

# Dunkirk Parish Council – Full Council Meeting

Minutes of Full Council meeting held at Hernhill Village Hall 19 December 2022 at 7.00pm

## Present:

Parish Councillors: Cllr K Kemp (Chair), Cllr J. Tutt, Cllr Smith, Cllr Brice, Cllr Clifford and Cllr Hewett.

Clerk: Rebecca Parr

There were two members of the public.

1. **Declaration:** Any Declarations of Interest by members present to be made at the commencement of the meeting – Cllr Brice declared an interest in respect of being the supplier of the playing field benches.
2. **Apologies for absence**  
Apologies were received from Cllr T. Valentine (SBC), Cllr A. Gould (SBC), Cllr J Coleman, Cllr R. Lehmann (KCC)
3. **Minutes of Full Council meeting 21st November 2022 and Extraordinary Meeting of the 5th December 2022.** A motion to approve the minutes was proposed by Cllr Brice and seconded by Cllr Hewett, Approved by all present.

## 4. Public Participation

The two members of the public attending were there on behalf of the planning application presented below with one of the members, the daughter of the applicant. The Applicant was unable to attend for personal reasons. Prior to the meeting, the applicant had forwarded to the Clerk a number of photos of the barn showing chickens, cattle and a lamb inside, which were passed to the councillors. The applicant's representatives were there to explain that there were concerns regarding the comments posted on the portal by the council following the previous council meeting whereby we had stated we thought the site had been solely for equestrian use. . One councillor mentioned an earlier planning application from 2009 for a change of use for equestrian use. The representatives recognised that there were horses in the fields around the barn but it was not solely for horses. The applicant was encouraged to provide their proof to the planning office of use as they would need to decide whether in meets Prior Notification approval.

## 5. Correspondence

- A. The Clerk had received details from Action with Communities in Rural Kent (ACRK). To announce their closure due to lack of funds. Their website will continue until the end of March. The national organisation, ACRE, is still in existence and can be approached for advice as well as KALC.
- B. The Clerk had received correspondence from a parishioner concerned regarding the case officers comments on the planning application associated with Yew Tree Cottage. Whilst the application had been refused, there were concerns that the case officer had said that there were no concerns from Highways when in fact, they had actually said, if there were Highway concerns, of which they were a number of objections on that basis, then Highways would then investigate, which was not taken up by the case officer. **Action:** The Clerk is to write to the case office with these concerns.
- C. The Clerk had received notice from KALC for the launch of the annual community awards. The council discussed and decided to participate. Nominations to the council are required by midday on the 13<sup>th</sup> February from parishioners, in order the council can discuss at the full council meeting that night to put a name/names forward to KALC whose deadline is at the end of January. **Action:** Cllr Smith is to incorporate into the newsletter with the Clerk adding details to Facebook and the website
- D. The Clerk had received notice from Highways concerning the start of Operation Brock over the Christmas period in preparation of the strike by Border Force. This obviously impacts Brenley Corner Roundabout where lorries are turned back down the M2.

## 6. Matters for public concern:

- A. Highways Issues
  - i) The Clerk has received a response from Mr Dawes' solicitors concerning the ditch in Courtenay Road by the old football pitch. The email mentioned that they were not aware of any issues and deem no

remedial work necessary. However, the ditch will be included in their scheduled maintenance programme even though they view it as Highways responsibility. The Clerk had contacted Highways prior to writing to Mr Dawes, who said it was the landowner's responsibility. Action: The Clerk is to respond thanking Mr Dawes for including it in their scheduled maintenance programme and also provide details from KCC regarding their response, in order they can contact them direct and clarify responsibility for the ditch.

- ii) The Clerk has chased KCC regarding the Bus Stop Clearways to be added and had received a response there were line painting contractor issues and until that was resolved, nothing could be done. **Action:** the clerk is to continue chasing for updates accordingly.

B. Footpaths, Verges & Hedges

- i) Cllr Brice had cleared the footpath by Foresters Lodge as he was in the area. This had been reported to KCC Footpaths for over a year and nothing had been done.
- ii) The Clerk had received a letter from the owners of Poundfall Wood asking them to cut back the trees on London Road. The letter stated that they had done some clearing but believed the remains of the verge was KCC's responsibility. The Clerk had arranged to meet with KCC Highways at the site to discuss accordingly on the 21<sup>st</sup> December. **Action:** Depending on KCC's response, the Clerk is to write back to the owner accordingly. The clerk is to report at the next meeting.
- iii) Concerning the flooding on Bossenden Lane of the road and surrounding land, KCC are not able to visit the site until January due to staff shortages. There is nothing that can be done with regards to the culvert size as it was over 10 years since being put into place. **Action:** Cllr Brice agreed to provide an update to Mr Godden.
- iv) Cllr Smith raised concerns regarding some trees near the top of Boughton Hill on the southern side that were leaning at a 45 degree angle. Action: The Clerk is to check the TPO map. And Cllr Smith agreed to have a word with the owner.

