

## Dunkirk Parish Council

### Minutes of meeting held at Dunkirk Village Hall on 15 February 2016

Present: John Peto, Jeff Tutt, Vaughan Howland, Steve Hitch, Phillippa Clarkson, Andrew Bowles, Louise Blackshaw (Clerk)  
5 parishioners

Declarations of Interest: None

1. **Apologies:** George Bobbin, Paul Mellett
2. **Notification of Additional Agenda Items:** None
3. **Courtenay Road Football Field**

5 parishioners were present in response to the decision last month not to renew the lease on the football field at the end of the current term, and had asked the parish council to consider their views. Their feeling was this would be a loss to the community as it is used regularly by local residents and the field to the back of the football field was not a suitable alternative as it was not in good condition.

The Chairman stated that it was not just the cost of the annual rent but other things needed to be considered such as maintenance and mowing of the field (which is currently undertaken by Courtenay Rangers as part of their lease) and security. The Council's preference was to improve the back field (which is owned by the parish council) to make it more useable, however they would consider all options before making a final decision.

Three parishioners left the meeting and two stayed for the remainder of the meeting.

4. **Minutes of the previous meeting**

The minutes of the meeting held on 18.1.16 and the Planning Committee on 1.2.16 had been previously circulated and were signed as an accurate record.

5. **Matters arising from the previous minutes**

- (a) Courtenay Road Football Field: The views the parishioners had made were considered, and after some further discussion it was agreed that the clerk would contact the Trustees to obtain details of costs/minimum lease term and any restrictions on the use of the field. The clerk will also ask whether it would be possible to purchase a strip of land to the side of the track which leads to the parish council field at the rear. This would enable better access for mowing to improve the field to make it more useable for the community.
- (b) Proposed yellow lines opposite Woodmans Hall: The informal consultation leaflets have been distributed and the results will be reported to the Joint Transportation Board on 7 March.

6. **Matters for public concern**

- (a) Highways Issues

Dawes Road: A response had been received from KCC Highways confirming that the works to Dawes Road were designed and undertaken by a contractor who has previously worked in Kent on similar projects and that there will be a maintenance guarantee period in place. However there was again concern about the standard of work being carried out. It was agreed that the clerk would make the following points to KCC Highways:

- Piling is out of line and the welding has already failed.
- The top edge of the piling is proud of the road surface and although there is an earth batter, it could cause serious damage to tyres should a vehicle drive towards the edge of the road.
- The small holes in the pipes for the drainage system do not appear to be adequate to take the volume of water away.

A2: JT had noticed that there were many potholes along the A2 from Upper Harbledown to Thannington which was the stretch of road repaired during the previous road closure and was surprised that they had not been attended to during the most recent road closure. He has contacted Highways England but not yet had a response.

Staplestreet Road: It was agreed that “Unsuitable for HGV” signs each end of Staplestreet Road would be requested to help deter lorries from using that route. As it adjoins neighbouring parishes, Hernhill, Graveney and Boughton parish councils will be asked whether they will support the request.

#### Footways and Verges:

Footpath ZR547 – a member of the public reported that access to the path had been made difficult where building works are taking place – JT will speak to the site owner/manager.

Footpath ZR540 – the clerk to ask Mike Ellis to confirm that this footpath has now been cleared.

Steps to Staplestreet Road from bus stop – Gary Gibbs is arranging new posts.

Trees behind Weatherall Close – Both Highways England and KCC Highways have confirmed that the land is not within their ownership. It appears the strip of land is unregistered. The resident who raised the issue has been informed by KCC Highways.

#### (b) Enforcement Cases

There had been no update on any of the enforcement cases since the last meeting. The clerk to write to Andrew Bowles regarding the service received.

It was reported that a property on London Road appeared to be running a business from his house but it was unclear whether he was registered to do this. To be investigated further.

#### (c) Streetlights

The two failed streetlights opposite the village hall have been repaired.

#### (d) Crime Update

The crime update for December (taken from the [www.police.uk](http://www.police.uk) website) was tabled and noted.

## 7. **Planning**

#### (a) Receive Decisions:

15/510404/FULL - Dorothy Caravan Dunkirk Road South - Proposed new dwelling to replace twin unit static caravan. Approved

15/509861/FULL & 15/509862/LBC - Radio Transmitter, Courtenay Road - Installation of a 200mm diameter dish antenna and a 300mm diameter dish antenna and ancillary works. Refused

APP/V2255/W/15/3135870 - 15/504285/FULL - Land opposite Bradbourne Cottages (Moth's Field), Denstroude Lane - Conversion of barn to residential dwelling with associated car parking and residential curtilage. Refused. Appeal dismissed

(b) Consider Applications:

15/510631/FULL - Bracken Brae, Jezzards Lane - Demolition and replacement of dwelling. The plans were reviewed and it was agreed to support the application subject to conditions being imposed to prevent any further development on the site in future. The existing dwelling has a Lawful Development Certificate and there was concern that if the building remains in place and permission granted for the new dwelling, there would be consent for two habitable buildings and an outline in place for two separate properties.

