

Dunkirk Parish Council

Minutes of virtual meeting held via Zoom on 17th August 2020 at 7.30pm

Present: Cllr Jeff Tutt (Chair), Cllr Julie Coleman (Vice Chair), Cllr Daniel Brice, Cllr Steve Hitch, Cllr Kevin Kemp, Bex Ratchford (locum clerk), Cllr Andrew Bowles (KCC)
6 members of the public

Declarations of Interest: None

1. Apologies for absence

Apologies were received from Cllr Gould (SBC) and Cllr Valentine (SBC).

2. Minutes of the previous meeting

The minutes of the meeting held on 3rd August were **agreed** and signed as an accurate record.

3. Matters for public concern

- a. Proposal for Winterbourne Fields – this is not yet an application so will be discussed at a later date when formally submitted. Representatives of the developer stated that notification had been sent to DPC but this was not received. **Action 1: Cllr Tutt to check and chase if necessary.**
- b. Green space proposals – some potential green space areas have already been identified in the Local Plan but this is an opportunity to identify more areas. Cllr Tutt suggested the common land, the play park at the back of Colonel's Lane, the field on the edge of Dawes Road and Thread Lane, and some of the verges on the edges of the estates. It was **agreed** to look at this in detail at the next meeting. **Action 2: Cllr Tutt to draft list and map for next meeting.**
- c. COVID-19 Financial Impact Survey – borough councils are receiving funding from central government to assist with the impact of COVID-19. It was **agreed** that it was important to ensure DPC receives any relevant available funding.

4. Highways Issues

- a. Roads and traffic – agenda setting for the JTB is taking place tomorrow; cllrs were requested to inform Cllr Tutt of any items they wish to be raised. The gate at the junction of Dawes Road and Staplestreet is apparently a reinstatement of an entrance from the old dwelling, although cllrs were unsure if this was correct. It was noted that the building work opposite necessitates the use of the entrance further up, which compounds the problem. Vehicles are also leaving the building site and dropping mud on the road. It was **agreed** to raise these issues with KCC and SBC. **Action 3: Cllr Tutt to request evidence from KCC of the previous dwelling and entrance and contact SBC regarding the vehicles from the building site.**
- b. Footpaths, verges and hedges – nothing to report.
- c. Streetlights – the list had been obtained and checked by Cllr Hitch and was found to be incorrect. It appears that there are 12 lights still to be changed to LEDs, but a finalised list is necessary to confirm this. The cost is 89p per light per month for the automatic system, but there is currently no price for installation. It was **agreed** to finalise the list and obtain full costings. **Action 4: Cllr Tutt and Cllr Hitch to liaise and update the list and get costings for final LED lights, the automatic system and installation.** Thanks were expressed to Cllr Hitch for all his work.
- d. TPOs – despite ongoing requests, most TPOs requests have not been dealt with by SBC, and some trees have been cut down in the meantime. It was **agreed** to write to SBC requesting this is given urgent attention. **Action 5: Cllr Tutt to write to SBC.**

5. Planning

- a. Receive decisions 15th July-14th August 2020 – 19/505582 – Westgate House, Site 21, Horselees Road, Dunkirk, ME13 9TG – demolition of the existing 5-bedroom house and attached garage, construction of 6no. 3-bedroom semi-detached houses – approved – noted.

6. Consider applications

- a. 20/503031 – land at Jays Wood, Canterbury Road, Dunkirk, ME13 9NY – creation of animal rescue sanctuary, comprising a single storey building for use as a dwelling, administration office and training facility and 7no. animal shelters with the addition of a separate single-storey maintenance and equipment building. Concerns were expressed regarding the proposal for a shop, the designation of the site as non-ancient woodland, the amount of trees being taken down, the size of the house in relation to the animal shelters, and the lack of information on the animals to be housed, the necessary grazing and the potential damage to the woods. Residents' objections so far cover increased noise and smell. Cllr Brice had not had chance to look at the application in detail so it was **agreed** to object on the above grounds unless he has other considerations to raise, in which case an extension will be requested or an extraordinary meeting will be called. **Action 6: Cllr Brice to check application and liaise with cllrs as necessary and Cllr Tutt to comment.**
- b. 20/503605/TPOA – Claremont, Dunkirk Road, South Dunkirk, ME13 9PB – application to re-coppice sweet chestnuts (90% of the trees) as shown on tree location map. It was **agreed** that this is necessary work, but it should take place out of the growing season, ie between October and March. It was **agreed** to comment in favour of the application with the condition regarding timescale. **Action 7: Cllr Tutt to comment.**

7. Enforcement

Responses are still awaited regarding a number of enforcement issues.

