

## Dunkirk Parish Council

### Minutes of meeting held at Dunkirk Village Hall on 16 September 2019 at 7.30pm

Present: Jeff Tutt (Chair), Julie Coleman (Vice Chair), Daniel Brice, Andrew Bowles, Peter Demery, Lizzie Talbot (Clerk)  
12 members of the public

Declarations of Interest: None

Chair welcomed members of the public who agreed they were in attendance to discuss item 5 (b).  
Chair requested that this item therefore be discussed after item 2. All agreed.

**1. Apologies:** Steve Hitch, Alistair Gould, Tim Valentine, Vaughan Howland.

#### **2. Safety Concerns re Boughton Hill**

Local resident expressed ongoing concern relating to safety issues, such as overhanging trees obstructing bus sightlines, broken safety railings and barriers (especially those covered by scrub and lack of visibility of kerb-lines) on both sides of the hill. Resident had received a response and some action as a result of his letter to MP Helen Whately including a site visit to investigate the issues by Kent Highways' Swale District Manager. Assurances were given that both verge sides will be cut back in October and then annually. Cllr Bowles had requested Swale Borough Council (SBC) notify him of site visit but no notification received so he will liaise with SBC for update.

**NB:** Item 5 (b), as minuted below, was then discussed. Ten members of the public left following the discussion.\*

**NB:** 1 resident remained and requested an update about the ongoing traffic speed issues through Dunkirk. Kent Police had agreed to investigate. DPC to follow up. Resident left the meeting.

#### **3. Minutes of the previous meetings**

Chair requested that 'Discharged' be removed from item 4 (d) in the minutes of the meeting held on 19.8.19 as this item is ongoing. The minutes were otherwise agreed and signed as a true and accurate record. The minutes for the planning committee meeting held on 2.9.19 were agreed and signed as a true and accurate record.

#### **4. Matters for public concern**

##### (a) Highways Issues:

- Safety Concerns re: Boughton Hill (item 2 above): Cllr Bowles to liaise with SBC.
- Ongoing Traffic Issues in Dunkirk and Boughton: Following another weekend of traffic chaos in Boughton and Dunkirk, Chair had been in urgent communication with all agencies concerned (including submitting many photographs of the grid-locked caused as a result of incorrect diversion signage, as well as MP Helen Whately. Chair and Cllr Bowles would be continuing to ask questions and request urgent action.

Following discussion, post the previous DPC meeting, Chair, Cllr Gould, Cllr Valentine and Cllr Bowles, Cllr Gould are to meet on 17.9.19 to take this issue forward as a matter of urgency. Highways England have been invited to attend this initial meeting. A public meeting and petition will be discussed. Cllrs to report back at next meeting.

Member of public expressed his thanks to Cllr Bowles for promptly acting on the issues previously raised around lorries parking dangerously on the slip road from the Esso Gate Services. Whilst there has been a marked improvement with local lorries there is still an issue with foreign lorries stopping there. Chair had reported issues direct to Kent Police and officers will be briefed.

(b) Footpaths, Verges & Hedges

Swale Public Rights of Way Officer had visited and requested land owner clear Footpath ZR518.

(c) Streetlights

Three streetlights had previously been reported as defective (two in St Paul's Road and one in Courtenay Road. These have now been reported as fixed by DPC contractor.

Streetlamp no. 905 at the foot of the steps on Staplestreet Road (the steps from the Boughton Hill bus stop) was reported as defective. Clerk to action. Chair also confirmed that the overhanging brambles in same location have been cut back.

*Councillor Bowles left the meeting.*

## 5. Planning

(a) Receive decisions: None

(b) Consider application: 19/504399/FULL - Red Lion London Road Dunkirk Faversham Kent ME13 9 LL: Change of use to existing unused toilet block to retail premises (A1 Shop) for the sale of sporting goods.

Local residents informed that only two (of the nine present) had received application notification letters. Chair to notify SBC of this error.

Residents then voiced their opposition to this application due to safety concerns around the items (guns) that would be sold here and the fact that they would be kept on the premises overnight. Applicant informed the meeting that the 'sporting' guns on offer, would be guns for target shooting, clay pigeon shooting, shotguns and rifles. He advised that the business currently runs, according to the Kent Fire Arms Licensing rules, outside of the village and the applicant was keen to stress that the Grade 3 Alarm system, linked to the Police, along with the storage safes required and the buzzer entry system for the shop all provide a high level of security.

Chair reminded all that to oppose the application they should write individually via the Mid Kent Planning Portal ([pa.midkent.gov.uk](http://pa.midkent.gov.uk)) or by post using the application reference above and according to the 'Material Considerations' allowed for applications. Chair thanked all for attending and ten members of the public then left the meeting.\*

DPC discussed the application and noted the lack of communication with Kent Police. It was agreed that the Council would not object to the proposal provided it was fully supported by Kent Police.

## 6. Finance

(a) Finance report

The report and monthly cash account had previously been circulated and were taken as read.

(b) Approve payments

The following payments were proposed, seconded and approved.

