

Dunkirk Parish Council – Full Council Meeting

Minutes of Full Council meeting held at Dunkirk Village Hall 21 November 2022 at 7.00pm

Present:

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

Clerk: Rebecca Parr

There were six members of the public.

Ward Councillor: Cllr A. Gould

KCC Councillor: Cllr R. Lehmann

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 Ward Cllr T. Valentine,
3. **Minutes of Full Council meeting 17th October 2022 and Extraordinary Meeting of the 7th November 2022.** A motion to approve the minutes was proposed by Cllr Brice and seconded by Cllr Hewett, Approved by all present.
4. **Public Participation**

Five of the members of the public attending were there as applicants and supporters of the planning application at Denstead Stud. One of the applicants Ms Edmondson spoke to the councillors to provide some background to the application. The business had been going for 20 years, originally under their father who died in a boating accident, which has meant there were financial and personal challenges to overcome. Since then the applicants have needed to sort out the business and ensure it is financially viable and are now in a better position than any previous application that was made. To assist with their applicant they have engaged with consultants. The business as a stud required 24/7 presence on site. A neighbour spoke in support of the business and application.

The Chair agreed to bring forward in the agenda the Denstead planning application for discussion.

22/504831/FULL PROPOSAL: Permanent continuation of use of land for the stationing of a mobile home for an agricultural worker. ADDRESS: Denstead Stud Denstead Lane Dunkirk Kent CT4 7NL

The councillors discussed, noting that it was a stronger submission compared to previously. However, it was noted that there have been a long list of temporary consents given and this has led to involvement by planning enforcement previously and this was for permanent consent. It was understood why the business required people permanently on site and therefore the permanent request. but wished for a condition to be added to link the request with the business itself. The council proposed to support with six in favour and one abstention with the following comment:

“The Parish council voted 6 to support the application with one abstention. The applicants have presented a good business case, much improved over any prior applications, which now clearly shows a viable business and clearly underlines the need for the business to have mobile home on the site to allow 24/7 assistance to the stud business. Should Swale Borough Council be mindful in granting planning permission, Dunkirk Parish Council would like to see a condition attached which only allows for the mobile homes to be directly linked to the stud business.”

5. **Correspondence**
 - A. The Clerk had received details from a parishioner about an overgrown hedge at Pottery Corner. **Action:** Cllr Brice will investigate.

- B. The Clerk had received notice of a fallen down Give Way sign on the triangle at the junction of Dawes Road and Courtenay Road. **Action:** The Clerk is to report to KCC.
- C. The Chair mentioned had the councillors seen the correspondence regarding the household support fund. They had and there were no comments.
- D. The Chair mentioned that on Friday 18th November, he had received an invite from Simon Algar Design and Conservation Officer at SBC concerning a South East Design review panel for the day of 22nd November 2022 in respect of Winterbourne Fields. Invitees included senior people at SBC, architects, design panel and Shaptor. The Chair was not impressed at the short notice of the event. Following a discussion with the Chair at Boughton who was also invited. It was agreed not to engage. Cllr Tutt agreed to contact Jill Peet, Head of policy at SBC to enquire regarding the event. Cllr Gould would also enquire with Cllr Valentine.
- E. The Clerk had forwarded details to the councillors and added to FB and the website regarding the constituency boundary review.
- F. The Clerk had received notice of flood warden training which has been posted to the website and FB.
- G. The Clerk confirmed that she would attend the Local Councils Liaison Forum with SBC.

