

Dunkirk Parish Council – Full Council Meeting

Minutes of Full Council meeting held at Dunkirk Village Hall 20 March 2023 at 7.00pm

Present:

Parish Councillors: Cllr K. Kemp (Chair), Cllr J. Coleman (Vice Chair), Cllr J. Tutt, Cllr N. Smith, Cllr D. Brice, Cllr J. Clifford and Cllr G. Hewett.

Also Cllr A. Gould (SBC from item 4 until item 11), Cllr R. Lehmann (KCC until item 9(5)) & R Parr (Clerk)

There were six members of the public.

1. **Declaration:** Any Declarations of Interest by members present to be made at the commencement of the meeting – Cllr. Clifford declared a pecuniary interest in respect of the permitted planning item 23/500721/AGRIC. Cllr Brice declared a non-pecuniary interest in the grass cutting associated with the churchyard. Cllr Tutt declared a non-pecuniary interest in respect of the Winterbourne scoping document. All councillors declared a non-pecuniary interest in respect of the village fete where they are volunteers.
2. **Apologies for absence**
None
3. **Minutes of Full Council meeting 20th February 2023.** A motion to approve the minutes by all present was agreed with amendments to item 15 from 8 cuts to 5 cuts a year for the playing field and changes to item 18b to “Cllr Tutt advised that SBC were proposing the 50% reduction in streetlights to go ahead at their next meeting in a couple of days”.
4. **Public Participation**
 - i) A parishioner attended the meeting to oppose the Winterbourne Development and had written to Helen Whately MP regarding the development.
 - ii) A parishioner raised concerns as to when Boughton Hill would re-open. Cllr Lehmann commented that as far as he was aware, it was on time to re-open to single lane traffic in time for the May election. The chair reiterated that KCC would only allow a 40mph limit to be added to the hill as part of a TPO and that there was no data to support a reduction in speeding. With regards to Speedwatch, a sufficient number of people were needed to create a team. A discussion was held with regards to 30mph wheelie bin stickers. **Action:** The clerk is to investigate costs for the council to purchase for residents.
 - iii) A parishioner raised concerns over the cutting and debris left at the RSBC woods on the northern side of London Road. **Action:** The Clerk is to refer to the RSPB enquiring as to their policy for clearance.
 - iv) The applicant Mr. J. Paton-Smith spoke in support of his planning application 23/500868/Full at Brook Farm.
 - v) The applicant Mr. Glasier-Creed spoke in support of his planning application 23/500975/Full at Woodseaves
The Council commented that they felt that the proposed development was too high, with concerns over surface water
 - vi) Two neighbours to Woodeaves spoke regarding their objection to the planning application.
5. **Planning**
 - A. Received decisions:
 - A. Received Decisions:
 - i) 22/505912/FULL | Demolition of existing side porch and erection of single storey side and rear extensions | Forge House London Road Dunkirk Kent ME13 9LL- Approved
 - ii) 23/500128/FULL PROPOSAL: Erection of a two storey detached two bay garage and implement store with studio above and associated works. ADDRESS: Bracken Brae Jezzards Lane Dunkirk Kent ME13 9PH – Approved

- iii) 23/500216/TPOA PROPOSAL: TPO Application to remove a group of various mixed trees and vegetation 3m back from the edge of the carriageway. ADDRESS: Boughton Hill, Jays Woods Woodside Dunkirk Kent ME13 9FL – Approved
- iv) 23/500377/FULL PROPOSAL: Loft conversion, including erection of first floor rear extension with balcony and installation of 2no. rooflights to front. ADDRESS: 75 Courtenay Road Dunkirk Kent ME13 9LH – Withdrawn

B. Consider applications:

- i) 23/500868/FULL | Conversion of existing barn into 1no. two bedroom holiday let with associated parking and cycle storage shed. | Barn At Brook Farm Denstroude Lane Dunkirk Kent CT2 9JX

The council discussed the application noting the nearby glamping site and the possible impact of traffic. Cllr Hewett proposed to support the application with Cllr Clifford seconding. The council voted with 5 in favour, 1 against and 1 abstention. The planning comments submitted were:

“The Parish council vote to support the application, noting the potential good use of a redundant building”

- ii) 23/500942/FULL Loft conversion with dormer to front and rear including 6 no. roof lights and changes to fenestration. Woodseaves Staplestreet Road Dunkirk Kent ME13 9TJ

The council discussed the application, noting the applicants wish to extend the family home. Concerns were raised in respect of the topography of the land with different land levels leading to the potential for overlooking and loss of privacy especially given the significant increase in size of the proposed development. Concerns were also raised in respect of the design concerning the dormers. Cllr Kemp proposed to object to the application with Cllr Tutt seconding. The council voted 5 in favour of objecting with 2 wishing to support the application. The council submitted the following comments:

“Dunkirk Parish council voted to object to the application. The council were concerned with the overall size and poor design of the proposed application. This included the overall height and bulk of the proposed development. The inclusion of a front dormer which is not considered within SBC’s policy and is also the same height as the main roof line. The council also noted the potential impact of the design on neighbouring properties in terms of overshadowing and loss of privacy and also the potential impact to an immediate neighbour’s existing bungalow solar panels due to the overall height.”