C. TPOs

Nothing to report.

D. Streetlights

- i) The Clerk was still waiting on a quote from Utility Aid. In addition the Clerk had written to NPower asking if they could combine the 2 MPANs. The Clerk was also waiting to hear from Prime One to clarify which lights were on the smaller MPAN. The Clerks advised that the contract moves to variable rate once the fixed rate contract finishes and this would lead to an increase to £445. Given the sums involved the council discussed the possibility of turning the lights off but this was not considered feasible. The council still wished to wait for the Utility Aid quote and accepted they would be moving to the variable rate in the meantime. Cllr Tutt updated the council in respect of his position of Chair at KALC SAC and the lighting grant from SBC. KALC advised the councils to take their own legal advice regarding the reduction in the lighting grant which in Dunkirk's position, we do not have the funds. The Clerk advised once the Utility Aid quotes comes through there may be limited time to take up any offer and therefore the council provided an agreement in principle for the Clerk to contract the best rate. All councillors are to respond quickly to the Clerk regarding quotes once received.

E. Playing field

- i) Cllr Smith mentioned that a parishioner is offering free bark for the path to the playing field. One lot having already been delivered. The council discussed and agreed that it must be of suitable quality and must be bark and not twigs and leaves. **Action:** Cllr Smith is to liaise with the parishioner accordingly regarding quality and ensure that this is only provided when needed.

F. Village Hall

- i) Cllr Smith provided an update on the village hall. There had been a successful Dunkirk Diners event and they had kindly donated £165 towards the bus shelters. **Action:** The Clerk is to send a letter of thanks.

- ii) The Village hall is to hold a barn dance on the evening of the 6<sup>th</sup> May with a BBQ on the 8<sup>th</sup> May. In relation to the coronation. It was clarified that if monies were received elsewhere to cover the bus shelters, then the council were able to use any funds as they see fit.

G. Bus Shelters

- i) Nothing to report on repairs.

7. **Speed Limits/TRO**

- i) Cllr Kemp updated the council with regards to the HIP. KCC have offered a reduction in the speed limit on Boughton Hill from the national speed limit down to 40mph. This would only take place once the existing temporary 30mph was removed once the piling work has been completed. KCC also agreed to reduce the limit on London Road from the national limit to 40mph. They also agreed in principle to move the existing signs on the slip road. KCC agreed to cover half of the TRO cost being £1250. KCC councillor had agreed to grant £1200, with Cllr Gould agreeing to offer £400.00. This would leave a residual cost of £656.00. There would be other additional costs, not yet know in relation to civil engineering and signage. A discussion note that whilst this was not everything we asked for it was a step in the right direction. Cllr Tutt mentioned that Sheldwich council recently had KCC covering the cost of their TRO and did not see why we would pay and that HIPS were an imposition. The Clerk had discussed this case with Cllr Lehman who had explaining that there were exceptional circumstances surrounding their case in that instance and considered that Dunkirk had actually received a good offer. The council voted to cover the cost of the TRO, noting the grants received with 5 councillors for and one against. The council also agreed to approach Boughton to see if they wished to contribute towards the cost as they too benefit from the reduction of speed on the hill. The Chair commented that the council would need to look forward to next year with a new HIP and also liaise with Boughton and Hernhill with regards to the area Staple Street.  
**Action:** The Clerk is to formally apply for the SBC Member's grant. Ensure the revised invoice from KCC is received with the KCC councillor reduction added. The Clerk is to write to the Boughton Clerk asking them to consider a contribution at their January meeting.

8. **Playing Field Benches**

There were no updates.

9. **Jubilee Tree Planting**

Cllr Smith provided details with regards two tree types chosen for planting at the village hall bank in each corner, a hawthorn and an ornamental cherry. These would cost £35 and £45 respectively. Cllr Hewett proposed with Cllr Tuff seconding and all in favour.

10. **Coronation**

It was noted that the council would need to purchase a new cipher for their beacon in early 2023. Cllr Smith provided an update on the council event for a fete. The council would arrange for a dog show. Boughton Community Group would arrange for a beer tent including organising the TENS notice. They would also be other stall, ice cream van and egg throwing games. Cllr Smith also mentioned about the arrangement of some advertising vinyl banners.

11. **South East Water**

The Clerk confirmed that she was still waiting to hear from SEW with regards to their community grant.

12. **Replacement Bus shelter**

- i) This is obviously dependant on the allocation, if any from South East Water. A discussion was had whether to formally approach Boughton Parish for a contribution but it was agreed to wait until we know the position with SEW.

13. **Planning**

A. Received decisions:

22/504757/FULL PROPOSAL: Construction of 2no. Residential dwellings with associated access, parking and amenity space. ADDRESS: Yew Tree Cottage Staple Street Hernhill Kent ME13 9TX – Refused.