6. Matters for public concern:

- A. Highways Issues
 - i) The Chair confirmed that the Highways speed surveys data had been received and that the data was not showing an overwhelming case of speed across the parish at several locations. The Chair had met with Rebecca Hodges of the East Kent Highways Team for a site visit. They were not supportive of 30mph permanently on the hill and said that 40mph was a possibility. Highways agreed as to the change in location of the speed signs into the village. Road width humps in Courtenay Road are not a possibility as they cause drainage issues. On the London Road the current 60 may be reduced to 40mph. The Clerk commented in Hernhill only a 40mph was suggested by KCC for Staplestreet. Cllr Lehmann commented that he was receiving reports from other councils that as a result of the new team that very few 30mph were being given and that one council who had been promised a 30 under the old team had that withdrawn to 40 suggesting that they were adhering to new policies. **Action:** Cllr Kemp is to speak to the Chair at Boughton with regards to the joint application for Boughton Hill.
 - ii) Cllr Kemp confirmed to Cllr Lehmann that he had yet to receive any response from Simon Jones at KCC regarding the GDPR breach. Cllr Lehman is to chase.
 - iii) The Clerk confirmed that she had written to Melia Line with regards to the parking and had not received any response. She was also waiting on an update in respect of Bus Stopping road markings. Cllr Gould confirmed that he would look into the situation. **Action:** The clerk is to forward details to Cllr Gould.
 - iv) The Clerk confirmed that Highways had replaced the arrows on the Rebus triangle.
 - v) The Clerk had received details from a parishioner concerning flooding caused to the driveway from blocked drains on Boughton Hill. The Clerk had advised how to report it as well as placing a report herself as the water was coming out of a drain at the top of the hill which was also not helping.
- B. Footpaths, Verges & Hedges
 - i) Cllr Brice spoke to the owners regarding a hedge on the main road by the old school which jutted out significantly onto the pavement and hopefully the work will be completed.
 - ii) Mr Doy had started work on the ditch by the bus stop at the Courtney Road junction and upon investigation there does not seem to be any exits for the water. Cllr Brice is to speak with Mr Mummy to see if he was aware and had any further information.
 - iii) The Clerk had spoken to the environment agency and KCC regarding the ditch by the old football field on Courtenay Road. It was confirmed that it is the owner's responsibility. **Action:** The Clerk is to write to the owner's asking for maintenance of the ditch.
 - iv) Both the Clerk and Cllr Brice had been contacted by Mr Godden concerning flooding on Bossenden Lane of the road and surrounding land. Cllr Brice had investigated and the culvert under the road was blocked with leaves etc. and this had been cleared as much as possible but also noticed that perhaps the culvert was not big enough to take the volume of water. In addition, there is a southern pumping station nearby and observations have noticed wastewater from the pumping station coming up as fountains through the manhole covers. Consequently, there are concerns regarding wastewater mixing with surface water and going into the nearby Sarre Penn. **Action:** The clerk is to report to KCC and Southern Water.

- v) Now that the Poundfull Wood planning application had been approved, the trees on the opposite side of the road to the RSPB land should also be tidied up and the Clerk had written to the applicants on the planning application with no response. **Action:** The Clerk is to now liaise with Highways to see if they can provoke a response.
- vi) Cllr Kemp confirmed that following our letter to the Gibbs family regarding the pavement by the Red Lion, that the work had been undertaken by the family on the pavement and cleared extremely fast and to an exceptionally high standard
- vii) Cllr Kemp expressed his disappointed with the state of the churchyard and that last year's wreaths were still on the memorial when he arrived for the Remembrance Day service.

Cllr Gould and Cllr Lehman then left the meeting.

C. TPOs

Nothing to report.

D. Streetlights

- i) The Clerk confirmed that she had contacted the broker ahead of the contract expiring January 2023 and had received details of a new fixed contract which would be with the existing supplier and meant that the monthly bill is likely to increase from circa £65 per month to around £445 per month. The unit charge was around 4/5x higher and the standing charge 16x higher. As the council is on an unmetered supply many companies will not quote leaving us with little choice. The Clerk in an effort to explore all options had also been in contact with Utility Aid, a broker in association with NALC and deals with not for profit clients. The Clerk will report back as soon as information comes through but this will obviously have a huge impact on the budget and precept.

E. Playing field

- i) The Clerk is awaiting the allocation of a Historic England consultant for the pre-app.
- ii) Cllr Brice confirmed the benches are in the process of manufacture and would be ready in a month or so.

F. Village Hall

- i) Now that the bank holidays associated with the coronation had been finalised, it was planned for that bank holiday Monday for there to be a village fete on the playing fields with a BBQ at the village hall. The coronation is to be an agenda item going forward.

G. Bus Shelters

- i) Nothing to report on repairs.

7. Jubilee Tree Planting

- i) The Clerk confirmed that no response was forthcoming with regarding to the possibility of a tree on the triangle of Dawes Road and Courtenay Road. Cllr Smith provided an update that the Parish Council would offer 2 trees for the Platinum jubilee and coronation which would go on the verge in front of the village hall. Tree types were discussed and it was agreed that the varieties to be chosen must also be good for pollinators.

8. KALC AGM

Cllr Tutt provided an update from the AGM. The following motions were approved:

- i) KALC to urge NALC to recommend to Government that it adopts a policy of 100% water neutrality on future developments
- ii) KALC to urge KCC (and lobby Kent MPs) to reintroduce the culled bus services or at the very least review the services for the most vulnerable communities (rural).
- iii) KALC urges NALC (and Kent MPs) to lobby Government on the following. Due to the disruption of tourist areas, amendments to the Planning Act should be made to ensure that at the very least, a change of use should be required and applied for prior to second homes being used solely as holiday lets, or /and Airbnb holidays.

