

Dunkirk Parish Council

Minutes of meeting held at Dunkirk Village Hall on 19 September 2016

Present: John Peto, Jeff Tutt, Steve Hitch, Vaughan Howland, Paul Mellett, Daniel Brice, Andrew Bowles, Louise Blackshaw (Clerk)

Declarations of Interest: Daniel Brice – item 6(b)

1. **Apologies:** Phillippa Clarkson, George Bobbin
2. **Notification of Additional Agenda Items:** Chopra retirement
3. **Minutes of the previous meeting**

The minutes of the meeting held on 15.8.16 and the Planning Committee on 5.9.16 had been previously circulated and were signed as an accurate record.

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

(a) Football Field

The clerk to remind Courtenay Rangers of their obligations to remove the portakabin, read the water meter and cap the supply before the end of their lease.

(b) Former RAF Mast

A response had been received from Abdool Kara concluding that after investigation he was satisfied that the Council's planning officers handled the issue appropriately. The next step would be to take the complaint to the Local Government Ombudsman. After further discussion a vote was taken - 2 were in favour of referring to the Ombudsman, 3 against and 1 abstention. It was therefore agreed not to pursue the matter further with the Ombudsman.

The Chairman had written to the owners of the mast (Woodland Investment Management) but had yet to receive a reply.

Posters had been made containing the details for reporting any problems with the mast direct to Catherine Davidson at Woodland Investment Management. These will be displayed on the notice board and in the nearby vicinity.

(c) Dunkirk Churchyard

A meeting with Kent Wildlife Trust, the Church and the parish council arranged for 27 September. This meeting was arranged to discuss with Kent Wildlife Trust whether the churchyard should be put forward as a local wildlife site.

(d) Staplestreet Road Steps

A new steel handrail has now been installed which had received many favourable comments. Steve Hitch was formally thanked for arranging this.

5. **Matters for public concern**

(a) Highways Issues

Concrete on Boughton Hill – the clerk to ask Gary Gibbs again about the possibility of removing this.

Courtenay Road – a road closure notification had been received confirming that Courtenay Road and Dawes Road would be closed from 3 October for up to 5 weeks for resurfacing and strengthening works (even though we had recently been told there were no works planned).

Berkeley Close – Gary Gibbs had identified which footways he would be able to get repaired within his budget. It was suggested that the parish council could contribute towards repairing further footways in Berkeley Close and possibly other areas where KCC could not fund this. This was discussed but agreed that it was not parish council responsibility and would not be pursued. Andrew Bowles agreed to discuss with KCC Highways.

Potholes – a letter had been received from Matthew Balfour, Cabinet Member for Environment & Transport, regarding KCC's pothole blitz. It was agreed to log all potholes in the parish to request they are included in the programme.

Yellow Lines opposite Woodmans Hall – it was noted that Swale Borough Council Joint Transportation Board on 12 September had recommended that the scheme be progressed.

(b) Footpaths, Hedges and Verges:

ZR540 Hickmans Green – A new footpath sign has been erected however the path is still obstructed. The clerk to continue to chase Michael Ellis.

Pottery Cottage – the hedge has now been cut back. Gary Gibbs will be notifying other landowners nearby where hedges need cutting back.

Footpath Warden – a letter had been received from the Canterbury Ramblers of the Rambling Association asking whether the parish council had an appointed footpath warden who could work in conjunction with the Rambling Association to help ensure that local footpaths are maintained. It was agreed to advertise on the website and in the community magazine.

(c) Draw Road

The legal advice received regarding the resident proposing to move his boundary into the path had been previously circulated. It was agreed to ask the solicitor to send a letter to the resident.

(d) Enforcement Cases

There was no update on any of the outstanding cases.

A letter of complaint to Abdool Kara regarding the service from the planning enforcement team had been drafted. The letter contained responses from neighbouring parishes who are also not receiving a satisfactory service. It was agreed to send the letter.

(e) Streetlights

The current contractor has not been performing well with significant delays to repairing lights and no information regarding timing/progress of repairs given to the clerk, despite repeated requests. It was noted that Boughton Parish Council who use the same contractor were experiencing similar problems. The clerk will attempt to speak to the contractor to discuss this, however alternative contractors to be investigated if the service does not improve.

(f) Crime Update

The crime update for July (taken from the www.police.uk website) was tabled and noted.

6. **Planning**

(a) Receive Decisions: None.

(b) Consider Applications:

Daniel Brice declared an interest in the planning application to be considered and left the meeting while the discussion took place.

16/506574/FULL - United Agri Products Ltd London Road -To extend site into and obtain change of use to a parcel of land immediately to the rear of the current site to provide additional staff car parking together with turning facilities for articulated lorries

The plans were reviewed and after discussion it was agreed to support the application in principal. There were concerns that the piece of land proposed for the parking area currently only had temporary consent for commercial use and this should be noted in the comments submitted.

Daniel Brice rejoined the meeting.

7. 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
1210	HMRC	PAYE for Clerk	£90.60	-	£90.60
1211	L Blackshaw	Clerk wages/office allowance	£382.68	-	£382.68
DDR	EDF	Streetlight Electricity (August)	£209.76	£41.95	£251.71
1212	PFL	Streetlight Repair (Courtenay Road)	£84.50	£16.90	£101.40
		TOTAL	£767.54	£58.85	£826.39

(c) Clerk Salary: The Chairman reported that an appraisal had been undertaken with the clerk. He proposed that the clerk salary be moved up three spinal points on the National Joint Council salary scale. This was unanimously agreed.

8. Neighbourhood Plan

Jeff Tutt gave an update. The next meeting of the group is being held on 27 September – the key item is that land allocation is in its final stages which will be discussed at the meeting.

9. Correspondence

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

15/8/16	KALC	Highways England consultation - Managing freight vehicles through Kent. Deadline 23/9/16
26/8/16	Swale BC	Improving Online Services - Replacing Phone Numbers
24/8/16	Knight, Kavanagh & Page (for Swale BC)	Open Spaces questionnaire – John Peto to complete
1/9/16	KALC	KALC Finance Conference – 18 October
1/9/16	Helen Whately MP	Newsletter
6/9/16	UK Power Networks	UK Power Networks: 105 national number
7/9/16	KALC	National Fraud Intelligence Bureau Alert – British Gas Ransomware
8/9/16	Faversham Town Council	Faversham Local Engagement Forum (LEF) – 12 October Jeff Tutt to attend. Lorry parking to be requested as an agenda item.
8/9/16	KCC	Letter from Matthew Balfour - Kent County Council's pothole blitz. Agreed that a drive round would be carried out to note all potholes to be reported.
15/9/16	Andrew Bowles	Monthly newsletter
15/9/16	KALC	Consultation on council tax referendum principles

10. Communications Policy

Following some recent activity on a local Facebook page, it was suggested that a policy outlining the correct procedures for communications (whether by email, verbal, social media etc) be considered. A draft to be put together.

11. Matters not on the Agenda

Chopra Retirement – a retirement coffee morning is planned to mark the retirement of the Chopras from the doctors surgery. It was proposed, seconded and unanimously agreed to donate £50 towards the event.

Date of Next meeting: Monday 17 October

L Blackshaw
Clerk

Signed
Chairman

Date