

Dunkirk Parish Council – Full Council Meeting

Minutes of Full Council meeting held at Dunkirk Village Hall 19 June 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 J. Clifford
Also Cllr A. Gould (SBC), & 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 Cllr Brice in respect of the item on grass cutting due to a non-pecuniary interest in relation to Ladybirds.
2. **Apologies for absence**
Cllr G. Hewett , Cllr R. Lehmann (KCC &SBC)
3. **Minutes of the Statutory Council meeting 15th May 2023.** A motion to approve the minutes by all present was proposed by Cllr Brice and seconded by Cllr Clifford with unanimous approval.
Minutes of Full Council meeting 15th May 2023. A motion to approve the minutes by all present was proposed by Cllr Brice and seconded by Cllr Coleman with unanimous approval.
Minutes of the extraordinary meeting of the 5th June 2023. A motion to approve the minutes by all present subject to an alteration in the heading from Planning Meeting to Extraordinary Meeting was proposed by Cllr Coleman and seconded by Cllr Brice with unanimous approval.
4. **PC Gary Morris – Introduction**
Police Constable Gary Morris is the newly appointed Beat Officer for Watling Ward, Boughton and Courtenay Ward and East Downs, based at Faversham Police Station. His e-mail is gary.morris@kent.police.uk. He can be contacted with policing issues but in emergencies, to still call 999. He encourages people to sign up on the ‘mycommunityvoice’ website.
5. **Public Participation**
A resident raised concerns regarding the enforcement of speeding issues in the village. The Chair was able to provide an update on the TRO progress. PC Gary Morris would look at undertaking speed checks. The resident was also concerned in respect of the recent proposals to close Faversham waste and recycling centre and hoped the council would support the fight against closure. The Chair explained that the council was waiting upon further details of the closure and the forthcoming KCC consultation.
6. **Planning:**
 - A. Received Decisions:
 - i) 23/501809/FULL | Conversion of garage into habitable space with external alterations and erection of front infill extension. | 41 Horselees Road Boughton Under Blean Faversham Kent ME13 9TE: Application Permitted.
 - ii) 23/501616/FULL | Conversion of existing garage to form annexe accommodation ancillary to the main house, including erection of a single storey side and rear extension. | 41 Courtenay Road Dunkirk Kent ME13 9LH: Application Permitted
 - iii) 23/501430/FULL | Loft conversion with rear flat roof dormer including Juliette Balcony, front rooflight, additional window to side elevation and changes to fenestration. (Re-submission of 23/500377/FULL). | 75 Courtenay Road Dunkirk Faversham Kent ME13 9LH Application Permitted
 - B. Consider applications:
 - i) None
7. **Correspondence**

- A. Email received detailing Swale Parish council meeting with Helen Whately (circulated) to discuss issues impacting the Swale parishes in her constituency on Friday 30 June between 9am and 10am in Faversham, venue to be confirmed. The council offered no attendees or agenda items.
- B. KCC's Proposal to close Faversham's Waste Recycling Centre (circulated). There is a 12 week consultation starting 18th July. Faversham Town Council has set up a working group and it appears we are waiting on more information.
- C. Benstead Grants. The Clerk received notification of application for grant available with a closing date of 3rd July 2023. This is for relief of (i) old, sick and infirm, (ii) provision of education or recreational facilities, and (iii) educational bursaries, support and equipment. The council discussed and no ideas were forthcoming in order to apply. The Clerk confirmed that she had passed on details of the grant to the local village community group.
- D. Draft Kent Minerals and Waste Local Plan 2024-39 and Draft Kent Mineral Sites Plan - Regulation 18 Public Consultation June 2023 – The Clerk stated this had been circulated should anyone wish to respond.
- E. The Clerk had received correspondence from residents in Stoney Road concerning shaking of the house as a result of the works on Boughton Hill. The KCC project manager responded to allay any concerns.

8. Matters for public concern:

A. Highways Issues

- (i) The Council discussed concerns regarding entrances to Pottery Cottage. It was agreed to wait and see.
- (ii) Concerns were raised to regarding a dropped kerb at 24 Courtenay Road. The Clerk is to confirm with the KCC Councillor that due process has been followed.
- (iii) The Clerk has received a response from the KCC Tree Inspector Soft Landscape team that the triangle at Courtenay Road and Dawes Road was not suitable for tree planting due to street furniture and sightlines. However, the query had not been passed to the Soft Landscape Team to see if there was anything that could be done. A councillor asked that if there was to be a site meeting could someone from the council be present. **Action:** The Clerk is to ask.
- (iv) The Chair told the council that he had been contacted by Highways in respect of the vegetation at Gate Services and was informed that this would be cleared in the coming 7 days. In addition, there would be a face to face with David Russell at Highways to discuss issues attended by the Chair and Clerk.