- iv) Subscriptions for 2023/2024 are based on equivalent Band D properties for 2022/2023 as set out. 67.5p per equivalent band D property subject to a maximum of £1,630, plus a standing charge of £65, all subject to VAT, and that all Councils should pay at least the NALC subscription plus 2p per equivalent band D property.

Cllr Tutt then left the meeting.

9. Playing Field Ownership

- i) The Clerk has seen Land Registry titles for the playing fields showing Dunkirk Parish Council c/o a previous clerk which required updating. Cllr Clifford offered the service of his solicitor and provided details to the Clerk.
- ii) The council revisited the southern access issue and concluded that the only way to resolve the issue of access and a right of way would be through legal opinion. The council agreed that it does not have the funds for legal costs at present and with the northern access voted 5 in favour and 1 abstention not to spend any monies on legals. Cllr Coleman was also to approach the landowners to see if we could hold a permanent key for access.

10. First Responders and Kent Fire and Rescue

- i) The Chair had received the details concerning Safety in the Home from Kent Fire and Rescue. **Action:** The Clerk is to add details to the Website and Facebook.
- ii) The Chair had received a response from First Responders who confirmed that there was a Faversham Team. **Action:** The Clerk is to add details to the Website and Facebook.

11. Replacement Bus Shelters

The Clerk had received the quotes from Externiture for the replacement of the three shelters at just under £30k. A discussion was held as to the approach to South East Water for their Community Fund. It was agreed to apply for the cost of the replacement of all three shelters. It is likely that we may be scaled back but once we know amounts we could then decide whether to refurb rather than replace. The Chair also commented on a discussion with Cllr Owen at Boughton Parish whereby one of the bus shelters is close to the Boughton boundary and that Boughton may also be able to contribute towards costs. It was agreed to wait for the SEW grant amount first before deciding the way forward.

12. Speedwatch

The Clerk had received a response from The Kent Speedwatch team offering use of their equipment to start with. The Clerk had only received offers from 2 volunteers and this would not be enough to progress. The councillors discussed and agreed to focus on obtaining a flashing speed sign depending on the outcome of the GDPR complaint from KCC.

13. Planning

A. Received decisions:

- i) None

B. Consider applications:

- i) 22/505047/LBC PROPOSAL: Listed Building Consent for works associated with the installation of signage for a coffee shop and drive thru.
ADDRESS: Costa Coffee DT Gate Hill Faversham Dunkirk ME13 9LN
- ii) 22/505046/ADV PROPOSAL: Advertisement Consent for 5no. fascia signs, 1no. flat cut aluminium logo sign, 1no. height barrier, 1no. single sided digital menu screen, 1no. triple menu sign, 1no. built up letters sign, 1no. 'drive safely' sign, 1no. banner frame and 1no. pole sign.
ADDRESS: Costa Coffee DT Gate Hill Faversham Dunkirk ME13 9LN

The above two were considered together with the following comment:

“The Parish Council vote with 5 supporting and one abstention. The Parish Council agree that the majority of the advertisement notices are required for the business. However, the parish council do not support the inclusion of a vinyl banner believing that this type of sign would detract from the setting of the listed building and highly likely to be easily damaged. Therefore, the Parish Council request that the vinyl banner is not approved.”

- iii) Proposed diversion of Public Footpath ZR536 (part) at Dunkirk.

The council discussed that it was just a short stretch that did not impact upon neighbours and meant that it would be less intrusive to the owners. The Clerk advised that there was a set response form with 4 questions. 1) Agree/ do not agree the proposed diversion is in the landowner’s interest. 2) agree/do not agree the proposed diversion is not substantially less convenient to the public 3) agree/do not agree that the proposed diversion would not negatively impact upon public enjoyment of the route 4) agree/do not agree that the new point of termination will not be substantially less convenient to the public.

The councillors vote unanimously to answer agree to all questions.

C. Enforcement:

- i) The council were updated on a possible environment issue.

