

## DUNKIRK PARISH COUNCIL

### Minutes of the Annual Statutory Meeting held at Dunkirk Village Hall on 22 May 2017

Present: John Peto (Chair), Jeff Tutt, Vaughan Howland, Phillippa Clarkson,  
Paul Mellett, Steve Hitch, Daniel Brice, Louise Blackshaw (Clerk)  
One parishioner

Declarations of Interest: None

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

2. **Notification of Additional Agenda Items:** Churchyard - item 10(b)

3. **Minutes of the previous meeting**

The minutes of the meeting held on 18 April 2017 and the Planning Committee held on 8 May 2017 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.

(b) Vice Chair: Jeff Tutt was proposed by Phillippa Clarkson, seconded by Steve Hitch and agreed.

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. Daniel Brice & Phillippa Clarkson were appointed as substitute members if required.

7. **Review Vacant Positions**

There were currently no vacant positions.

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

Draft copies of the Standing Orders and Financial Regulations were tabled. These were reviewed and no amendments were felt necessary. It was agreed that both documents were accepted and signed.

9. **Adopt Communications Policy**

The Communications Policy had been previously circulated and it was agreed that it should be adopted.

## 10. Reports from the previous Council meeting

### (a) Playing field

Gates – a quote had been received for the supply and fitting of two gates at the entrance to the track. Two prices were provided – one for metal gates and the second for wooden. It was agreed that wooden gates would be more suitable. It was agreed to seek two further quotes for a decision to be made at the next meeting.

Dogs – a discussion took place on whether dogs should be allowed on the field. The meeting held on 18 April had agreed that dogs should be allowed and signage would be erected stating it was a play area and dogs should be kept on a lead/dog bins used. However it was pointed out that at the meeting on 20 March the minutes stated that it had been agreed that no dogs should be allowed and therefore the first agreement made by the council should be adhered to. There was some debate over this point as it was felt that the local residents who regularly use the field have walked dogs there for many years and would expect to continue, and it would be very difficult to police banning dogs. There were however also strong views that dogs should not be on a recreation ground with children, not only because of the dog waste but also the danger of dogs not being kept under control near children playing.

It was agreed to seek the views of the local residents before making a decision.

### (b) Churchyard

Kent Wildlife Trust had visited the churchyard and suggested a different way of maintaining the ground by cutting on a rotation basis, leaving certain areas uncut to see what other plants may grow. The contractor had advised that he would not be able to manage the cutting if this were to happen. After a further discussion it was proposed, seconded and agreed to confirm to the contractor that he should continue as before and the recommendation from KWT would not be taken. Jeff Tutt recorded that he was against this decision.

### (c) Highways/Footpaths/Hedges

Staplestreet Road – A response from ward councilors is awaited regarding applying for a Traffic Regulation Order to stop HGVs from using the route. In the meantime, additional signage and repairs to the kerbstones are being arranged with KCC. KCC had agreed that Staplestreet Road would not be used as an official diversion route in future.

Courtenay Road – complaints had been received by residents about the speed of traffic along Courtenay Road. It had been suggested that the speed humps be removed and replaced with an alternative speed calming system. It was agreed to ask whether the Police were able to provide mobile speed cameras as a first step.

## 11. Planning

As there were no planning applications for immediate consideration, this item was deferred to the Planning Committee on 5 June.

## 12. 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 2016/17: The annual statement of accounts was considered and approved.
- (c) Annual Return: It was noted that the internal audit had taken place and the financial statements had been checked and agreed by the auditor. The Clerk will submit the Annual Return and supporting documents to PKF.

(d) Approve Payments: The following payments were approved.

Cheque No.	Payee	Description	Amount	VAT	Total
1250	HMRC	PAYE for Clerk	£96.80	-	£96.80
1251	L Blackshaw	Clerk wages/office allowance	£406.75	-	£406.75
1252	Swale Borough Council	Defender Property Marking Kits	£70.00	£14.00	£84.00
1253	PFL	Streetlight repairs – callout to Highview Close	£55.00	£11.00	£66.00
1254	Bull & Bull	Solicitor fees for widening access for track to playing field	£900.00	-	£900.00
1255	IP Gent	Fencing alongside football field	£936.00	£187.20	£1,123.20
1256	Kent County Playing Fields Association	Annual subscription	£20.00	-	£20.00
DDR	EDF	Streetlight Electricity (April)	£217.44	£43.49	£260.93
		TOTAL	£2,701.99	£255.69	£2,957.68

Due to lack of time it was agreed to defer all remaining items on the agenda to a meeting on Monday 5 June which would take place together with the Planning Committee.

**Date of Next meeting:** Monday 5 June 2017

Louise Blackshaw  
Clerk to Dunkirk Parish Council

Signed

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Chairman

Date .....