B. Consider applications:

- i) Revisit 22/505342/PNQCLA PROPOSAL: Prior notification for the change of use of agricultural building and land within its curtilage to 1no. residential dwelling with associated operation development. For its prior approval to: - Transport and Highways impacts of the development - Noise impacts of the development - Contamination risks on the site - Flooding risks on the site - Whether the location or siting of the building makes it otherwise impractical or undesirable for the use of the building to change from agricultural use to C3 (dwelling houses) - Design and external appearance impacts on the building - Provision of adequate natural light in all habitable rooms of the dwelling houses. ADDRESS: Land At Brook Farm Denstroude Lane Dunkirk Kent CT2 9JZ

Following the additional information provided, the council unanimously agreed to remove the word ‘solely’ from the comments. Consequently, the additional comments should read:

“Dunkirk Parish Council object to the planning application on the grounds of local knowledge of the building being used for equestrian livery use as well as agricultural use. There are also concerns of possible land contamination at the site and not being suitable for residential use.”

14. **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.

A/C Name	Invoice No.	Chq No	Description	Net	VAT	Gross
Rebecca Parr	Advice only	S/O	Salary 10/22- 11/22	725.40	0.00	725.40
Rebecca Parr		L- Online	Overtime 4 hrs 14/11/22 - 11/12/22	55.80	0.00	55.80
Rebecca Parr		S/O	Office Expenses	20.00	0.00	20.00
Rebecca Parr		L- Online	Expenses - eSim	13.50	0.00	13.50
<b>Rebecca Parr Total</b>				<b>814.70</b>	<b>0.00</b>	<b>814.70</b>
Eon (now N-Power)	IN07255057	L- Online	Electricity 1/11/22- 31/11/22	65.57	3.28	68.85
G Doy		L- Online	Grass Cutting - November	70.00	0.00	70.00
G Doy		L- Online	Ditch and Hedge by bus stop	260.00	0.00	260.00
Ladybirds		L- Online	Grass Cutting Churchyard (November)	132.00	0.00	132.00
Zurich Insurance	519899073	L- Online	Annual Insurance	555.08	0.00	555.08
DPC - Lloyds Bank		NW- 1659	Transfer to add funds to the new account	10000.00	0.00	10000.00
Prime One	PRM/1314	L- Online	Streetlighting (November)	211.43	42.28	253.71
<b>Total</b>				<b>12108.78</b>	<b>45.56</b>	<b>12154.34</b>

C. Online Banking

The Clerk confirmed that the online payment was working and that the above payment had all been created online and would require approval after the meeting. The Clerk advised by transferring £10,000 from Nat West to Lloyds, this would leave circa £3,000 in the NW current account to cover outstanding cheques. It was agreed to leave the reserves with NW for the time being as they currently pay a higher interest rate of 0.8% against 0.5% at Lloyds.

D. Budget

The Clerk had prepared and circulated an initial draft year end position and budget. The current year spend was expected to be circa £23,000 against precept and lighting grant of £20185. Some of that different accounted for

with the increase in electricity costs in the final quarter. Extra Clerks costs offset by lower website development costs. This would leave a project bank position of circa £14,400 of which £1680 (Benches) is ringfenced. This would leave reserves well below the recommended guidance of equivalent to one year's precept.

The council undertook a line by line analysis of all expenditure and budget setting. The largest concern was the increased costs associated with streetlighting and this would be circa a £5000+ increase. There was little by way that could be reduced in costs. Other increases that need to be covered were Clerks costs, including membership of the SLCC which could potentially be shared with Hernhill. Elections costs of £1000 were included in case of need. The website development budget was minimised. £2500 was included for Long Term Projects associated with the HIP/TRO. Any monies for Bus Shelters would need to be entirely funded from donations of grant monies. This left total possible expenditure for 2023-24 of £28,958.00 which once adjusted for the lighting grant of £1,540 left a precept requirement of £27,418.00, whilst a £20 increase per household, this equated to £1.67 per month. The council voted on the Budget and Precept and carried the vote 5 to 1 in favour.

**15. Administration**

- A. The Clerk advised the council that she had attended the Local Council Liaison Forum held by SBC. Topics covered included inquorate councils procedures, parish councillor recruitment, updates to emergency planning. Possible training for councillor and clerks with regards to the forthcoming elections.

**16. Councillors Reports**

- A. Cllr Smith asked for Kent Plan Bee to be added to the agenda for January following a recently presentation by KCC.

**17. Items to be placed on December's full meeting**

- A. Highways Issues (HIP, speed)
- B. Footpaths, Verges & Hedges
- C. TPOs
- D. Streetlights
- E. Playing field
- F. Benches
- G. Village Hall
- H. South East Water
- I. Bus Shelters
- J. Kent Plan Bee
- K. Jubilee Tree Planting
- L. Coronation

The Chair closed the meeting at 10.40pm

Date of next meetings:	Extraordinary Meeting:	3 January 2023
	Full Council:	16 January 2023

Rebecca Parr,  
Clerk to Dunkirk Parish Council

Signed .....  
Chair

Signed .....  
Vice Chair

Date .....

Date .....