14. Finance:

A. Clerks Pay

The Clerk explained the recent pay rise agreed with NALC meaning an additional £1 per hour and that the back pay had been calculated and included in the payment schedule. The Clerk proposed that in order to smooth out the pay going forward that presently pay was either a 4 or 5 week month. Like Boughton and Hernhill Parishes, it was proposed to agree on a x 52 / 12 basis equating to £725.40 per month through the year and that this could be paid by standing order once the online banking is finalised. This was unanimously agreed by the councillors. The Clerk also stated that the previous Clerk had been contacted as they were entitled to the backdated increase in pay from the 1st April to their leaving date. Matthew Bullen confirmed that he had moved on and that he was happy not to pursue the backdated amount.

B. 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		1646	Salary 10/10/22- 13/11/22	725.40	0.00	725.40
Rebecca Parr		1647	Backdated Salary to 9th May onwards	268.00	0.00	268.00
Rebecca Parr		1648	Office Expenses	20.00	0.00	20.00
Rebecca Parr		1648	Expenses - eSim	13.50	0.00	13.50
Rebecca Parr		1648	Land Registry Search	6.00	0.00	6.00
Rebecca Parr		1648	Paper	4.75	0.00	4.75
Rebecca Parr		1648	Post Office -Stamps	15.20	0.00	15.20
Rebecca Parr Total				1052.85	0.00	1052.85
Eon (now N-Power)	IN07255057	1649	Electricity 1/10/22- 31/10/22	61.84	3.09	64.93
G Doy		1650	Grass Cutting - September	70.00	0.00	70.00
Ladybirds		1651	Grass Cutting Churchyard (October)	132.00	0.00	132.00
Clive Sherwood		1652	Memorial Stone works	273.91	0.00	273.91
CPRE		1653	annual subscription	36.00	0.00	36.00

Bugler		1654	Remembrance Service (fee + exp.)	50.00	0.00	50.00
Timber Tasks Ltd		1655	Hardwood chips - playing field	100.00	0.00	100.00
DPC - Lloyds Bank		1656	Transfer to add funds to the new account	5000.00	0.00	5000.00
Dk Networks		1657	Domain renewal (2 years)	16.99	3.40	20.39
Prime One	PRM/1296	1658	Streetlighting (September)	211.43	42.28	253.71
Total				7005.02	48.77	7053.79

C. Online Banking

The Clerk confirmed that the payment amounts above included £5k to be paid into the Lloyds account. Once this had cleared, this meant that it would be possible for the December payments to be made online via Lloyds. The Clerk ascertained that Cllr Brice and Cllr Coleman could access the online Lloyds account. They had been a delay with Lloyds in setting up Cllr Tutt's access but this had hopefully been resolved with access to be checked. The Clerk confirmed that Cllr Kemp had been added as a signatory on the Lloyds account and could access the online service. This means that there Lloyds account now has 4 signatories. The councillors unanimously agreed not to add any further signatories to the Lloyds account at this moment in time.

D. Budget

The Clerk had prepared and circulated an initial draft year end position and budget. The Clerk stated that this included the large rise in costs associated with the streetlights and it was presently unclear if SBC would be including a streetlighting grant for the coming year. The Clerk highlighted that consideration would need to be given for funding any long term projects such as speed limits, coronation etc. The Clerk had also added comments against items that were differences between current budget and present position such as the Clerks pay. The Clerk highlighted that this was a starting point. Concerns were expressed that the streetlighting would take the council over expenditure of £25K and therefore would require an external auditor with an additional cost of circa £400. There would be a need to increase the precept significantly and that it was also commented that the council should also ideally hold reserves equivalent to one year's precept of which the projected year end position of circa £13k meant that we would be under. The Chair mentioned given the lateness of the hour and that the councillors needed more time to consider the budget, that it would be revisited as the extraordinary meeting on the 5th December. Following that discussion, it is then likely for the full information to have been received at that point and the final sign off on the budget hopefully achieved at the December full council meeting.

15. **Administration**

- A. Cllr Kemp confirmed that the Clerk would be on holiday during the second half of January 2023.
- B. Due to the village hall arranging a carol service for the 19th December, we were asked to use to smaller room. A discussion was held as to the suitability of this room whilst carols were being sung. The Clerk mentioned that the village hall in Hernhill was available at a cost of £17 as an alternative. The council voted to move the location of the December full council meeting to Hernhill. **Action:** The Clerk is to book.

16. **Councillors Reports**

None

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. Bus Shelters
- I. Jubilee Tree Planting
- J. Coronation

K. Budget

The Chair closed the meeting at 10.50pm

Date of next meetings:	Extraordinary Meeting:	5 November 2022
	Full Council:	19 December 2022

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