15/508571/FULL - 10 Woodside - Conversion of garage into habitable room. The Planning Committee had agreed to oppose the application on the grounds of loss of off street parking. The applicant had since stated that he had agreement from Highways regarding parking spaces at the front of the property. The clerk to request full planning history for the property as these documents are not available on the planning portal.

16/500973/SUB - The Old School London Road – Submission of details - Landscaping for application SW/14/0416. The landscaping plan was reviewed. A dropped kerb for additional access to the site has appeared which was not on the previous plans for the application SW/14/0416. It was agreed to forward comments stating that the proposed dropped kerb is in a dangerous position on a busy road.

## 8. Finance

(a) Finance Report: The report and monthly cash account had previously been circulated and were taken as read.

(b) Payments: The following payments were proposed, seconded and approved.

Cheque No.	Payee	Description	Amount	VAT	Total
1180	HMRC	PAYE for Clerk	£174.80	-	£174.80
1181	L Blackshaw	Clerk wages/office allowance	£283.04	-	£283.04
1182	CPRE	Annual Subscription	£36.00	-	£36.00
1183	T Last	Churchyard maintenance	£650.00	-	£650.00
1184	Swale Borough Council	Election costs for parish council elections May 2015	£88.98	-	£88.98
1185	Swale Neighbourhood Watch Assoc	Neighbourhood Watch signs x5 (Courtenay Road/London Road)	£50.00	-	£50.00
1186	PFL	Streetlight call out – London Road	£55.00	£11.00	£66.00
DDR	EDF	Streetlight Electricity (December)	£209.70	£41.94	£251.64
DDR	EDF	Streetlight Electricity (January)	£209.70	£41.94	£251.64
		TOTAL	£1,757.22	£94.88	£1,852.10

(c) Budget 2016/17: An amended budget for 2016/17 was tabled and agreed.

(d) External & Internal Audits:

External Audit Correspondence had been received from the Smaller Authorities' Audit Appointments Limited regarding the External Audit process from 1 April 2017 which had been

previously circulated. This was considered and following a recommendation from the clerk it was agreed to stay "Opted In" the SAAA Scheme (which will operate in a similar way to the current process).

Internal Audit – It was proposed, seconded and unanimously agreed to appoint David Buckettt to undertake the annual internal audit.

## 9. Neighbourhood Plan

Jeff Tutt gave an update. The NP group had contributed towards the funding for commissioning Peter Bell as a consultant to finalise the Conservation Area Assessments which were started last year. Housing needs analysis is still being discussed and it is hoped to hold a meeting with Amicus soon. The next meeting of the group is 17 February, 8pm.

## 10. Parish Council vacancy

There had not been any response so far to the vacancy which will continue to be advertised. Jeff Tutt is speaking to two possible candidates.

## 11. Correspondence

The following items of correspondence had been received, and previously circulated by email:

18/1/16	KALC	Bulletin on National Developments and Meetings – 15 January 2016
20/1/16	Swale Borough Council	Customer Services Centre change in phone system
22/1/16	KALC	Proposal to extend the existing Outer Thames Estuary Special Protection Area – consultation. Deadline for comments 21/4/16
26/1/16	KALC/Highways England	Lower Thames Crossing Route Consultation – deadline for comments 24/3/16. It was agreed that this would cause greater traffic flow and congestion in the area. JP will draft a response
25/1/16	KALC/KCC	KCC Consultation Mobile Library Service - deadline 4/3/16. JP to draft a response.
31/1/16	Kent Tree & Pond Partnership	Heritage trees - creating and managing for the future course 17/2/16
1/2/16	Swale Borough Council	Events taking place in Swale
2/2/16	KALC	Communications from the chair of Smaller Authorities' Audit Appointments Limited regarding External Audit process (discussed under item 7(d)).
3/2/16	KALC	Bulletin on National Developments and Meetings - 29 January 2016
3/2/16	KALC	KALC Membership Survey - deadline 31.3.16
5/2/16	KALC	The Good Councillor Guide
5/2/16	KALC	Andrew Bowles Newsletter
9/2/16	KALC	Bulletin on National Developments and Meetings - 5 February 2016
9/2/16	Swale Borough Council	Proposal for LEF and Swale Rural Forum to cease in its current form. Andrew Bowles confirmed that he did not want this to cease and was waiting for an alternative option to be brought forward
10/2/16	Swale Borough Council	Swale Playing Pitch Strategy 2015 – 2025. Deadline for comments 25/3/16
10/2/16	Helen Whately MP	Helen Whatley newsletter
11/2/16	KALC	KALC F&GP Committee minutes
12/2/16	KALC	Agenda for Planning Conference 7 March 2016

The following items were tabled:

26/1/16	Local Government Boundary Commission	Electoral review of Kent – Final recommendations
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**12. Matters not on the Agenda**

None

**Date of Next meeting:** Monday 21 March

Louise Blackshaw  
Clerk to Dunkirk Parish Council

Signed

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Chairman

Date

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