

Dunkirk Parish Council

Minutes of meeting held at Dunkirk Village Hall on 17 October 2016

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

Declarations of Interest: none

1. **Apologies:** George Bobbin
2. **Notification of Additional Agenda Items:** RAF Mast (item 4c); Football Field (item 5f)
3. **Minutes of the previous meeting**

The minutes of the meeting held on 19.9.16 and the Planning Committee on 3.10.16 had been previously circulated and were signed as an accurate record.

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

(a) Dunkirk Churchyard

A meeting had taken place with Kent Wildlife Trust, the Church, the parish council and the contractor who undertakes the maintenance of the churchyard. A report had been received following the meeting which confirmed that the churchyard was managed well. The KWT will visit again in May 2017 before cutting starts and will identify any plants which should be watched and left to flower and areas which should be cut on a rotation basis. The Church will decide whether the churchyard should be designated as a local wildlife site.

(b) Communications Policy

The draft policy to be circulated for comments.

(c) Former RAF Mast

The decision at the last meeting not to pursue the matter with the Ombudsman was queried and a request made for it to be reconsidered. It was confirmed that as there were not any material changes, then the matter could not be reconsidered for 6 months.

5. **Matters for public concern**

(a) Highways Issues

Berkeley Close – repairs had taken place following the last meeting. There are still some marked up areas to be completed.

Courtenay Road/Dawes Road - resurfacing and strengthening works had started and the latest update stated that they works were running to schedule.

Potholes – the log of potholes had been sent to KCC and Alan Blackburn had confirmed that the majority would be included in the pothole blitz programme.

(b) Footpaths, Hedges and Verges:

ZR540 Hickmans Green – Michael Ellis had confirmed that he will get the vegetation cleared which comes under KCC responsibility and will speak again to the landowner about getting the rest of the route cleared of blockages.

Draw Road – Jeff Tutt to follow up with the solicitor regarding the letter to be sent to the resident.

The railings at the bottom of Boughton Hill from bus shelter to Staplestreet Road have been pulled away from the concrete posts (which are weak due to concrete rot) and now felt to be dangerous. Andrew Bowles said he would take up with KCC Highways.

(c) Streetlights

A quote from an alternative streetlighting contractor had been received. After discussion it was agreed to contact the current contractor giving them a time limit until the end of the year to improve the service. If no improvement is seen an alternative contractor will be considered. The clerk to pursue other contractors for comparable quotes.

(d) Enforcement Cases

A notification had been received from James Freeman stating that currently the enforcement service was limited due to staff shortages. Agency officers are being recruited but there is a backlog to handle so likely to be delays in the service provided.

The letter of complaint regarding the service received over the last 3 years had been sent to Abdool Kara. An acknowledgement had been received but no detailed response to date.

37a Horselees Road – following a site visit by Graham Thomas, it had been confirmed that the dormer window, although unsightly, was just about within permitted development regulations.

(e) Crime Update

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

Jeff Tutt attended the LEF meeting where the provision of PCSOs was discussed. There is currently no dedicated PCSO for Boughton & Courtenay and the service is shared with Faversham. It is hoped that with the recruitment of more officers, Boughton & Courtenay will return to having its own PCSO next year.

(f) Football Field

The clerk had written to Courtenay Rangers to remind them of their obligations to remove the portakabin and anything associated with the football club, read the water meter and cap the supply before the end of their lease.

A letter had been received from GW Finn suggesting that the original 10ft width of trackway to access the field at the rear may be adequate if the vegetation is cut back. After some discussion it was agreed to request a further 4 ft (to make a total 14 ft width) which would allow modern machinery to be able to move along the track. The council would also commit to grubbing out the old hedge, erecting a replacement fence and cutting back the vegetation. The clerk to put this proposal to the Trustees.

6. **Planning**

(a) Receive Decisions: None.

(b) Consider Applications:

16/507038/OUT - Courtenay House London Road - Outline application for the erection of a single dwelling with associated access and parking. (Access only being sought).

The plans were reviewed. After discussion it was proposed to object to the application as it is presented currently, stating that it appears too high to the detriment of Courtenay House and could open up the rear of the site for development in the future. This proposal was put to a vote - four were in favour and two against, it was therefore agreed to object to the application on the basis proposed.

7. Rural Exception Sites

Awaiting feedback from Boughton Parish Council.

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
1213	HMRC	PAYE for Clerk	£96.80	-	£96.80
1214	L Blackshaw	Clerk wages/office allowance	£406.75	-	£406.75
1215	PKF Littlejohn	External audit fee	£100.00	£20.00	£120.00
1216	Namesco	Authenticated SMTP Access for dunkirkpc.org.uk for 2yrs	£33.25	£6.65	£39.90
1216	Namesco	Renewal of dunkirkpc.org.uk for 2yrs	£21.99	£4.40	£26.39
DDR	EDF	Streetlight Electricity (September)	£208.12	£41.62	£249.74
		TOTAL	£866.91	£72.67	£939.58

(c) Conclusion of Annual Return: The Clerk reported that the Annual Return had been returned with no issues to report. A copy of the Return is shown on the website and noticeboard. The Clerk was thanked for her work in achieving a successful audit.

9. Neighbourhood Plan

Jeff Tutt gave an update. Two potential sites (which will be put forward as one site) for inclusion had been agreed and the land owner is currently being contacted. All other landowners who had put sites forward will be notified. A display will be on show at the Boughton Christmas Fayre on 27 November which will include details of the plan so far.

10. Apsley Trust

Possible names for consideration for a payment in Dec 2016 were discussed and would be put forward to the Trustees. A piece to be put in the community magazine and also shown on the website requesting any nominations to be put forward.

11. Correspondence

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

19/9/16	KCC	KCC Highways Parish & Town Council Seminar invite – 3 November 2016. Paul Mellett to attend.
19/9/16	KALC	Bulletin on national developments and meetings – 16 September 2016
19/9/16	KALC	Minutes of the KALC SAC Meeting 8/8/16 (next mtg 7/11/16). Swale Borough Council Resilience Document
1/10/16	Andrew Bowles	Andrew Bowles newsletter
5/10/16	Faversham Town Council	LEF Agenda (10/10/16)
6/10/16	KALC	KALC Community Awards Scheme 2017. Names were considered to be put forward.
11/10/16	Helen Whately MP	Helen Whately MP newsletter
11/10/16	KALC	Bulletin on national developments and meetings – 7 October 2016

The following Items were tabled:

6/10/16	KALC	KALC AGM papers – 19 November 2016
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12. Matters not on the Agenda

Footway outside 58 Courtenay Road needs attention.

Hedge along Staplestreet Road adjacent Orchard House development – the hedge belonging to Plot 1 which is currently unsold is overhanging the road and needs cutting back. The hedge next to the Manor House which is also currently unsold is also overgrown. The Clerk to contact the developer and request they are cut back.

Date of Next meeting: Monday 21 November

L Blackshaw
Clerk

Signed
Chairman

Date