

DUNKIRK PARISH COUNCIL

Minutes of the Annual Statutory Meeting held at Dunkirk Village Hall on 23 May 2016

Present: John Peto (Chair), Jeff Tutt, Vaughan Howland, Phillippa Clarkson,
Paul Mellett, Steve Hitch, Louise Blackshaw (Clerk)
Four parishioners

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 18 April 2016 and the Planning Committee held on 9 May 2016 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 and 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. **Appoint Members to Committees**

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

7. **Review Vacant Positions**

The parishioners present were asked to leave the room while this item was considered.

Two applications had been received for the vacant position. The applications were discussed and following a ballot Daniel Brice was elected to the position. The clerk will deal with the relevant paperwork.

Two parishioners returned to the meeting.

8. **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. It was unanimously agreed that both documents were accepted and signed.

9. Reports from the previous Council meeting

30mph speed limit - The Street/Staplestreet Road/Horselees Road: £500 contribution had been made towards the scheme. Boughton Parish Council also contributed £500, with the remainder being funded by KCC. KCC will now arrange for the signage to be put in place.

Proposed Yellow Lines opposite Woodmans Hall: Following a meeting with KCC it had been agreed to revert to the original proposal with double yellow lines from Staplestreet Road to the bus stop. A further public consultation will now take place with the results reported to the JTB in October.

Draw Road, Berkeley Close: It was noted that the tree/hedge cuttings have now been removed from the entrance to the footpath.

Footpath ZR532 Stoney Road/Berkeley Close to Woodchoppers: The condition of the path had been raised by a parishioner at the annual parish meeting, stating that it was very muddy. Vaughan Howland and Paul Mellett agreed to have a look and obtain a quote for laying chippings.

Hedges Dawes Road/Pottery Cottage: – The overgrown hedges along this stretch of road had been raised at the annual parish meeting. It was agreed to contact the owners and request the hedges are cut back.

Streetlights: The streetlights have all now been photographed and plotted on a map. Jeff Tutt was thanked for his hard work putting this together. The asset register has now been updated and will be circulated. An updated inventory of streetlights will be sent to UKPN following their request for a review.

Enforcement:

Red Lion - Peter Hinckesman had reported that the Red Lion had been sold and therefore the PCN had to be served on the new owner. This was surprising as no-one locally appears to be aware of this and the landlady is still in residence.

Scoggers Hill – a site visit has not yet taken place by Enforcement/Planning Officer. It was reported that 4-5 pallets of concrete blocks have recently been delivered to the site which indicates that further building works are about to take place. The clerk to inform Peter Hinckesman.

Brotherhood Wood – the clerk to request a further update as 8 weeks has elapsed since the deadline for responses to the PCN.

10. Planning

(a) Receive decisions:

16/502588/FULL - Foresters Lodge Farmhouse, London Road - Two storey rear extension – Approved.

16/501031/FULL - Foresters Lodge Farm, London Road - Proposed new dwelling unit associated to existing Farm - Withdrawn by applicant.

16/503685/NMAMD-Brotherhood Wood - Non material amendment for planning permission SW/13/0137 - Minor alterations to design of building. Addition of roof dormers. Increase height of brick plinth. Use of wood effect UPVC windows and doors. Internal layout changes. Roof pitch reduced. Addition of fire escape door/staircase – Approved.

(b) Consider applications: None

(c) Former RAF Mast

A copy of correspondence between Graham Thomas and Arquiva had been received confirming that a decision had been made that the applicant could go ahead with installing the dishes on the mast without listed building consent (which had previously been refused) and enforcement/legal action would not be taken. This decision had been taken outside of the Planning Committee and was not recorded or minuted, it was therefore believed that this was unlawful and unconstitutional. A letter has been sent to Abdool Kara stating these concerns.

11. Finance

- (a) Consider and approve the annual governance statement: The annual governance statement was read and considered. The statement was approved and signed.
- (b) Consider and approve the accounting statements 2015/16: The annual statement of accounts which had been previously circulated, was considered and approved.
- (c) Approve Payments: The following payments were approved.

Cheque no.	Payee	Description	Amount	VAT	Total
1197	HMRC	PAYE for Clerk	£87.60	-	£87.60
1198	L Blackshaw	Clerk wages/office allowance	£370.24	-	£370.24
1199	Namesco	Renewal of email	£19.90	£3.98	£23.88
1200	Kent County Playing Fields Assoc	Annual Subscription	£20.00		£20.00
DDR	EDF	Streetlight Electricity (April)	£208.12	£41.62	£249.74
		TOTAL	£705.86	£45.60	£751.46

12. Correspondence

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

19/4/16	KCC	Neighbourhood Planning Update
26/4/16	KALC	Bulletin on national developments and meetings - 22 April 2016
27/4/16	KALC	Independent Review of Local Council Tax Support Schemes - Final Report
6/5/16	KPFA	Kent Playing Fields Association AGM – 18 May
6/5/16	Helen Whately MP	News from your MP
10/5/16	SBC	Briefing on Local Plan forthcoming consultation – 16 June. It was agreed that Jeff Tutt & Steve Hitch would attend.
9/5/16	KALC	Bulletin on national developments and meetings - 6 May 2016
9/5/16	KALC	Highways England route strategies 2020-2025
19/5/16	KALC	Queens Speech
20/5/16	KALC	Councillors' Conference – 7 July
20/5/16	Kent Tree and Pond Partnership	Free courses on Parish Trees in June
21/5/16	Andrew Bowles	Andrew Bowles monthly newsletter

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

Village Hall: A letter had been received from the Village Hall Committee confirming that a lockable letter box was being installed at the Village Hall. A key would be provided to the Clerk.

LDF: Jeff Tutt had attended the meeting and gave an update. Following an independent examination the Faversham Creek Neighbourhood Plan will now go to local referendum (the whole of Faversham being the referendum area). Local Plan – sites to be considered as open green spaces – it was disappointing that there was nothing identified for Boughton & Courtenay – JT is discussing with George Bobbin.

Date of Next meeting: Monday 6 June 2016 Planning Committee
Monday 20 June 2016 Full Council meeting

Louise Blackshaw
Clerk to Dunkirk Parish Council

Signed

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Chairman

Date