B. Footpaths, Verges & Hedges

- (i) A councillor reported that they had observed the verge cutting by KCC in the village. The cutting machine was travelling so fast that it did not have time to cut but instead just bent the vegetation which then sprang back up as the machine passed. **Action:** The Clerk is to report to KCC.
- (ii) The council discussed the road outside Forge Cottage and whether it was adopted or not – Action: The Clerk is to enquire to see if the road is adopted by KCC or private

C. TPOs

- (i) A councillor advised that a TPO had been placed on the trees at the Garden Hotel in Boughton.
- (ii) TPO trees that had been cut around the area of Forresters Lodge require reporting to SBC. **Action:** The councillors are to provide evidence to the Clerk.

D. Playing field (incl. benches)

- (i) Brass plaques had been made for attachment to the benches, which Cllr Brice offered to undertake.
- (ii) 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. The council still need to consider ideas to put forward for the village. One possible idea is to improve the path to the playing field. The Village Hall would like to have plaques for the trees donated by the Council planted by the entrance. **Action:** The Chair is to order the plaques with the invoice made out to the Village Hall.

F. Bus Shelters (new & repair)

The Clerk confirmed that KCC has installed the new shelter at the bottom of hill including the noticeboard. The shelters at the top of the hill will be demolished, prepped and installed over the week commencing the 10th July.

9. Speed Limits/TRO

The consultation for the TRO had now closed and there were 11 comments, 8 in support and 3 objections. The objectors had been contacted and 1 objector still wanted their objection to stand. KCC had decided for the scheme to go ahead. The next stage is now design and the Council should receive a quote for the works in due course. Cllr Lehman had liaised with the hill project manager and asked that when the hill reopens fully that 40mph is added rather than national speed limit which is then changed a few weeks later. The outcome to this request is not known.

10. Boughton Hill Closure and works

Single lane opening now delayed until the 20th June 2023. A complaint received from residents in respect of vulgar language had been emailed to the project manager who had spoken to the workers. Overnight closures would be required in July to undertaken the final phase of tarmacking, between the hours of 20.00 and 05.00, on 11th to 13th July 2023 and 16th to 17th July 2023.

11. Streetlighting Forward Fixed Contracts

A quote had been received from Utility Aid regarding fixed term contract from March 2023 when the existing one finished until the end of September 2026. A shorter fixed term would be possible but the price would be higher. Utility aid informed us that wholesale energy prices are close to their lowest. Whilst the standing charge is broadly unchanged, the price per KWH had reduced and represented a potential annual saving of circa £460 on the present contract with SSE. For unmetered supply, there are little by way of suppliers in that market. The council discussed and agreed for stability and budgeting purposes to take up the offer which Cllr Tutt proposed and Cllr Coleman seconded with all in favour. **Action:** The Clerk is to contact SSE to arrange for the new fixed contract.

12. Grass Cutting Contracts

Following the previous meeting the Clerk had prepared the contracts for the churchyard and the verges and these had been circulated to the council. The church yard would be for 6 month to adjust for potential price changes with the verges renewed at existing prices until the end of 2024. Cllr Coleman proposed to approve the contracts with Cllr Smith seconding and all in favour. **Action:** The Clerk is to forward to the respected parties for approval and signing.

13. SBC Heritage Local Listing: Review and agree submission of nominations to SBC

The working group of Cllr Tutt, smith and Clifford has reviewed potential assets in the village and the final list agreed for nomination were a list of 20 names, these are attached to the minutes as Appendix 1. Included in the list were an additional 12 possible nominations, however, the top 20 were the priority for submission ahead of the closing date on the 26th June 2023. Cllr Tuff proposed to agree to nominate those on the list with Cllr smith seconding and all in favour. It was also discussed as to whether an extension to the closing date could be requested. **Action:** The Clerk is to ask.

14. Annual Review and approval of Council Policies

These had been circulated by the Clerk ahead of the meeting for review. It was recommended to sign up to the LGA Code of Contact in line with SBC. The Standing Orders had been amended to remove reference to the Planning Committee. The Financial Regulations updated to include the ability to use direct debits. The Risk Assessment was updated to include reference to the playing field benches and picnic table. New policies had been prepared for Complaints and Vexatious complaints based on SLCC model templates. Cllr Tutt proposed to approve en-block the policies A-H with Cllr Coleman seconding with all in favour.

