

Dunkirk Parish Council

Minutes of meeting held at Dunkirk Village Hall on 19 March 2018

Present: Jeff Tutt (Chair), Philippa Clarkson, Vaughan Howland, Daniel Brice, Julie Coleman, Andrew Bowles, Louise Blackshaw (Clerk)
PS Jason Hedges (Swale Community Police Unit, Kent Police) for item 3
Two representatives from Quinn Estates for item 4
7 parishioners

Declarations of Interest: None

1. **Apologies:** Steve Hitch, Paul Mellett
2. **Notification of Additional Agenda Items:** None
3. **Crime Update**

PS Jason Hedges was welcomed to the meeting and gave a short crime update. The majority of crimes reported in Dunkirk related to the service station or shed/garage break-ins.

He also gave an update on Brotherhood Wood and explained that the police were working closely with Swale Borough Council regarding the trees which had been felled and the enforcement issues at the site including the ethnicity of those living there.

Lorry parking on the strategic roads was also an issue which was affecting a large area of Kent. Until lorry parks are built it is difficult to manage as there is nowhere else for the lorries to park. The Police have however been issuing fines to those parked illegally.

Jason was thanked for his time and then left the meeting.

4. **Land at Canterbury Road/London Road**

Quinn Estates had asked to attend the meeting to discuss proposals for the site at Canterbury Road/London Road.

They confirmed that the appeal against the refusal of the application for 49 houses had been withdrawn. They wanted to work with the parish council to explore what the parish would find acceptable in any future scheme. Jeff Tutt said that the Neighbourhood Plan Group had already dismissed this site as suitable for development and it would not be included in the emerging Neighbourhood Plan, and the site was also not included in SBC adopted Local Plan. Quinn felt that in their opinion the site was suitable for some form of development. Jeff Tutt said that the parish council would look at any proposals brought forward in a planning application realistically.

The two representatives from Quinn and the parishioners present left the meeting.

The Chairman then formally opened the meeting.

5. **Minutes of the previous meeting**

The minutes of the meetings held on 19.2.18 and the Planning Committee on 5.3.18 had been previously circulated and were agreed and signed as an accurate record.

6. Matters for public concern

(a) Playing Field

The Solicitor had now confirmed that the strip of land can be registered in the name of Dunkirk Parish Council without the need for 3 members' details to be included. The solicitor's report and title for signature, along with the completion statement would be issued shortly.

(b) Highways Issues

Boughton Hill/Staplestreet Road flooding – this had been reported to KCC Highways who were due to visit later that week. They will also be looking at the bus shelter to establish whether the flooding problems were causing it to lean.

Staplestreet Road – a response had been received from the Director of Highways at KCC which had referred the parish council to contact the police regarding enforcement issues. He had also stated that Staplestreet Road was not used as an official diversion. This was incorrect as a recent closure notice had stated that Staplestreet Road would be used when works were taking place at Brenley Corner/A2. A response had been sent to Mr Wilkin asking for further input.

It was suggested that a traffic calming chicane system which would allow lorries for deliveries to pass through but not artic lorries, might be a suitable option. It was agreed to try to pursue this and also involve the neighbouring parishes to gain their support.

Andrew Bowles joined the meeting.

Goddens Corner – still awaiting feedback from KCC Highways regarding options for grip surface and/or signage.

(c) Proposed extinguishment of PROW ZR533 and stopping of unrecorded path running adjacent to 36 Woodside

A consultation had been received from KCC regarding the application for the stopping of the path adj 36 Woodside and extinguishment of ZR533. The proposal was discussed, and it was generally felt that the parish council were not in favour of extinguishing footpaths anywhere in the parish and encourage use of them. It was felt that the proposed alternative path ZR535 would not always be a suitable alternative route as the steps are very steep leading up to Boughton Hill and ZR533 is a much easier route.

After further discussion it was agreed that the parish council would be in agreement with the application, subject to there being no objections from local residents, those who currently use the path or any other consultees (such as local footpath groups), and also that the landowners responsible for the remaining sections of the path were in agreement.

(d) Streetlights

The clerk had obtained some info from the contractor regarding upgrade to LEDs but had asked for further details before this could be considered and will report back to the next meeting.

7. Planning

(a) Receive Decisions:

18/500224/FULL - Christchurch House, Boughton Hill - Erection of a two storey rear extension and single storey rear extension with sun terrace above. Approved.

