00	337.60
C Moon		001612	Play Area Mowing	100.00	0.00	100.00
ICO		001613	Data Protection Renewal	40.00	0.00	40.00
			TOTAL	£1637.36	£54.00	£1691.36

C. S101 Agreement

The Clerk highlighted the benefits and flexibility of delegated powers under S101 Agreements. Examples of Hernhill and Boughton were provided. **Action:** The councillors are to review and decide what powers if any and their limits to provide reverting at the next meeting.

D. Chair's Payment Discretion.

The Chair has a payment discretion of £100. It was unanimously agreed by the councillors to continue with the discretion. The Clerk commented that she had yet to find any details concerning the discretionary powers. **Action:** The Clerk to consider incorporating this into any S101 delegated powers and continue to investigate the files in relation to the Chair's powers.

10. **Review of existing Council policies**

Given the lack of timing to consider important changes to the documents, it was agreed to push this to the July Meeting. **ACTION:** All councillors to ensure they review the potential alterations to the financial regulations to incorporate online banking and also to consider the model standing orders and to consider what to incorporate.

11. **Administration**

A. Laptop Back-up

The clerk raised concerns about the lack of back-up for the laptop. Dropbox was current full with back-up to the 2018-2019 FY. The Clerk had investigated options including MS One Drive (1TB- £59.99 pa), Dropbox upgrade, (£95.88pa) Seagate portable hard drive (1 TB - £39.99). Currently files were 80 GB. The pros and cons of each were discussed. It was unanimously agreed to opt for MS One Drive and to consider a hard drive at a later date. **Action:** The Clerk is to sign up for MS One Drive. And claim back the cost on expenses.

B. Clerk's Phone

It had previously been agreed to supply a phone for the Clerk. Due to requirements for the phone to connect to the Clerks cochlear implants it was not possible to have a stand-alone separate phone. Consequently, the Clerks existing phone could have a separate dual eSIM option and this was considered acceptable as a reasonable adjustment. As the Clerks phone was already under contract with EE a 12 month contract was agreed to at a cost of £13.50 per month. The councillors unanimously agreed to ratify the expenditure.

12. **Councillors Reports**

- A. Cllr Coleman provided apologies that she would not be able to attend at least the next couple of meetings due to an operation.
- B. Cllr Tutt mentioned that the KALC legal advisor, Clive Powell was retiring.

13. **Items to be placed on July's full meeting**

Matters Arising

- A. Highways Issues (HIP, speed, bus shelter)
- B. Footpaths, Verges & Hedges
- C. TPOs
- D. Streetlights
- E. Playing field
- F. Village Hall
- G. Bus Shelters
- H. Review of Council's Policies
- I. Online Banking
- J. Jubilee Tree Planting
- K. S101 Agreement
- L. Village Fete

The Chair closed the meeting at 10.30pm

Date of next meetings:	Planning Committee:	4 July 2022
	Full Council:	18 July 2022

Rebecca Parr,
Clerk to Dunkirk Parish Council

Signed
Chair

Date

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