

## Dunkirk Parish Council

### Minutes of meeting held at Dunkirk Village Hall on 24 June 2019 at 7.30pm

Present: Jeff Tutt (Chair), Julie Coleman (Vice Chair), Daniel Brice, Peter Demery, Steve Hitch, Louise Blackshaw (Clerk), Andrew Bowles, Alastair Gould  
2 members of the public

Declarations of Interest: None

1. **Apologies:** Vaughan Howland

2. **Notification of Additional Agenda Items:** Playing Field Grass Cutting (item 14)

3. **Minutes of the previous meeting**

The minutes of the meeting held on 20.5.19 were agreed subject to an amendment in item no. 14 to add that the cost of a dog waste bin would be investigated prior to purchase. The minutes were then signed as an accurate record. The minutes of the meeting held on 10.6.19 were agreed and signed as an accurate record.

4. **Matters Arising**

Hedge along London Road – ongoing. Discussion to take place with the contractor to confirm extent of hedge cutting and additional planting in hedging to be discussed with the landowner.

War memorial – the event to mark the 100 year anniversary event of the unveiling of the memorial was being held on Saturday 20 July at 10.30am followed by refreshments in the village hall. It would be a celebration of the people in Dunkirk rather than a religious event.

Dog waste bin – RSPB had confirmed that they did not want the bin to be installed on their land, therefore a position at the entrance would be agreed. Swale Borough Council had agreed to emptying of the bin. It was proposed, seconded and agreed to go ahead with the purchase of a bin up to the cost of £300.

Land near A2 where an area appeared to be being fenced off had been reported to Enforcement.

5. **Matters for public concern**

(a) Highways Issues

Jezzards Lane – drains were reported to be blocked which was not helping with water run off in that area. KCC Highways to be requested to clear the drains.

Horselees Road/Highview Close – dropped drain cover to be reported to KCC Highways.

London Road – signs had now been moved, however one needed to be moved further out. KCC Highways to be notified.

Footpath beyond Red Lion Park was damaged – this had been reported to KCC Highways.

(b) Footpaths, Verges & Hedges

Jeff Tutt had received a request from a local farmer for hedging and trees to be cut back as there are many in the local area which were overgrown and this was causing difficulty with sight lines and access along some of the narrow lanes. It was agreed to contact KCC and Andrew Bowles and try to establish dates of when this would be done so that, for example, litter picking could be arranged around it.

Footpath ZR533 in Woodside crosses two ditches which were reported to be blocked. To be investigated and reported to PROW if this is the case.

(c) TPOs

The Clerk gave an update on the TPOs which had been confirmed since the last meeting:

TPO 6 of 2018 – Blean Wood – Order confirmed following Planning Committee decision.

TPO 2 of 2019 – Boughton Hill (Jays Wood) – A site meeting had been arranged by Paul Hegley with some of the landowners who had objected to the Order. The parish council would be attending.

Paul Hegley (SBC Tree Officer) had confirmed that he had asked the Forestry Commission to follow up on complaints (including the quality of felling and debris) at Dawes Wood. Any specific current evidence (photos) to be sent to Paul Hegley.

(d) Streetlights

Currently no reports of failed lights.

(e) Crime Update

Gate Services – “thieves operate here” signs. At the recent KALC meeting it had been confirmed that there had been diesel and thefts from vehicles at the service station. The police had also confirmed that this was happening elsewhere in the area and would be contacting Highways England. It was agreed to write to neighbouring parishes to see whether they would be interesting in having “thieves operate here” signage installed in areas (such as laybys/slip roads) in their parishes.

An email had been received from PS Jason Hedges, from Kent Police Swale Community Safety Unit updating on parish council liaison with the Community Policing team. It was hoped that there would be attendance from them at future meetings.

## 6. **Planning**

(a) Receive Decisions: None

19/501999/FULL - 18 Berkeley Close-Erection of a single storey side extension and conversion of a garage into habitable room. Approved.

19/502082/FULL- Cedarwood Dawes Road - Proposed internal and external alterations, including the removal of existing UPVC Conservatory. Approved.

(b) Consider Applications:

19/502572/FULL - Bracken Brae, Jezzards Lane-Demolition of existing dwelling. Erection of 1 no. three bedroom dwelling. (Part retrospective). The plans were reviewed and it was agreed to record no objection to the proposal.

