

## Dunkirk Parish Council

### Minutes of meeting held at Dunkirk Village Hall on 22 July 2019 at 7.30pm

Present: Jeff Tutt (Chair), Julie Coleman (Vice Chair), Daniel Brice, Steve Hitch, Louise Blackshaw (outgoing Clerk), Lizzie Talbot (incoming Clerk), Alastair Gould  
Five members of the public

Declarations of Interest: None

1. **Apologies:** Andrew Bowles, Peter Demery, Vaughan Howland and Tim Valentine.

2. (a) **Berkeley House, Boughton Hill**

The owners and agent presented a revised proposal and confirmed that an application for planning permission for this proposal had been submitted to Swale Borough Council (SBC). The scheme was for 10 units (1 of which would be retained for a holiday let) which would be a brick built 3 storey building. They reported that the build will be a ground-breaking development in terms of its sustainability and energy efficiency if it goes ahead. The proposal includes a car sharing scheme, PV Panels, a living roof and plans to use no gas, only electricity generated by the property's energy saving systems. Ralph, Alistair and Richard then left the meeting.

(b) **New Bungalow, Staplestreet**

Two parishioners from a neighbouring property were present and gave their views on the amended plans. They said that although the proposed amendment had reduced the amount of windows which would overlook their property, they would still be overlooked. The amended proposal was for a larger property which was taller than the previous scheme. They felt that as well as being overbearing on their own property, it was out of keeping for the adjacent area (which was mainly single storey properties), would also have an adverse affect on the residents of nearby properties. The additional traffic this large property was likely to generate would also cause problems.

It was noted that a previous application which had given consent for 3 additional dwellings in the adjoining land (in ownership of the applicant) had expired in 2017 and the two dwellings which had not been built were not shown on the plans. It was not known whether groundwork had been started on these or whether the applicant still intended for them to be built. The two parishioners were thanked for attending and left the meeting.

3. **Notification of Additional Agenda Items:** Training for new clerk (item 10), Review bank mandate (item 10).

4. **Minutes of the previous meeting and matters arising**

The minutes of the meeting held on 24.6.19 were agreed and signed as an accurate record.

Cllr Brice to advise on installation date for additional planting in hedge row on London Road. Item 5.(b) updates on further hedge/verge cutting in the same area.

War memorial – Chair reported that the event to mark the 100 year anniversary event of the unveiling of the memorial on Saturday 20 July was well attended and received by the local community.

Dog waste bin – Chair confirmed that SBC has now agreed to fund a mixed waste bin (to include dog waste). SBC will install the bin and regularly empty it.

## 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 have been requested to clear the drains. Chair to follow-up.

Horselees Road/Highview Close – dropped drain cover has been repaired by KCC Highways.

London Road – signs had now been moved, however DPC agreed Courtenay Road sign to be removed completely as it is considered misleading. KCC Highways to be notified.

Footpath beyond Red Lion Park was damaged – this had now been highlighted for repair by KCC Highways.

Goddens Corner – SBC to undertake site visit. Large holes, dug at roadside edge, to be highlighted to SBC Enforcement by Chair.

### (b) Footpaths, Verges & Hedges

Chair 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. Ongoing.

Footpath ZR533 in Woodside crosses two ditches which were reported to be blocked. One has had a pipe laid and covered with soil. Chair to liaise with PROW Officer.

Hedge and grass verge on London Road (before bus stop for Faversham bound buses) – Agreed that, as this area has become overgrown, extra funding (£50) be provided as a one-off to cut to manageable levels. Cllr Brice to liaise with contractor and request invoice when work complete.

Boughton Hill (lower section) – A local resident has contacted Helen Whately to highlight the lack of repair work to damaged safety railings (upward side) now hidden by brambles and nettles as well as the dangerously unkempt state of the downward side. DPC has previously contacted Highways about these issues. Chair has spoken to Gary Gibbs (Highways) who has confirmed works are logged at County level but due to sheer volume of works outstanding it maybe some time before action can be taken.

### (c) TPOs

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 Chair attended for the meeting but neither SBC Tree Officer (Paul Hegley) or other attendees present. Chair to follow up with SBC Tree Officer.

SBC Tree Officer has confirmed that he had asked the Forestry Commission to follow up on complaints (including the quality of felling and debris) at Dawes Wood. Cllrs are asked to submit any specific current evidence (photos) to Paul Hegley as soon as possible.