- iii) 23/501071/EIASCO Winterbourne Fields Dunkirk Kent Proposal: EIA Scoping Opinion - Proposed development of 1740 residential dwellings, 160 retirement homes, 27ha of publicly available open space and recreation including a community park, outdoor sports pitches, a 5km recreation trail, a two form entry primary school, an integrated bus link to the surrounding area, an employment park, improved pedestrian/cycle links across the A2, upgrade to the Dunkirk A2 junction through a new trunk road, and an electric vehicle charging hub for approximately 36 vehicles alongside associated facilities including toilets and potential for cafe facility.

The council discussed the scoping opinion. Cllr Tutt circulated initial comments on the scoping opinion. The council noted the need to ensure everything is appropriately scoped for any forthcoming application. It was agreed that further time would be needed to consider in full such a lengthy detailed document. **Action:** The Clerk is to request a 2 week extension with SBC and request a copy of the pre-app response. **Action:** The councillors are to each review the scoping document and pass their comments to Cllr Tutt who will collate a response of their observations. Cllr Gould also mentioned that the application did not include details concerning GP services and those comments would also be forwarded to the Clerk for information and then circulated.

C. Permitted Development:

i) 23/500721/AGRIC | Prior notification for the erection of a building for forestry use. For its prior approval to: - Siting, design and external appearance. | Winterbourne Wood Jezzards Lane Dunkirk Faversham Kent ME13 9PH

Cllr Clifford advised that this has now been decided and permitted. As a permitted development no comments were submitted by the council.

6. Grass Cutting Contracts

i) Church yard - Miss Truwhyte, Manager of Ladybirds Garden Services Ltd spoke regarding her plans for the churchyard in keeping around the graves tidier and looking in increase native planting away from the graves. Plans also included planting along the wooden fence between the owners of the residential property in the church and the church yard. Miss Truwhyte also suggested working with the Bees Knees Playgroup to donate sunflower seeds. Cllr Tutt mentioned that a silver award had been given a number of years ago for the churchyard Action: Cllr Tutt to search for the award information. Cllr Kemp mentioned that the war memorial must be kept clear at all times. It is the PC's responsibility to remove past wreaths. Any planting requires the permission of the PCC. Cllr Kemp provided an update on the meeting held with the PCC regarding the maintenance of the churchyard. The PCC are considering steps to potentially close the churchyard which if that happens, responsibility then falls to SBC. However, the PCC have agreed a potential contribution of up to £500 for the year. The council consider the churchyard as a key village community asset. **Action:** Cllr Kemp is to liaise with the PCC regarding the potential works. Cllr Smith is to liaise with the fence owners for permission as well.

7. Speed Limits/TRO

Cllr Lehmann advised that he and the Clerk had been advised that the TRO would be on hold by KCC until after the election and there would be a delay in the public consultation as a result.

8. Quiet Lanes Policy

Cllr Gould mentioned that there was a national Quiet Lanes policy and whether Dawes Road would be suitable. **Action:** The Clerk is to find and circulate to the councillors details of the policy. Cllr Clifford would take photos of the view and road. It was agreed to consider progressing in May once the election has taken place.

9. Correspondence

- 1) The clerk provided an update from National Highways on the works being undertaken at Harbledown.
- 2) The Clerk reminded councillors of the current South East Water Consultation taking place. Cllr Kemp asked councillor to review and any comments passed to the Clerk.
- 3) The Clerk advised that the electricity broker Utility Aid has offered to investigate renewal quotes once existing term finished in February 2024. It was agreed for the Clerk to investigate options noting it was a limited market. **Action:** The Clerk is to contact Utility Aid.
- 4) Cllr Kemp provided an update on the GDPR case regarding the Speed Sign with KCC. Full information of the correspondence had now been provided by KCC and there is no GDPR case to answer. It has been agreed to close the case.
- 5) Cllr Kemp advised that he had received confirmation that there would be no PCSOs going forward.

10. Matters for public concern:

A. Highways Issues

i) None.

B. Footpaths, Verges & Hedges

i) None.

C. TPOs

None.

- D. Playing field
i) The Clerk confirmed that the geophysical survey is taking place on the 28th March 2023. The Clerk will be present.
- E) Village Hall
i) Cllr Smith provided an update on the village hall. The council had received a donation of £133 for the bus shelters regarding the Dunkirk Diner event for which thanks were given.
- F) Bus Shelters
i) Nothing to report on repairs.

11. Jubilee Tree Planting

The trees had been planted and added to the Queen's canopy website.

12. Playing Field Hire Contract

As the fete was being run by the village hall committee, for insurance purposes a hire contract was required between the PC and the VH. The Clerk had prepared a contract which had been circulated to councillors for review ahead of the meeting. The council agreed to accept the draft. Action: The clerk is to forward to Mr Farley, the Chair of the VH committee for signing.