- A. Code of Conduct
- B. Standing Orders
- C. Financial Regulations
- D. Communications & Social Media Policy
- E. Privacy Notice
- F. Risk Assessment
- G. Complaints Policy

- H. Vexatious Complaints Policy
- I. Terms of Reference – Staffing Committee
- J. Appointment of Staffing Committee members

The Terms of reference for the staffing committee (I) had been reviewed and Cllr Tuff proposed to approve with Cllr Clifford seconding and all in favour. The appointment of committee members (J) with Cllr Kemp as Chair. Cllr Kemp proposed Cllr Brice and Cllr Clifford with Cllr Coleman seconding and all in favour.

15. Finance:

a. Finance report

The Clerk read through the contents of the Finance Report for the end of May, 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 Smith to authorise online.

A/C Name	Invoice No.	Chq No	Description	Net	VAT	Gross
Rebecca Parr		L - Online	Salary 05/23- 06/23	725.40	0.00	725.40
Rebecca Parr		L - Online	TAX - HMRC	13.80	0.00	13.80
Rebecca Parr			Net Pay	711.60	0.00	711.60
Rebecca Parr	Advice only	S/O	Office Expenses	20.00	0.00	20.00
Rebecca Parr		L - Online	Expenses cap park £2.90, mileage 39.8 miles @ 45p	20.81	0.00	20.81
Rebecca Parr		L-Online	Microsoft One Drive annual Renewal	49.99	10.00	59.99
Rebecca Parr		L- Online	Expenses - eSim	15.44	0.00	15.44
Rebecca Parr Total				817.84	10.00	827.84
Ladybirds		L - Online	May churchyard	132.00	0.00	132.00
ICO	Advice only	D/D	Annual Renewal	35.00	0.00	35.00
Mr Moon		L-000001	May and June	200.00	0.00	200.00
SSE		L - Online	March/April/May	547.07	27.32	574.39
G Doy		L- Online	Grass Cutting - May	70.00	0.00	70.00
Sholden Village Store Ltd		L - Online	Placques for benches	75.00	0.00	75.00
Prime One	1341	L- Online	June Streetlight Maintenance	211.43	42.28	253.71
Total				2088.34	79.60	2167.94

c. Nat West Closure

The Clerk confirmed that since the end of May reconciliation that the Nat West Accounts had been closed and the funds transferred to the Lloyds Accounts.

16. Project Ideas

- A. A councillor raised the project of replacing the metal casting to front of the local milestones that had been lost. **Action:** The Clerk is to raise again with SBC and KCC Archaeology as to whether this was possible.
- B. Ideas put forward for council projects include, (i) landscaping the triangle on Courtenay Road, (ii) another village sign, (iii) more benches, (iv) Buy land, (v) electric vehicle charging, (vi) Speedwatch equipment, (vii) mobile speed sign. **Action:** The councillors are to produce a list of projects to discuss at the next meeting.

17. Parish Pollinator Project

Deferred until next meeting

18. **Parish Council Community Cost of Living Grant Scheme Update** - The Clerk had spoken to the Boughton and Dunkirk Community Group and it was not possible to identify anything suitable in timescales to apply and also to spend.
19. **Neighbourhood Watch Community Safety Charter** – The charter had been circulated ahead of the meeting to councillors. It was discussed that the Neighbourhood Watch and Police are not necessarily joined up in their communication and utilise ‘mycommunityvoice’. Cllr Kemp proposed not to adopt with Cllr Brice seconding and all in favour.
20. **Parish to Town Cycling and Walking Project Final report (circulated)** Alastair confirm that the next steps were for the project to be presented to the JTB. Cllr Tutt confirmed that he had provided feedback to the project on some incorrect population numbers.
21. **Administration**
A. None.
22. **Councillors Reports**
A. Cllr Gould provided an update that there was a working group at SBC looking at the Local Plan
B. Cllr Smith expressed an interest to attend the woodland management group meeting on the 19th July.
C. A councillor reminded council that CPRE were interested in any community groups looking at the potential Winterbourne Development. Action: The Clerk is to pass on details of a Facebook Group ‘Dunkirk- Save our Village’.
D. Cllr Tutt provided an update of the Swale Eastern Area Committee where issues concerning enforcement, planning conditions and lack of affordable homes are reviewed.
E. Cllr Tutt provided an update on KALC Swale Area committee where areas discussed including policing, community travel schemes and the high cost of NALC which is still considered a beneficial organisation.
23. **Closed Session: Planning Updates.**
The council resolved under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the item of business to exclude the public and press. No decisions were required.
24. **Items to be placed on July’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

The Chair closed the meeting at 10.25pm

Date of next meetings:	Extraordinary (if required) :	3 July 2023
	Full Council Meeting:	17 July 2023

Rebecca Parr,
Clerk to Dunkirk Parish Council

Signed	Signed
Chair		Vice Chair	
Date	Date