### (d) Streetlights

Currently no reports of failed lights.

The Clerk reported that the light on the corner of Courtenay Road and London Road will be reconnected by UK Power on 31.7.19.

LED Certificates for upgraded streetlights still outstanding from UK Power. Ongoing.

(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. PS Jason Hedges contacted Highways England and Chair has written to neighbouring parishes and the Police to see whether they would be interesting in having “thieves operate here” signage installed in areas (such as laybys/slip roads) in their parishes. Chair confirmed that this suggestion has been escalated to county level within the Police and that he will continue to follow-up. Ongoing.

**6. Planning**

(a) Receive Decisions: None

(b) Consider Applications:

19/503137/FULL - DPC members to review plans and 380 page document submitted by developers, in advance of next planning meeting, for a decision. Chair to highlight to Cllr Demery (as he was absent from the meeting) and Cllr Gould to advise on S106 status.

(c) Planning Enforcement:

Land Adj to The Old School, London Road – Whilst the plans have been refused by SBC, following DPC’s advice, the highways safety assessment requested has not been forthcoming. Chair has written to SBC Planning (on 17.6.19) requesting site of this report.

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. Item 5.(a) also relates.

The Builders Yard, Horselees Road – A site visit (with reference to the now lapsed planning application and drainage issues has been undertaken by a consultant for SBC. The report, however, has not been forthcoming as consultant no longer works for SBC and did not complete this prior to his departure. Chair to follow up with SBC.

Denstead Farm – Following the death of the owner there has been no update. George Myneham has been asked to follow up.

Scoggers Hill – George Myneham following up.

Moth Field/Rosewood Acres Farm, Denstroude Road – Fresh produce including ‘The Pastured Hen’ eggs, salad and vegetable items now being sold at the roadside. Chair to discuss with George Myneham.

(d) Brotherhood Wood

Appeal against enforcement notice on part of the site – comments submitted to the Planning Inspectorate by 11 July. Cllr Gould to follow up on site visit undertaken, a couple of months ago, by George Myneham and Graham Thomas and the submission of human waste pictures.

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 by Chair and outgoing Clerk 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 given to Alastair for him to follow up again with James (see Item 11). Ongoing.

(e) Draft Car Parking Supplementary Planning Document

This document is being looked at as part of the Neighbourhood Plan. Chair asked for comments from Cllrs, taking into account John Peto's comments when available, for the Neighbourhood Plan.

**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:

Cheq No	Payee	Description	Amount	VAT	Total
001398	L Blackshaw	Clerk wages/office allowance	£425.25	-	£425.25
001399	HMRC	PAYE for Clerk	£101.40	-	£101.40
001400	G Doy	Grass Cutting	£66.00	-	£66.00
001401	Prime One Maintenance	Streetlight maintenance	£149.45	£29.89	£179.34
001402	Information Commissioner's Office	ICO Registration	£40.00	-	£40.00
001403	David Buckett	Internal Audit Fee	£233.10	-	£233.10
DDI	EDF	Streetlight Electricity (June)	£220.46	£44.09	£264.55
		TOTAL	£1,235.66	£73.98	£1,309.64

(c) Receive the report of the Internal Audit

The report had been previously circulated. All agreed the report was positive with no significant issues raised. Chair thanked the Clerk for the work involved in ensuring this outcome. The recommendations raised (ie, email disclaimers for council members, privacy statement and Risk Management Register (item 10) have already been implemented. Final report from External Auditor awaited.

**8. Risk Management Register**

The draft register, previously circulated, was agreed. To be reviewed annually or at any time of significant change to DPC.

**9. Neighbourhood Plan**

A positive reply has been received from SBC Planning to the draft plan submitted in March containing constructive advice and suggestions for improvements (eg, map, planning statement and how to comply with conditions). Further work now required. Public consultation must be held at least 6 weeks prior to submission date of 28.11.19 although Cllr Gould advised that there might be some leeway with this date. Ongoing.

**10. Appointment of new clerk**

- (a) Appointment - The Chair welcomed the incoming Clerk and confirmed that the contract has been drawn up and will be forwarded for signature. One handover session has been provided and current Clerk has kindly agreed to provide further input as required particularly in the interim period when new Clerk is without equipment.
- (b) Equipment – laptop/printer – Current laptop has limitations and an upgrade is required. Quote from DK Networks for new laptop with i5 processor and more memory tabled. This includes transfer of all data. Quote approved (£461.25 + VAT) and Chair will take forward.