- (b) Consider Applications: None
- (c) Brotherhood Wood - 17/502338/FULL

The application had been considered at Swale’s Planning committee on 5 March, and members had voted against the officer’s recommendation to approve the application. James Freeman (Head of Planning) then “called the application in” and it would be considered at a future planning committee. Jeff Tutt had drafted a document which he proposed was sent to planning committee members in advance of the committee so that they could have a full account of the parish council’s view. Andrew Bowles confirmed that the parish council, and he as Ward councillor, would both have the opportunity to speak again at this second meeting. Jeff to circulate his draft before it is sent to Swale members.

- (d) Planning Enforcement

Nothing further to report other than the ongoing enforcement action at Brotherhood Wood which Jason Hedges had talked about earlier in the meeting.

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
1303	L Blackshaw	Clerk wages/office allowance	£425.45	-	£425.45
1304	HMRC	PAYE for Clerk	£101.20	-	£101.20
1305	Prime One Maintenance	Streetlight maintenance	£149.45	£29.89	£179.34
1306	Kent Association of Local Councils (KALC)	GDPR Workshop	£30.00	£6.00	£36.00
DDR	EDF	Streetlight Electricity (February)	£215.40	£43.09	£258.49
		TOTAL	£921.50	£78.98	£1000.48

- (c) 2018/19 Budget

A revised budget was tabled which included costs for upgrading streetlighting to LEDs and cost of appointing a Data Protection Officer. The clerk stated that although the proposed expenditure for the year was higher than the income, that there were sufficient funds in reserve should expenditure on these additional items be required. The 2018/19 budget was agreed.

- (d) Appointment of Internal Auditor

It was proposed, seconded and unanimously agreed to appoint David Buckett to undertake the annual internal audit.

9. General Data Protection Regulations (GDPR)

The Clerk was in the process of obtaining quotes from external companies to perform the DPO function as required by the new regulations which come into force 25/5/18. So far the costings vary widely depending on the services provided which range from a simple online checklist to more in depth face to face audit and support. There was also a suggestion that Swale Borough Council may offer to provide the DPO function (at a cost).

There were still many details to be clarified and the clerk will continue to look into this.

The Clerk was also in the process of arranging parish council email addresses for each councillor.

10. Feedback from KALC Swale Area Committee

Jeff reported on the meeting which he had attended.

The Police Commissioner was present who had said that an additional 200 police officers were being recruited.

A proposal that SBC were planning to end Parish Councils' automatic right to have their concerns discussed by SBC's Planning Committee had been discussed. The SAC felt that this diminishing of rights of parish councils was an attack on democracy and would request that no changes to the Constitution were made. Andrew Bowles confirmed that this had been subsequently discussed at Swale's Council meeting; the proposal was dismissed and therefore there would be no change to current arrangements.

11. Neighbourhood Plan

The plan had been formally submitted to Swale Borough Council. Following their review and any amendments it will then be ready for public consultation.

12. Correspondence

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

23/2/18	Swale Borough Council	Briefing on the next Local Plan – 9 & 11 April
9/3/18	KALC	Government consultations on the National Planning Policy Framework & Developer Contributions (consultation closes 10/5/18). JT reviewing and will respond.
11/3/18	Andrew Bowles	Monthly newsletter
13/3/18	Helen Whately MP	Helen Whately newsletter
13/3/18	KCC	Snow emergency and resulting damage to the highway network
18/3/18	Swale Borough Council	Open Spaces and play strategy Stakeholder consultation (closes 10/5/18). Parish council playing field to be included.

19/2/18 - Copy of correspondence from a parishioner with Helen Whately MP regarding lorry parking was tabled and noted.

13. Matters not on the Agenda

Cllr Paul Mellett Resignation – A letter had been received from Paul who wished to resign wef 30/4/18. He had taken on other commitments and felt no longer had the time available. He will be missed as a council member. SBC Democratic Services will be informed and the vacancy advertised.

Land adj Gate Hill/Brotherhood Wood - It was reported that someone appeared to be living in a plot of land in this area, and using an entrance direct onto the A2 which was felt to be very dangerous. To be reported to Planning Enforcement.

Milestones – Daniel Brice confirmed that he was still investigating to try to clarify the mileage to be shown and was waiting for a response from Boughton Parish Council to discuss the milestones they had refurbished.

Manor House – An additional structure appeared to have been erected to the front of the property which was bigger than a porch. To be checked/investigated further.

Date of Next meeting: Monday 9 April 2018 – Planning Committee
Monday 23 April 2018 – Full meeting

L Blackshaw
Clerk

Signed
Chairman

Date