

DUNKIRK PARISH COUNCIL

Minutes of the Annual Statutory Meeting held at Dunkirk Village Hall on 19 May 2014

Present: John Peto (Chair), Jeff Tutt, Vaughan Howland, Sandra May, Phillippa Clarkson, Paul Mellett, Andrew Bowles, Louise Blackshaw (Clerk)

Declarations of Interest: Jeff Tutt declared an interest in planning application SW/14/0541 to be discussed under item 8b.

1. **Apologies:** Apologies were received from Don Coles.

2. **Notification of Additional Agenda Items:** None.

3. **Minutes of the previous meeting**

The minutes of the meeting held on 6.5.14 had been previously circulated and were signed as an accurate record.

4. **Elections**

(a) Chair: John Peto was proposed by Vaughan Howland, seconded by Jeff Tutt agreed unanimously.

(b) Vice Chair: Jeff Tutt was proposed by Vaughan Howland, seconded by Paul Mellett and agreed unanimously.

5. **Declarations of Acceptance of Office**

The Chair and Vice Chair signed declarations of acceptance of office.

6. **Review of the Standing Orders and Financial Regulations**

Copies of the Standing Orders and Financial Regulations which had been revised in January 2014 were circulated. No further amendments were needed. It was suggested future revisions have a revision number/date. The clerk to put a copy of both on the website.

7. **Reports from the previous Council meeting**

Boughton Hill Drainage a site meeting had recently been held with Alastair Coleman - KCC Drainage Engineer. There are currently two drainage systems, one of which discharges into the orchard, and this appears to be causing the flooding in that area. He had proposed blocking this pipework and directing the water into the newer pipework in the centre of the carriageway. The clerk to obtain further details and timescale of when the work is likely to take place.

Village Sign: Phillippa Clarkson to speak to the headteacher to find out whether the school are still interested in asking the pupils to come up with some designs.

Dunkirk Football Field: Finns had confirmed they will contact the Trustees to put forward the proposal for a 3 year extension of the current lease, rather than the new 10 year lease they had initially proposed. The clerk has written to Courtenay Rangers to find out whether they would be able to commit to a 3 year lease for renting the field if this is agreed by the Trustees.

Tree Preservation Order – Poundfall Wood: the additional information to support the application has been submitted to Paul Hegley. Currently awaiting a response.

Builders Yard, Horselees Road: A further meeting has taken place with KCC Highways regarding a section 19 Flood Risk Assessment. They are meeting the developers and hoping to get agreement with the owner regarding flood control measures to be put in place.

Enforcement: a list of enforcement cases had been submitted to SBC. Currently awaiting a response.

Brotherhood Wood: a member of the public had reported that rubbish is being thrown over the fence. It had also been reported that the boundary fence has been moved further into the woodland. To be reported to Enforcement.

Data Capture: an additional email address info@dunkirkpc.org.uk has been set up which will be used for general emails to parishioners once a database is set up. This however will require an additional mailbox to separate these emails from clerk@dunkirkpc.org.uk. The cost of this would be £19.90 + VAT per year (in addition to the current annual cost). This was agreed. The clerk to arrange.

Mast Site, Courtenay Road: people had been seen trying to climb the mast recently – to be reported to the landowner and again state the council's concern about the security of the site.

Neighbourhood Plan: the questionnaires have been circulated to all householders in Boughton and Dunkirk. The deadline for responses is 7 June.

Swale in Bloom: Sandra May has placed an article in the parish magazine. Possible pieces of land where this project could take place were discussed.

8. Planning

(a) Receive decisions: None

(b) Consider applications

SW/14/0539 48 Woodside – garage conversion. No objections.

SW/14/0541 Land at Dunkirk Road South - change of use of agricultural land to gypsy site. 2 residential mobile homes, 2 touring caravans, 2 utility blocks

Jeff Tutt declared an interest in this application and did not take part. Concerns were raised about the proposed access to the site. There are also no services to the site – water, drainage etc. A draft response to be circulated and then discussed further at the planning committee on 2 June. Other members to attend this meeting to substitute for Jeff Tutt to ensure the committee is quorate as Jeff will not be able to participate.

9. Finance

(a) Consider report of internal auditor: The internal audit report has not yet been received – to be deferred and discussed at the next meeting.

(b) Consider annual statement of accounts: The annual statement of accounts had been previously circulated and was approved.

- (c) Consider Annual Audit Return: The Annual Audit Return was considered. The accounting statements and the annual governance statement were approved and signed.
- (d) VAT: A VAT reclaim of £1188.69 for 2013/14 has been submitted. In future these reclaims will be submitted more frequently.
- (e) Approve Payments: The following payments were approved.

Cheque 1084	HMRC	PAYE for Clerk	£114.00
Cheque 1085	L Blackshaw	Clerk wages & office allowance	£191.65
Cheque 1086	Five Arrows Finance	Streetlight repair - Woodside	£144.00
DDR	EDF	Electricity Bill	£244.07
Total			£693.72

10. Correspondence

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

14/5/14 – Swale Borough Council - Draft Statement of Intent - Supporting Parish & Town Councils. Invitation to meeting. The meeting date has now been changed to 2 July. Agreed to send a representative.

16/5/14 – Swale Borough Council - Planning changes – econsultation. The new system will be in place from 2 June. There will be a new portal to view applications and submit comments. Hard copy paperwork and plans will still be sent for the time being.

The following publications were tabled:
CPRE – Kent Voice

11. Matters not on Agenda (for information only):

It had been noticed that works were being undertaken at Woodland Cottage, Rhode Common. It appeared that Dunkirk Parish Council had not been consulted on this application. The address has been listed on UK Planning as Selling and therefore is not picked up when searching “Dunkirk” on the website.

The meeting closed at 10.25pm

Date of Next meeting: Monday 2 June 2014 Planning Committee
Monday 23 June 2014 Full Council meeting (revised from previously agreed date)

Louise Blackshaw
Clerk to Dunkirk Parish Council

Signed

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Chairman

Date