Cheq	Payee	Description	Amount	VAT	Total
1413	L Talbot	Clerk wages/office allowance x 2	£535.70	-	£535.70
1414	HMRC	PAYE for Clerk	£123.80	-	£123.80
1415	G Doy	Grass Cutting	£66.00	-	£66.00
1416	Prime One Maintenance	Streetlight maintenance 1-28.9.19	£149.45	£29.89	£179.34
DD	EDF (by DDI)	Streetlight Electricity (August)	£221.50	£44.30	£265.80
1418	D Brice/Timber Tasks	Grass cutting 5/6, 1/7, 6,8 + Draw Rd 1/8	£270.00	-	£270.00
1419	L Talbot	Envelopes and stamps	£28.70	-	£28.70
		<b>TOTAL</b>	<b>£1,395.15</b>	<b>£74.19</b>	<b>£1,469.34</b>

**7. Review of outstanding issues, including appeals and enforcement, for decision or action**

Clerk tabled Outstanding Issues and Enforcement document for review. Following items were discussed:

- (a) Overhanging hedge on right approach to bridge over A2: Cllr Brice to contact SBC Tree Officer with regard to damaged trees.
- (b) Tree removal at rear of 6 Fernleigh Close: Owner of the address had contacted the Chair to report a very large Oak tree was in a very dangerous state and needed immediate attention to prevent it falling. Chair notified SBC Tree Officer as he was unable to locate title for the tree site. The tree was very swiftly dealt with by SBC.
- (c) Claimed footpath running from Staplestreet Road to Berkeley Road, Case reference PROWSW/C37 dated 4.12.15: SBC Public Rights of Way Officer (PROW) contacted for an update as to whether this stretch of land, previously known as a Draw Road, can be granted footpath status after years of use as a footpath. PROW informed that this is the next case to be allocated to the appropriate investigators.
- (d) Brotherhood Woodyard: Chair had received a reply to ongoing 'No Confidence' complaint to SBC which will be circulated for review post the meeting and liaise with Cllr Gould re the same plus the recent removal of bund at gates north of main entrance and the hard roading undertaken this last weekend from said gates into site.

**8. Independent Review into Local Government Audit:** Chair to review and respond.

**9. Dunkirk Parish Council**

- (a) Update on Councillor Vacancy:  
Vacant post and applicants/interested individuals were discussed. It was agreed to postpone this item until the full council meeting in October when, it is hoped, more Cllrs will be present to ensure a full discussion with all.
- (b) Councillor Leave of Absence: All agreed to grant Cllr Howland a 3 month 'Leave of Absence' from this date to prevent his potential removal from DPC which can occur due to the rules around long periods of non-attendance.
- (c) Councillor Proxy Voting: Further to an enquiry from a member at the last meeting, it was confirmed that there is no circumstance where proxy voting is allowed. Any member absent from a meeting may send a letter or email to the clerk to give information or comment on an agenda item but this would only be advisory and would not have weight in council decisions.

- (d) Parish Clerk Vacancy: Given the Clerk's resignation Chair to liaise with previous Clerk around hours required to complete the role and to then re-advertise the post accordingly. Time for training, prior to commencement in the post, should be granted to anyone who has not held a Clerk role previously or extra paid time agreed as required during probationary period. Clerk reiterated her offer to continue to support DPC during the interim period before a new Clerk is appointed for up to ten hours only per week. Chair asked Clerk to complete minutes from this meeting, after which the one week's notice required will be completed and all items to be returned to Chair.

## 10. Parish Websites and GDPR Issues

Members were reminded that the DPC website hosted by KCC (EIS) will no longer be free as from 1.9.20. This, along with the fact that the KCC (EIS) websites will require a radical overhaul to ensure they are 'Web Accessibility Compliant' by 1.9.20, will impact heavily on the DPC budget/precept (estimated cost of £1,500 – £1,800). Vice-Chair of KALC (Kent Association of Local Councils) to be approached to brief DPC on these issues.

Clerk distributed copies of the recent KALC communication to all (as previously circulated by email) for discussion and action at a future meeting.

## 11. Autumn Litter Pick

Clerk confirmed that all arrangements and publicity have been completed for the Dunkirk Community Litter Pick on Sunday 22.9.19 (10.00 am until 12.00 noon) and asked members to promote more widely.

## 12. Courtenay Road Playing Field – Access and Fencing

Chair's file note of 9.9.19 tabled. Following informal requests for fence line of no. 83 Courtenay Road to be cut back/kept clear for access purposes, and the Chair's decision to withdraw from his attempt to gain access to the playing field on the aforementioned date, a further visit will need to be planned. Chair to liaise with the owners of the container to be removed from the field and then ask the Vice-Chair to liaise with the owners of no. 83 Courtenay Road and Radar Farm to ensure access will be possible.