DPC agreed that the current laptop could be sold to the Neighbourhood Plan committee for a price £100.

New Clerk will also require a printer.

- (c) Training – Approval was given for the new Clerk to register for SLCC ‘Essential Knowledge’ online training (£99 + VAT).
- (d) Bank Mandate – It was proposed to remove the existing Clerk and add the new Clerk to the mandate. All were in favour.

It was RESOLVED that The Authorised Signatories in the current mandate, for the accounts detailed in section 1.3, be changed in accordance with section Authorised Signatories and the current mandate will continue as amended.

It was noted that the Clerk was being added to the mandate for administrative purposes and would not have authority to sign cheques.

## 11. Reports from Ward Councillors

The Chair thanked Cllr Gould for attending and enquired whether any feedback was available in response to DPC’s ‘No Confidence’ letter re: SBC Planning of 29.4.19. Cllr Gould confirmed none received to date.

Cllr Gould reported on constitutional changes suggested at a recent Review Committee for the introduction of Area Committees. The proposal is that these committees will provide wider local input at an earlier stage than currently and improved transparency. They would be made-up of attendees according to natural geography. This proposal is to be taken forward by a Working Group which will include Parish Council representation.

## 12. Correspondence

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

27/6/19	KALC	Introduction to Planning for Local Councils training – additional date 30/7/19
1/7/19	KCC	Temporary (double yellow lines) No Waiting – The Street, Boughton – from 17/7/19
3/7/19	Kent Police	Kent Police Rural Update
5/7/19	KALC	KALC Swale Area Committee minutes 17/6/19
8/7/19	KCC	Temporary Road Closure – South Street – 23/7/19
8/7/19	Swale Borough Council	Rural community energy fund
15/7/19	Andrew Bowles	Monthly Newsletter

The Chair tabled correspondence received from KALC around Resilience and Emergency Planning. Cllr Hitch agreed to review and report back.

**13. Matters not on the Agenda**

Playing field – grass cutting and fence. Cllr Brice reported that following the previous week’s heavy rainfall further cutting is likely to be required. Rabbit holes were also reported which will need filling. All agreed for works to go ahead and invoice be submitted for this and previous 2 cuts. Vice Chair to remind the landowners of the scheduled ancient monument to reinstate fence.

Wild Food Café closure – Cllr Brice enquired whether notice had been given to DPC detailing reasons for closure of the café on Canterbury Road. Chair to follow-up with SBC.

Noticeboard at lower end of Boughton Hill – Chair and Cllr Hitch to meet at board and review damage and discuss repairs.

Overgrown hedgerow: corner of Horselees Road obscuring sight line up Boughton Hill – It was confirmed that this had been recently completed and visibility uphill has improved.

Misleading signage for Esso Gate Services on London-bound A2 – The incoming Clerk reported that many vehicles regularly mistakenly take the Chartham Hatch slip-road. This causes traffic hold-ups as vehicles proceed slowly and eventually have to turn around along this narrow, but often fast, country lane to re-route to the Services. Chair to ascertain from Gary Gibbs whether a Highways responsibility or KCC.

Unused and unsightly Post Box stand at Horselees Road end of Boughton Hill – Despite many attempts by various people (DPC and non-DPC) the redundant post box stand has still not been removed. The new Clerk agreed to follow up on this matter again with Royal Mail.

Helen Whately letters – The MP has written to Highways England re continuing ownership and maintenance disputes for Brenley Corner roundabout. Helen has also written to SBC Planning with reference to the poor responses from SBC around Brotherhood Wood issues including toileting. The Chair to follow up and report back at next meeting.

DPC Councillor Numbers - Cllr Hitch voiced concerns that views and opinions provided at meetings are now limited given the low number of attendees at meetings as a result of a vacancy, sickness and work commitments). The Chair agreed to re-advertise the vacancy in the Community Magazine and members were asked to consider approaching anyone they believe might be interested.

**Date of Next meetings:**

Monday 5 August – Planning Committee  
Monday 19 August – Full Council Statutory Meeting

L Talbot  
Clerk

Signed .....  
Chairman

Date .....