

# Dunkirk Parish Council – Full Council Meeting

Minutes of Full Council meeting held at Dunkirk Village Hall 18 December 2023 at 7.00pm

## Present:

Parish Councillors: Cllr K. Kemp (Chair), Cllr J. Tutt, Cllr D. Brice, Cllr J. Clifford and, Cllr P. Barkaway.  
Cllr A. Gould (SBC)  
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 Cllr G. Hewett were accepted. Cllr R Lehmann (KCC & SBC)
3. **Minutes of the full council meeting of the 20th November 2023.** A motion to approve the minutes by all present was approved with unanimous approval from those that attended.  
**Minutes of the extraordinary meeting of the 4<sup>th</sup> December 2023.** A motion to approve the minutes by all present was proposed and seconded with approval from those that attended.
4. **Councillor Vacancy and Co-option**  
The Clerk had received confirmation from SBC that co-option could occur. One applicant received for the vacancy and as the individual was unable to attend the meeting today and items referred until January's full council meeting.
5. **Appointment of Vice Chair**  
Nominations were received for Cllr Barkaway and Cllr tutt. Following the vote, a casting vote was required from the Chair and Cllr Tutt was appointed to the position.
6. **Public Participation**  
None
7. **Planning:**
  - A. **Received Applications:**  
22/505369/FULL | Proposed removal of containers and brick toilet and erection of data storage facility building with associated off street parking | Former RAF Mast Site Courtenay Road Dunkirk Kent ME13 9LH – Condition amendment approved at SBC planning Committee.
  - B. **Consider Applications:**
    - i. 23/500203/FULL Erection of 2no. four bedroom dwellings with associated parking and landscaping. - Former Builders Yard Horselees Road Boughton Under Blean Kent ME13 9TG – Additional Information Submitted.  

Dunkirk Parish Council reviewed the updated information presented. The council voted unanimously for their original comments of objection from February 2023 to still stand. The applicant has still not provided any information in respect of a 10% biodiversity net gain (Policy E8) as required with the made Boughton and Dunkirk Neighbourhood Plan.
    - ii. 23/503564/FULL Change of use of and conversion of existing shed into overnight holiday let (retrospective). - Manor House Orchard Gate Berkeley Close Dunkirk Faversham Kent ME13 9FB – Additional Information Submitted.

Dunkirk Parish Council reviewed the updated information presented and note the information providing a 10% net biodiversity gain through the use of green plants on the shed roof. The council recommend that the requirements of the green roof is conditioned accordingly and to ensure that the feature is made sustainable and maintained. Original objection still stands.

## 8. Correspondence

- i. National Highways Closures – M2 various dates
- ii. Update from PC Gary Morris – Theft of fuel from lorry at Gate Services and theft of motorcycle from London Road, Dunkirk. Ticketing to offenders at Gate Services continues.
- iii. KCC Posters – Breastfeeding campaign.
- iv. KCC Rich Lehmann – Details provided regarding various consultations.: Flood Risk Management Plan consultation / SBC Draft Budget Consultation / Draft Corporate Plan
- v. Helen Whately Meeting Rep - Environment meeting 26th January. Cllr Tuff offered to attend if available.

## 9. Matters for public concern:

### A. Highways Issues

- i. Update on TRO speed limit installation – KCC advised that the completion date for the works is 25 February 2024 which should give the contractor enough time to order the signs, but hopefully they will be carried out before.
- ii. Potholes on the slip road to Gate Services require reporting to NH **Action:** The Clerk is to undertake.
- iii. Gate Services slip road closed unexpectedly due to Water maintenance at Costa Coffee. It was queried that no notification had been provided by anyone of the works. **Action:** Cllr Gould is to investigate.
- iv. The Chair commented for people to be reminded that the speed limit on Boughton Hill will change from 30mph to 40mph once signs are installed. **Action:** To be included in the next magazine article.

### 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 is to report to KCC Highways.

### C. TPOs

None.

## 10. National Highways and KCC Works Complaint – Consider Response and decide on the way forward

The Council had received a response from NH whereby they maintained the road regularly as it was in heavy usage. Cllr Lehmann chased for KCC response

## 11. Churchyard Maintenance

The Church had requested feedback on contract requirements. The council discussed and reiterated that this was the Church's responsibility and recent discussions had provided the Council the opportunity to give their views. The Council noted a preference for the older contract with the additional inclusion of composting requirements **Action:** The Clerk is to respond to the Church.

