

Dunkirk Parish Council – Full Council Meeting

Minutes of Full Council meeting held at Dunkirk Village Hall 15 January 2024 at 7.00pm

Present:

Parish Councillors: , Cllr J. Tutt (Vice Chair), Cllr D. Brice, Cllr G. Hewett and, Cllr P. Barkaway.
R Parr (Clerk).

There were no 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**
Apologies for were received from Cllr K. Kemp (Chair), Cllr J. Clifford. As well as Cllr R Lehmann (KCC & SBC) and Cllr A. Gould (SBC).
3. **Minutes of the full council meeting of the 18th December 2023.** A motion to approve the minutes by all present was approved with unanimous approval from those that attended.
4. **Councillor Vacancy and Co-option**
SBC had confirmed that the council was in a position to co-opt. The Clerk had received 2 expressions of interest and subsequently 2 withdrawals. The Clerk continues to advertise on the website and noticeboards. The vacancy will also be included in the next issue of the Boughton Magazine.
5. **Public Participation**
None
6. **Planning:**
 - A. **Received Applications:**
None.
 - B. **Consider Applications:**
 - i. 23/503967/FULL Courtenay Gardens (formerly Deja View) London Road Dunkirk Kent ME13 9LF

This application was on the agenda due to withdrawal of the earlier application by SBC Planning incorrect validation and resubmission due to change in applicant details. The new application form dated 18th December is correct showing Ms Eissfeldt as applicant and Mr Burke is listed as the agent. Mr Burke has signed certificate A on behalf of the applicant stating that the applicant is the owner of the land. The previous application had listed Mr Burke as both applicant and agent with no mention of Ms Eissfeldt who is the landowner and therefore the signing of certificate A was incorrect as he (listed as the applicant) was not the owner of the land which made that application invalid. However, it appears that SBC after removing the previous planning comments, have now reloaded everything onto the planning portal and the Council's original comments from October are now showing. The council discussed and agreed that no additional comments were therefore required.

- ii. 23/503812/SUB Land at Cleve Hill Details to Discharge Condition 3 Battery – Updated information received.

Dunkirk Parish Council voted at their Council Meeting on the 15th January 2024 to continue to object to this application. The original comments made by the Parish Council on the 3rd October still stand. Since those comments additional information has become available. Particularly including the comments made on the 4th January by the Barrister Group on behalf of The Faversham Society in light of the applicant's amended Safety Management Plan. Dunkirk Parish Council support the comments made in that letter by the Barrister Group

and the continued concerns raised concerning the poor quality of the Battery Management Plan submitted that fails to address previous concerns raised

7. Correspondence

- i. National Highways Closures – M2 various dates
- ii. Update from PC Gary Morris – Update received confirming one theft of fuel from lorry at Gate Services. Community Surgery to be held on the 19th February 5pm-6:30pm Dunkirk Village Hall.
- iii. KCC Kent Parish Council Winter Support Scheme
- iv. Alastair Gould provided an email update. , The revised enforcement policy will be coming to the Policy and Transportation working group on 25th January: the policy will be published with the agenda in the coming week. It is trying to make clearer the constraints and law around enforcement and set out the processes that will be followed. The revised guidance about the National Planning Policy Framework was published late on the 19th Dec and officers are working through the implications for Swale , but there should be some progress on the local plan in the not-too-distant future.

8. Matters for public concern:

A. Highways Issues

- i. The Clerk reminded that KCC advised that the start date for the works is 25 February 2024.
- ii. Cllr Tutt advised that the next Joint Transport Board meeting is for the 24th March. The council did not have anything for the agenda.

B. Footpaths, Verges & Hedges

- i. It has been noticed that there are 2 hedges on the London Road that are overflowing into the path and have only been trimmed rather than cut. **Action:** The Clerk has reported and chased KCC Highways.

C. TPOs

A councillor queried whether any progress had been made by SBC on the TPO submitted a few years back?
Action: The Clerk is to chase.