8. Requests for funding

- a. Playing fields basketball hoop – the current hoop has been partly ripped off. Cllr Hitch can remove, repair and remount it at no charge, although a new net may be required. It was **agreed** to purchase a new net if necessary, up to the value of £100. **Action 8: Cllr Hitch to remove, repair and remount hoop, purchasing a new net if necessary.**
- b. Church request for contribution toward replacement gates – it was **agreed** not to make a contribution towards replacement gates as DPC already pays to maintain the churchyard.

9. Finance

- a. Finance report – the report and monthly cash account had previously been circulated and were accepted and approved.
- b. Payments – the following payments were **agreed** under S101 of the LGA 1972:

Cheque No	Payee	Description	Amount	VAT	Total
1472	D Brice	Hire of equipment	£150.00	-	£150.00
1473	KALC	Subscription	£404.24	£80.85	£485.09
1474	David Buckett	Y/E internal audit	£333.10	-	£333.10

The following payments were proposed, seconded and **agreed**:

Cheque No	Payee	Description	Amount	VAT	Total
1477	Prime One Maintenance	Streetlight costs	£149.45	£29.89	£179.34
1476	G Doy	Grass cutting contract	£66.00	-	£66.00
1475	Eon	Electricity 01//07-31/07	£135.02	£6.75	£141.77
1475 joint	Eon	Replacement for stopped cheque 1453	£135.02	£6.75	£141.77

- c. Audit and HR – the audit has been completed and the documents uploaded to the website. Taking advice on HR issues would be costly, especially as there is no indication of how much time would be needed. It was **agreed** to find a copy of the signed contract before making a decision. **Action 9: Cllr Kemp to collect signed contract from Cllr Tutt.**
- d. Banking – due to ongoing dissatisfaction with NatWest, it was **agreed** to move banks to Unity Trust Bank, who provide an online banking service, with provision for more than one signatory. **Action 10: Cllr Kemp to progress transfer.**

10. Website progress report

Cllr Kemp had looked at the website, which is a draft based on that of Wilbarton PC. It is WCAG 2.1 compliant. Some information and photos have been updated. Data (old documents) can be transferred from the old website relatively easily but the process will be time-consuming. It is estimated that a full transfer of all data would take three full days. The web designer known to Cllr Kemp would do this for a fee of £150 per day, which is a reduction on his normal rate of £250-£500 per day. It was **agreed** to engage him for three days work at £450 to transfer all existing data from the old website. Once Cllr Kemp has undertaken the training, all cllrs should be able to edit the site and add documents. It was **agreed** that Cllr Kemp would undertake training with 2commune at a cost of £300. **Action 11: Cllr Kemp to inform web designer and undertake training.**

11. Reports from ward cllrs

A written report had been received from Cllr Gould (SBC): the Local Plan review is continuing, with an emphasis on sustainability; COVID-19 has necessitated quick decision making and responses to government initiatives; a presentation of SBC's Climate and Ecological Emergency Action Plan will be offered to PCs in September. Cllr Bowles (KCC) gave a verbal update: KCC has approved the Kent and Medway Energy and Low Emissions Strategy and is now committed to reaching carbon zero by 2030, rather than 2050; a post-COVID-19 low carbon recovery policy which promotes walking as an alternative method of transport is being formulated; improvements to the A2/A251 junction are open for consultation – the current proposal is to install traffic lights; KCC is holding an emergency budget meeting to discuss the financial impact of COVID-19; all available accommodation for immigrants has now been exhausted.

12. Correspondence

All correspondence had been previously circulated; there were no issues arising.

13. Matters not on the agenda (for information only)

There are travellers on the playing field at Boughton Village Hall. Two of them were seen trying to access a landowner's field. Two men had been caught on CCTV trying to adjust the angle of the camera and looking underneath a car; this was on the same night that another car in the area had its catalytic injector stolen. The police have been informed but no incident number has been given and there has been no further response. It was **agreed** to contact the local PCSOs and Area Sgt. **Action 12: Cllr Tutt to contact PCSOs and Area Sgt.** It was **agreed** that Cllr Coleman would write a report for the next issue of the parish magazine. **Action 13: Cllr Coleman to write article.**

The meeting closed at 8.49pm.

Date of next meetings:

Planning Committee - tba
Full Council – 21st September (tbc)

Signed
Chairman

Date