13. Coronation

The village volunteers for the fete which includes the councillors have created a programme of events. The VH committee will arrange their own insurance and undertake a risk assessment. The VH committee had located a second hand BBQ for the event and the council considered a donation for half of the cost towards the BBQ. The VH would retain ownership and storage of the BBQ but it would be made available to the council should they require it in future. Cllr Kemp proposed a £75 donation with Cllr Coleman seconding and the council voting unanimously to support.

14. Replacement bus shelters

Final commitment on the final design of shelter by KCC was still required by KCC before the Clerk could accept the Externiture quote.

15. Yew Tree Cottage and KCC Highways

- i) Cllr Lehmann had undertaken consultation within KCC regarding the gateway and since it had been there for at least 10 years, there was nothing that could be done.

16. Boughton Hill Closure

The Clerk confirmed that at the council's request, a temporary 30mph limit had been put into place, emergency road repairs had taken place after deterioration was highlighted to KCC as well as regular patrols to ensure signs remained in place and upright. In addition, the Clerk confirmed that she had received a response from Swale Community Policing asking them to undertake regular patrols in the area due to the Boughton Hill closure, speeding and the 7.5 ton weight limit in the area. A councillor raised the issue of water continuously flowing from drains on the hill and whether anything had been noticed during the piling. **Action:** Cllr Lehmann is to investigate.

17. Parish Pollinator Projects

Cllr Hewett had been researching wildlife corridors and grant opportunities. It was agreed for Cllr Hewett to identify potential areas now and revert. Cllr Smith mentioned about planting the triangle at Courtenay Road and Dawes Road. The Clerk confirmed that she had approach KCC a number of times with no response.

18. Annual Parish Meeting

It was agreed for the APM to start at 7pm with the full council meeting commencing at 7.30pm on the 17th April. A discussion was held in respect of a speaker and it was agreed to approach Mrs Connell to talk about her experiences as a black cab driver. **Action:** Cllr Smith to approach Mrs Connell.

19. Grass Cutting Contracts

The council discussed to offer for a further year contracts to Ladybird for the church yard and also to Mr Doy for the verges. The Clerk commented that there was likely to be an increase in costs for the churchyard. Cllr Coleman proposed to renew with Cllr Smith seconding. The council then agreed unanimously. **Action:** The Clerk is to contact them accordingly with the offer to renew.

20. 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. It was agreed for Cllr Kemp and Cllr Tutt to authorise online.

A/C Name	Invoice No.	Chq No	Description	Net	VAT	Gross
Rebecca Parr		L - Online	Salary 02/22- 03/22	725.40	0.00	725.40
Rebecca Parr	Advice only	S/O	Office Expenses	20.00	0.00	20.00
Rebecca Parr		L- Online	Expenses - eSim	13.50	0.00	13.50
Rebecca Parr Total				758.90	0.00	758.90
Eon (now N-Power)	INO6641062	L- Online	Electricity 1/2/23- 28/2/23	157.35	7.87	165.22
G Doy		L- Online	Grass Cutting - February	70.00	0.00	70.00
Prime One	1338	L - Online	March	211.43	42.28	253.71
Total				1197.68	50.15	1247.83

C. Lloyds Online Banking / Nat West

- i) The Clerk confirmed Nat West remained open in case of misdirected payments. The Clerk confirmed that the Lloyds Instant Savers account had been opened and funds transferred earning interest. Lloyds had also confirmed that Cllr Smith was now a signatory on the Lloyds account. The Clerk had also approached Lloyds for access to Bulk Payments but Lloyds stated that the account needed to operate for 6 months first.

21. Administration

- A. The Clerk confirmed that the auditor had been booked for the 12th May.
- B. The Clerk reminded all present that the councillor nomination forms could be completed and handed to Swale House between 16th March and the 4th April. The Clerk encouraged any applicants to make use of the free checking service by Electoral Services at SBC.
- C. The Clerk also highlighted the requirement for sensitivity around the pre-election period also known as purdah.
- D. The Clerk also reminded all present that voter ID would be required at the polling station and that information had been provided on the website and Facebook regarding this.
- E. The Clerk confirmed that VAT had been successfully claimed for the previous 11 months.
- F. The Clerk advised that a new minute book would be required and the council agreed to purchase.

22. Councillors Reports

- A. Cllr Coleman raised concerns over safety concerning an old store associated with the radar station where acro props had been added to the doorway. The location of the building is behind her property in the RSPB owned woods. **Action:** The Clerk is to investigate and raise concerns.
- B. Cllr Tutt provided details concerning Community 1st responders, which was different to an earlier known contact. The council discussed and agreed it would be appropriate to contact them and ask if there could be a talk/stand at the village fete. **Action:** Cllr Tutt is to contact and arrange.

23. Items to be placed on April'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
- H. Grass Cutting Contracts
- I. Coronation

The Chair closed the meeting at 10.05pm

Date of next meetings:	Extraordinary Meeting:	3 April 2023
	Full Council:	17th April 2023

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