9. Finance

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

A/C Name	Invoice No.	Chq No	Description	Net	VAT	Gross
Rebecca Parr		L - Online	Salary 12/23- 01/24	777.40	0.00	777.40
HMRC		L - Online	TAX - HMRC	24.40	0.00	24.40
Rebecca Parr			Net Pay	753.00	0.00	753.00
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				788.44	0.00	788.44
HMRC NI		L - Online	Employer Contribution NI	2.68	0.00	2.68
Total HMRC Contribution		L - Online		27.08	0.00	27.08
SSE		L - Online	Streetlights December 2023	177.47	14.30	191.77
G Doy		L- Online	Grass Cutting - December	70.00	0.00	70.00
Prime One	1413	L- Online	December Streetlight Maintenance	214.48	42.89	257.37
Total				1280.15	57.19	1337.34

- iii. SSE Billing Update – The Clerk advised that there may be some more adjustments and the Clerk has escalated a complaint to SSE via Utility Aid and a response was still awaited despite having been chased.
- iv. Additional Bank Signatory: The Clerk confirmed that Cllr Barkaway had been added to the bank mandate as a full signatory and that all the necessary component parts were still required from Lloyds.

- 10. Document Retention Policy**

The Clerk had prepared and circulated a draft policy which had been prompted following a review of existing filing held where the Clerk considered that the Council would benefit from having such a policy, which was based on the NALC template and GDPR requirements. The council discussed and approved the policy with the next review in June 2025.
- 11. 2Commune website – decide way forward**

The Council had received notice that 2commune will no longer be licensing Cuttlefish website software from 31st March 2024. The parent Company and direct provided Cuttlefish had offered to keep the existing website going with the same features, at the same price. The Council’s annual renewal is due in 31st March 2024, which coincides with the changeover. The Clerk had prepared a discussion paper sent with agenda concerning the Council’s options. The Council discussed and agreed to renew for one year with Cuttlefish. **Action:** The Clerk is to arrange.
- 12. Village Hall Land titles**

Investigations are still ongoing. Deferred until next full council meeting.
- 13. Bossenden Wood Memorial Stone**

Repairs are ongoing.
- 14. Community Youth Forum**

A councillor had confirmed that there were some interest and that a meeting could potential be arrange with Boughton for the Youth Forum.
- 15. Church Yard Maintenance - Update**

The PCC representative confirmed that quotes were in progress with a PCC meeting on 24 January to decide.
- 16. Bus Shelters Insurance - Update**

KCC confirmed responsibility or the bus stop at the bottom of Boughton will be with Dunkirk PC, as it was for the one they destroyed and replaced. The Clerk has ensured all 3 are correctly represented on the insurance schedule. A councillor queried whether the insurance covers graffiti with regards to the shelters and any excess required. **Action:** The Clerk is to investigate.
- 17. Milestones**

The PC was still waiting to hear from SBC regarding ownership. **Action:** The Clerk is to chase Cllr Gould for an update form SBC Conservation.
- 18. Councillor’s Reports**

A Councillor provided an update following the recent KALC SAC meeting.
- 19. Parish Pollinator Project**

Nothing to report.
- 20. Administration/ Clerk’s**
 - i. The Clerk advised the council of holiday dates in 2024.
 - ii. The Clerk provided an update on BHF Defibrillator – The application had been submitted. They look at funding on a 4 weekly basis so it is possible the Council will know if they are successful at the next meeting.
 - iii. Regular Cleaning of new shelters - Contract Update - The Clerk has chased for signing of the new contract.
 - iv. Streetlight Maintenance contract update – 10 nodes in Courtenay Road not on Prime One CMS system as back in 2020 these were changed over by KCC. MPAN investigations confirm these are on our MPAN and we are paying for the electricity. Investigations are ongoing. The Clerk confirmed that they were still waiting for a signed contract by Prime One before signing the renewal contract.
 - v. KALC Award – The Council discussed and agreed to nominate Sally Harper and the Boughton

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

21. Planning Enforcement

A number of different cases were discussed.

22. Items to be placed on the next Full Meeting

- i. AGM Speaker

The Chair closed the meeting at 8.18pm

Date of next meetings:	Extraordinary (if required) :	5 February 2024
	Full Council Meeting:	19 February 2024

Rebecca Parr,
Clerk to Dunkirk Parish Council

Signed
Chair

Signed
Vice Chair

Date

Date

PLEASE VISIT OUR NEW WEBSITE FOR ALL THE LATEST NEWS IN AND AROUND THE VILLAGE: www.dunkirkpc.org.uk