

DUNKIRK PARISH COUNCIL

Minutes of the Annual Statutory Meeting held at Dunkirk Village Hall on 18 May 2015

Present: John Peto (Chair), Jeff Tutt, Vaughan Howland, Don Coles, Phillippa Clarkson, Paul Mellett, Louise Blackshaw (Clerk)

Declarations of Interest: None

1. **Apologies:** Apologies were received from Andrew Bowles and George Bobbin.

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

3. **Minutes of the previous meeting**

The minutes of the meeting held on 20 April 2015 and the Planning Committee held on 5 May 2015 had been previously circulated and were signed as an accurate record.

4. **Elections**

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

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

5. **Declarations of Acceptance of Office**

The Chair and Vice Chair and all members of the Council signed declarations of acceptance of office.

6. **Register of Members Interests**

All members to complete and sign the Register of Interests and return to Swale Borough Council within 28 days of election (by 4 June).

7. **Appoint Members to Committees**

Planning Committee – the following members were agreed and appointed: John Peto (Chair), Jeff Tutt, Paul Mellett, Don Coles

8. **Review Vacant Positions**

Following the election on 7 May, and with the resignation of Sandra May, there is currently one vacancy on the Council. This has been advertised but so far no applications have come forward. Suggestions for possible candidates were discussed. The position to continue to be advertised.

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

Draft copies of the Standing Orders and Financial Regulations had been previously circulated. No amendments were felt necessary. John Peto proposed, Jeff Tutt seconded and it was unanimously agreed that they were accepted and signed.

10. Reports from the previous Council meeting

Village Sign: Phillippa Clarkson tabled an amended design. Subject to a few minor tweaks, the design was unanimously agreed. Three quotes to supply the sign to be obtained.

Dawes Road: KCC Highways had been in touch to report that their consultant has produced a document of their findings of the geotechnical survey they recently carried out and KCC are looking at the implications of this. The cost of the proposed scheme is very expensive. They are putting together a report to a senior team within KCC to propose the scheme goes forward and asked for the parish council's comments outlining the effects of the current closure on those within the parish who are affected. It was strongly felt that the road should be kept open (it was in fact raised by parishioners at the Annual Parish meeting which took place immediately before this meeting). The route is well used by locals as a route through to Canterbury. There is also a farm and nursery nearby employing 5/6 people where access has become difficult. It was felt that Hernhill and Boughton Parish Councils ought to be asked for their opinion as well. The clerk to pass these comments onto KCC and also confirm that members of the Council would be willing to attend a site meeting to discuss further.

Proposed Yellow Lines opposite Woodmans Hall: a site meeting had taken place with representatives from Swale Borough Council, KCC, Stagecoach, Dunkirk and Boughton parish councils. KCC opinion was that the parked vehicles were not a safety critical issue and therefore they would not fund yellow lines. The parish councils could pursue this if they were prepared to fund the cost. Agreed to defer to the next meeting and also discuss with Boughton PC.

Steps from Staplestreet to Boughton Hill Bus Stop: These have now been repaired following a site meeting with Gary Gibbs.

Bus Shelters: Don Coles will get ivy cut back. Vaughan Howland to get a quote for removal of asbestos roof and replacement roof.

Property Marking Initiative: Information had been received from the Police regarding the UV pens. Phillippa Clarkson is establishing the exact cost to include the bag and stickers. Wording for the leaflets to go with the pens to be agreed. Also waiting to hear whether the neighbouring parish also want to be involved in the initiative.

11. Planning

- (a) Receive decisions: None
- (b) Consider applications:
15/503078/FULL - Two storey side extension - 10 Woodside. No objection.

12. Finance

- (a) Consider annual statement of accounts: The annual statement of accounts had been previously circulated and was approved.
- (b) Consider Annual Audit Return: The Annual Audit Return was considered. The accounting statements and the annual governance statement were approved and signed.
- (c) Approve Payments: The following payments were approved.

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| Cheque no.1139 | HMRC | PAYE for Clerk | £87.60 |
| Cheque no.1140 | L Blackshaw | Clerk wages & office allowance | £370.24 |
| DDR | EDF | Electricity Bill | £249.67 |
| Total | | | £707.51 |

- (d) Review Bank Signatories: It was agreed to remove Sandra May and Roger Jobson as signatories as they are no longer council members. No new signatories to be added at this stage.

13. Correspondence

The following items of correspondence had previously been circulated by email and were noted:

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| 22/04/2015 | KCC Civic Office | VE Day Celebrations |
| 23/04/2015 | KALC | NALC Direction of travel (comments by 17 June) |
| 12/05/2015 | Local Government Boundary Commission | Electoral Review of Kent consultation (deadline 6 July). Philippa Clarkson to draft a response. |
| 17/05/2015 | Andrew Bowles | Monthly newsletter |

The following items were tabled and noted:

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| 24/04/2015 | SBC | Notice of submission of Bearing Fruits 2031 |
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14. Matters not on Agenda (for information only):

Salt Bin – Berkeley Close: The salt bin had been moved by one of the residents. John Peto to speak to him to ask for it to be moved back to its correct position.

Former RAF Mast Site: It was reported that the site had become unsightly once again – the grass needed cutting and brambles are growing into neighbouring properties. The Clerk to write to the owners.

Grass Cutting: A letter of thanks to be sent to Clifford Moon for his voluntary grass cutting around the recreation ground.

Yellow Lines in The Street: The meeting with Swale/KCC/Stagecoach had also discussed extending the yellow lines at certain parts of The Street at the request of Stagecoach to help ease the difficulty of buses passing through the village. This had resulted in a consultation by Swale and Stagecoach which had been met with some annoyance by local residents and shop owners. The consultation has now been stopped as Boughton Parish Council had not been previously consulted.

Neighbourhood Plan: The next meeting of the group is 20 May, 8pm at The Queens.

Date of Next meeting: Monday 1 June 2015 Planning Committee
Monday 15 June 2015 Full Council meeting

Louise Blackshaw
Clerk to Dunkirk Parish Council

Signed

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Chairman

Date