## 12. Finance

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

A/C Name	Invoice No.	Chq No	Description	Net	VAT	Gross
Rebecca Parr		L - Online	Salary 11/23- 12/23	777.40	0.00	777.40
HMRC		L - Online	TAX - HMRC	24.40	0.00	24.40
<b>Rebecca Parr</b>			<b>Net Pay</b>	<b>753.00</b>	<b>0.00</b>	<b>753.00</b>
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
<b>Rebecca Parr Total</b>				<b>788.44</b>	<b>0.00</b>	<b>788.44</b>

HMRC NI		L - Online	Employer Contribution NI	2.68	0.00	2.68
SSE		L - Online	Streetlights October 2023	171.28	13.81	185.35
Zurich		L - Online	Annual Insurance	560.93	0.00	560.93
G Doy		L- Online	Grass Cutting - November	70.00	0.00	70.00
Prime One	1413	L- Online	December Streetlight Maintenance	211.43	42.28	253.71
<b>Total</b>				<b>1804.76</b>	<b>56.09</b>	<b>1861.11</b>

- 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.
- iv. Discuss Financial Year End and 2024/2025 Budget. The Clerk highlighted a number of areas having circulated the proposed budget ahead of the meeting. Discussions were had over a number of discretionary items. Key changes included potential costs associated with Clerks pension and payroll administration which may be required. A £1 per hour increase for the Clerks pay was included as per previous years. Churchyard maintenance costs were maintained at current levels. £2k was included for potential legal fees associated with the playing field. Due to an existing aging Clerk’s laptop, it was agreed to include £300 per year to put aside for a potential replacement in future years. £500 was included for potential maintenance of the playing field fencing. £3k was included for potential future TRO projects. Including a £1k general miscellaneous contingency resulted in a predicted spend of £29774.00. A lighting grant of £1540 is due from SBC, reducing the precept requirement to £28234.00. The final budget is attached in Appendix 1.
- v. Additional Bank Signatory: The Council discussed and resolved to add Cllr Barkaway to the bank mandate as a full signatory. **Action:** The Clerk is to arrange the change of mandate with Lloyds Bank.

**13. Village Hall Land titles**

Investigations are still ongoing. Deferred until next full council meeting.

**14. Bossenden Wood Memorial Stone**

The stone has been retrieved and repairs are ongoing.

**15. Community Youth Forum**

Update deferred until next full council meeting.

**16. Regular Cleaning of new shelters**

The contractor did not realise despite various emails it was once a year. Said he would need to requote. The contractor has since decided he would honour the annual £20 charge per bus shelter. **Action:** The Clerk is to arrange signing of the contract.

**17. Milestones**

The PC was still waiting to hear from SBC regarding ownership.

**18. Possible application for a free defibrillator from the British Heart Foundation**

The Council discussed and suggested a location at the Red Lion, London Road., which was voted and unanimously approved. **Action:** The Clerk is to confirm acceptance with the landowner and arrange completion of the application form.

**19. Use of WhatsApp –**

The Clerk reminded councillors that this should be used for urgent notifications only and not for general discussion of council business in case of Freedom of Information requests and data protection issues.

**20. Councillor’s Reports**

None

**21. Parish Pollinator Project**

Deferred until next full council meeting.

**22. SBC Standards Committee – KALC SAC representative required.**

Cllr Tutt commented that he had been asked to be the KALC rep for the SBC Standards Committee. There is the possibly that dates may clash with the full council meetings for Dunkirk. It was agreed to revisit the topic once the dates and full impact is known.

**23. Administration/ Clerk’s**

- i. The Clerk advised the council of holiday dates in 2024.

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

**24. Planning Enforcement**

A number of different cases were discussed.

**25. Items to be placed on the next Full Meeting**

- i. Co-option
- ii. KALC Award

The Chair closed the meeting at 9.05pm

Date of next meetings:	Extraordinary (if required) :	2 January 2024
	Full Council Meeting:	15 January 2024

Rebecca Parr,  
Clerk to Dunkirk Parish Council

Signed .....  
Chair

Signed .....  
Vice Chair

Date .....

Date .....

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