19/502835/FULL - 30 Courtenay Road - Erection of a part single, part two storey rear extension. The plans were reviewed and it was agreed to record no objection to the proposal.

(c) Planning Enforcement:

Goddens Corner – a caravan had now appeared on the site following the creation of a new entrance. Planning Enforcement had visited the site and were in discussion with the landowner.

(d) Brotherhood Wood

Appeal against enforcement notice on part of the site – comments to be submitted to the Planning Inspectorate by 11 July.

A response had been received from James Freeman to the letter to Mark Radford stating the parish council's vote of no confidence in the way in which Brotherhood Wood had been dealt with. There were many points in the letter which still did not give a satisfactory answer. A response to be drafted and circulated for comments before sending.

Alastair Gould gave an update on his meeting with James Freeman. Most of the items covered were included in the letter from James Freeman. Further details to be given to Alastair for him to follow up again with James.

## 7. Finance

(a) Finance Report

The report and monthly cash account had previously been circulated and were taken as read. It was noted that £868.66 VAT reclaim had been received for the period 1/11/18 – 31/3/19.

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

Cheque No	Payee	Description	Amount	VAT	Total
1393	L Blackshaw	Clerk wages/office allowance	£425.45	-	£425.45
1394	L Blackshaw	Clerk expenses	£22.18	-	£22.18
1395	HMRC	PAYE for Clerk	£101.20	-	£101.20
1396	G Doy	Grass Cutting	£66.00	-	£66.00
1397	Prime One Maintenance	Streetlight maintenance	£149.45	£29.89	£179.34
DDR	EDF	Streetlight Electricity (May)	£221.50	£44.30	£265.80
		TOTAL	£985.78	£74.19	£1,059.97

## 8. Communications Policy

A draft of the amended policy had been previously circulated. It was proposed, seconded and agreed to adopt the policy. The policy would need to be updated with the new clerk contact details once an appointment had been made. The Clerk to publish the policy on the website.

## 9. Risk Management Register

The Clerk tabled a draft Register. All to consider any additions or changes required. To be discussed at the next meeting.

## 10. GDPR

Privacy Notice: The Clerk tabled the proposed Privacy Notice. This was reviewed and agreed. The Clerk to publish on the website.

Email Disclaimers: The Clerk tabled the proposed wording which would need to be inserted into email signatures which would then show each time an email was sent. The wording was agreed. The Clerk to circulate for all to arrange to have this included within their signatures.

Registration with the ICO: The Clerk explained that it was a grey area as to whether a small parish council needed to register with the ICO. Parish councillors were exempt however it

may be that councils do need to register. The cost for an organisation with less than 10 staff was £40 per annum. It was agreed to register which the Clerk would arrange.

**11. Neighbourhood Plan**

Feedback was still awaited from Swale Borough Council on the draft plan. The NP Group were meeting with the Duchy to discuss proposals for their land and how this would impact on the proposed Plan.

**12. Clerk Vacancy**

Due to last minute cancellation only one interview had been held. It was decided to re-advertise the position to see whether any further suitable applicants came forward.

**13. Correspondence**

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

20/5/19	Kent Police	Kent Police Rural Liaison Team report
24/5/19	KALC	KCC Leader announces new household waste site and funding to tackle flytipping
24/5/19	Boughton Parish Council	Dog micro chipping session 5/7/19
28/5/19	KALC	Introduction to Planning for Local Councils training – 1/7/19
3/6/19	Swale Borough Council	Planning Enforcement Briefing – 18/6/19
7/6/19	Jason Hedges, Kent Police	Update from Jason Hedges on parish council liaison with Kent Police
13/6/19	ACRK	Community Led Housing Swale project. Jeff Tutt would get in touch with ACRK to arrange for them to attend a parish council meeting
19/6/19	KALC	Invitation to Councillors Conference 2019 – 18/7/19
17/6/19	KALC	Draft Swale Area Committee minutes
18/6/19	Swale Borough Council	Councillor Allowances 2019/20

**14. Matters not on the Agenda**

Playing field – grass cutting. There had been various comments made that the playing field was now looking a lot tidier. It was agreed for one more cut to be made and review when the next one should be.

**Date of Next meetings:**

Monday 8 July – Planning Committee  
Monday 22 July – Full Council

L Blackshaw  
Clerk

Signed .....  
Chairman

Date .....