

Dunkirk Parish Council

Minutes of meeting held at Dunkirk Village Hall on 22 January 2018

Present: Jeff Tutt (Chair), Vaughan Howland, Steve Hitch, Phillippa Clarkson, Paul Mellett, Julie Coleman, Daniel Brice, Louise Blackshaw (Clerk)

The Chairman opened the meeting and welcomed Julie to her first meeting since being co-opted.

Declarations of Interest: None

1. **Apologies:** Andrew Bowles
2. **Notification of Additional Agenda Items:** None
3. **Minutes of the previous meeting**

The minutes of the meetings held on 18.12.17 and 8.1.18 had been previously circulated and were agreed and signed as an accurate record.

4. **Matters for public concern**

- (a) Playing Field

The solicitor had confirmed that 3 members names needed to be included on the title deed for the purchase of the strip of land. Vaughan Howland nominated Julie Coleman and Daniel Brice in addition to the clerk. This was agreed however it was agreed to first check that this was a definite requirement before submitting as it was felt that the parish council as a public body owns the land and it should not be shown to be in the ownership of individuals.

- (b) Highways Issues

Jeff Tutt tabled a letter which was being sent to KCC Highways regarding the ongoing issue of HGVs using Staplestreet Road and the signage which had still not been put in the correct place.

Jeff Tutt also tabled a summary of items which had been referred to Gary Gibbs at KCC Highways together with his update.

- (c) Footpaths, Hedges and Verges

Orchard Gate – KCC had also written to Orchard Gate residents to remind them of their obligations to keep hedges cut back. All have now been cut with the exception of No. 1. JT to speak to KCC Highways.

Boughton Hill – trees were reported to be overhanging. Ownership of the land to be found out and the owner written to.

Footpath ZR533 (Woodside). This has still not been cut back and is impassable. The clerk to contact PROW.

- (d) Lorry Parking

The recent fatality on the A2 had again highlighted the danger of lorry parking on the hard shoulder and slip roads. Helen Whately was continuing to pursue this. It has become a major issue and lorry parks are likely to be built however this is some time off.

(e) Crime Update

Jeff Tutt and Daniel Brice are attending the Swale Borough Council rural crime training session on 29/1/18.

Jeff Tutt reported on the recent LEF meeting where Kent Police were in attendance who had said that lorry parking has become a major issue and will be a priority.

(f) KCC Volunteer Support Warden Scheme

The details of the scheme had been previously circulated. This was discussed and agreed not to pursue at the current time but revisit again next year.

5. Planning

(a) Receive Decisions:

17/506134/FULL - 8 Berkeley Close - Erection of a single storey front extension, conversion of existing garage into a habitable space and internal alterations. Withdrawn by applicant.

(b) Consider Applications:

17/502338/FULL - Brotherhood Wood – an amended site layout plan had been received. The plan was reviewed and it was agreed to object to the proposal on the same lines as previously.

17/506490/FULL - Land adj Pottery Cottage, Dawes Road - Change of use of agricultural land (formerly land associated with Boughton Pottery) to residential garden land, associated landscaping and creation of an access road (works started). The plans were reviewed and it was agreed that there was no objection to the change of use to residential garden. The creation of a new access road was discussed and agreed that there was no objection subject to a condition being imposed restricting the access for maintenance purposes only (as suggested in the applicant's supporting letter under item 5.4).

(c) Planning Enforcement

Denstead Stud farm – scheduled to be reported to SBC Planning Committee on 1 March. The enforcement action against the siting of the mobile home is confidential and therefore SBC were not able to provide the parish council with any further information.

Brotherhood Wood – a new access to the site appears to be being created which had been reported to Enforcement.

6. 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
1293	L Blackshaw	Clerk wages/office allowance	£425.25	-	£425.25
1294	HMRC	PAYE for Clerk	£101.40	-	£101.40
1295	Maytree Nursery	Grass Cutting contract	£650.00	-	£650.00
1297	Prime One Maintenance	Streetlight maintenance	£149.45	£29.89	£179.34
DDR	EDF	Streetlight Electricity (December)	£218.48	£43.70	£262.18
		TOTAL	£1,544.58	£73.59	£1,618.17

(c) Grass Cutting Contract

The clerk tabled the specification for the grass cutting contract which was due to be retendered this year. The specification was reviewed and agreed that no changes needed to be made. The clerk will request quotes for an annual contract on the same basis.

(d) Budget 2018/19

The clerk tabled an updated draft of the budget for 2018/19. Pippa Clarkson proposed to increase the sum for LED lighting to £10k. This was considered, 4 were in favour, 1 against and 2 abstentions. It was therefore agreed to increase to £10k in the budget with a note that the actual level of spend would be determined once the condition of the existing lights was known and a suggested programme for upgrade to LEDs received from the contractor.

(e) Bank Signatories

The Clerk would arrange for John Peto to be removed from the bank mandate. Jeff Tutt proposed that Phillippa Clarkson be added to the mandate to ensure that there were enough signatories available. All were in favour. It was RESOLVED that the authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.

7. Neighbourhood Plan

The draft plan was with Swale Borough Council for review.

8. Report from Faversham and District Engagement Forum

Jeff Tutt had attended the meeting on 9 January and gave an update on the items raised.

Jack Packman had presented on <https://connectwellkent.org.uk> which was an organisation working to improve opportunities and services for people in the community. It was aimed at helping people by putting them in touch with voluntary and community groups and other non-clinical services within their community.

9. Correspondence

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

18/12/17	KALC	Invitation to Lord-Lieutenant of Kent's Civic Service – 20/3/18
20/12/17	Andrew Bowles	KCC Schemes Planning & Delivery Team Changes
5/1/18	Swale BC	Rural Crime Training Session – 29/1/18 (JT & DB attending)
9/1/18	KALC	Update to KCC Household Waste Recycling Centre Policies
9/1/18	KALC	Kent Police - Rural Liaison Team Report
10/1/18	KALC	Community Policing Volunteer – recruitment advert
11/1/18	KALC	Kent Police - 200 more Police Officers and investment in 101 - funding statement for 2018/9
12/1/18	KALC	Kent Community Speedwatch grant funding information
14/1/18	Andrew Bowles	Andrew Bowles newsletter
15/1/18	Clifford Construction	Winterbourne Woods Quarry – road closure letter to residents

10. Matters not on the Agenda

Milestones – Daniel reported that he was continuing to investigate this to make sure the details are accurate and would be in touch with Boughton Parish Council to discuss the milestones that they had refurbished previously.

Drain at the bottom of Boughton Hill near the bus stop was seen overflowing causing water to run down the bank. To be reported to KCC Highways.

There was a lot of rubbish near the café by the A2 slip road. To be mentioned to Boughton Parish Council.

Bonfires – it was reported that burning was continuing to take place at Maytree Nursery and Trevor Tooth premises. Photos had also been received from a member of the public showing burning taking place. To be reported to Environmental Health and the Environment Agency.

Declarations of Interest – the clerk to investigate whether personal information such as home address can be removed from the Declarations Register shown on SBC and the parish council websites.

General Data Protection Regulations (GDPR) – the clerk will be attending a workshop and will report back on the implications of this new legislation.

Date of Next meeting: Monday 5 February 2018 – Planning Committee
Monday 19 February 2018 – Full meeting

L Blackshaw
Clerk

Signed
Chairman

Date