## 13. Correspondence

The following items of correspondence had been received, and previously circulated by email. Clerk had highlighted several items in bold that potentially require action. Chair asked members to review and provide comments accordingly. Chair encouraged all to complete the Area Committees – Online Survey\*:

24/8/19	SLCC	News Bulletin 16.8.19 (Procurement rules, Data protection etc)
<b>24/8/19</b>	<b>KCC (via KALC CE)</b>	<b>Draft Drainage + Planning Policy Statement (Deadline 30.9.19)</b>
<b>24/8/19</b>	<b>TfSE via SBC Dem.Servs</b>	<b>Transport for the South East – Canterbury Consultation 22.10.19</b>
24/8/19	KCC Highways	Temporary Road Closure: Denstroude Lane, 21.9.19
24/8/19	KALC Swale	SAC (Swale Area Committee of KALC) - Agenda for 09.09.19
25/8/19	NHS via KALC	Have your say on children's services, diabetes website, cancer services, and asthma
Various	Mid Kent Planning	Swale Weekly Planning Lists 23.8.19, 30.8.19, 6.9.19, 13.9.19
25/8/19	Waste and Resources Action Programme WRAP	Recycle Week – 23-29 September
25/8/19	ICO	Resources to assist with top three GDPR compliance challenges
25/8/19	KCC Public Protection	Doorstep Crime Alert - Tree Cutting Work
Various	NALC	Chief Executive's bulletins 23.8.19 + 30.8.19 + 6.9.19 + 13.9.19
27/8/19	KCC Highways	Reminder of road closure: Jnctn of Scoggers Hill to junctn with Jezzards Lane. Expected duration: 33 days from 19.8.19.
30/8/19	SLCC	AGM on 1.10.19 to precede SLCC National Conference on 2-3.10.19

30/8/19	NHS (via KALC)	Help shape NHS Long Term Plan to life in Kent and Medway – Four consultation events including Canterbury on 10.9.19.
30/8/19	KALC	Autumn Training Events
30/8/19	Local Gov. (via KALC CE)	Local Government Brexit Bulletin 22 August
<b>30/8/19</b>	<b>NALC (via KALC CE)</b>	<b>Independent Review into Local Government Audit. Issues to be raised before 17.9.19, responses to be submitted by 18.10.19</b>
3/9/19	Kent Online	Article re: Court Delay to case of destruction of trees at Brotherhood Wood
3/9/19	SLCC	News Bulletin – 30.8.19
3/9/19	Richard Mummery (Parishioner)	Re: State of Boughton Hill: Letters from KCC and MP Helen Whately
6/9/19	NALC x 2	National Conference – Princess Anne to attend, Derek Redmond to open second day. Also, Where's my Council?
<b>6/9/19</b>	<b>SBC Democratic Services</b>	<b>*Area Committees – Online Survey to be completed.</b>
<b>6/9/19</b>	<b>Action with Communities in Rural Kent</b>	<b>SWALE COMMUNITY LED HOUSING EVENT at the Alexander Centre 27.9.19</b>
7/9/19	Alastair Gould	Traffic Problems – Initial Meeting to be held 17.9.19 (for Council members only at this point)
10/9/19	KCC Adult Social Care/Health	Asthma services Workshop in Aylesford 26.9.19
10/9/19	KALC	SAC Sept 19 Newsletter
10/9/19	KCC Highways	National Highways & Transport Network - Public Satisfaction Surveys (Deadline Feb 2020)
10/9/19	NALC via KALC	NALC - May 2019 Election Surveys
10/9/19	Local Gov via NALC	Local Government Brexit Bulletin 5 September
<b>10/9/19</b>	<b>NALC</b>	<b>Joint consultation re: extending 5G mobile provision in rural areas. Deadline for responding to NALC is 1700 on 11/10/19.</b>
10/9/19	KCC Highways	Years One + Two Forward Works Prog. (2019/20-2020-21)
16/9/19	CRAG	Rural Crime Report dated 4.8.19
<b>16/9/19</b>	<b>KALC Chief Exec</b>	<b>Draft Kent and Medway Housing Strategy 2019-23 - consultation deadline extended to 5.00 pm on 30.9.19</b>
16/9/19	SLCC	SLCC Kent Branch Events for next 6 months
16/9/19	MHCLG KALC Chief Exec	MHCLG link to latest Notes on Neighbourhood Planning
16/9/19	KALC CE / UK Gov	Brexit Preparedness Update
<b>16/9/19</b>	<b>Kent Wildlife Trust</b>	<b>Richard Neame Local Wildlife Sites Award 2019 (Nominations by 15.10.19)</b>
16/9/19	KALC / UK Gov	Brexit Bulletin dated 12.9.19
<b>16/9/19</b>	<b>Public Health England</b>	<b>Every Mind Matters: printed resources: order by 20.9.19</b>
16/9/19	NALC (via KALC)	NALC Annual Conference + Exhibition, 28-29.10.19, Milton Keynes
16/9/19	FreshAirFitness	Keeping Your Community Active - Save 10% with our Park Starter Pack (Outdoor Gym)

#### 14. Matters not on Agenda (for information only)

Chair informed councilors present that one member of DPC had been reported, by a member of the public, in relation to a 'Code of Conduct' issue. Chair forwarded this issue to Swale Borough Council for action and declared the matter closed.

15. **Dates of next meetings:** Monday 7 October – Planning Committee at 7.30 pm  
Monday 21 October – Full Council Statutory Meeting at 7.30 pm

The meeting was closed at 10.04 pm.

Clerk

Signed

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Chairman

Date

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