

DUNKIRK PARISH COUNCIL

Minutes of the Annual Statutory Meeting held at Dunkirk Village Hall on 21 May 2018

Present: Jeff Tutt (Chair), Vaughan Howland, Phillippa Clarkson, Daniel Brice, Julie Coleman, George Bobbin, Andrew Bowles, Louise Blackshaw (Clerk)
Two parishioners

Declarations of Interest: None

1. **Apologies:** Apologies were received from Steve Hitch.

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

3. **Minutes of the previous meeting**

The minutes of the meetings held on 23 April 2018 and 8 May 2018 had been previously circulated and were signed as an accurate record.

4. **Elections**

(a) Chair: Jeff Tutt was proposed by Vaughan Howland and agreed unanimously.

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

5. **Declarations of Acceptance of Office**

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

The Chairman invited the two parishioners present to speak.

6. **Maytree Nursery**

Brian and Sandra May from Maytree Nursery had attended the meeting due to an agenda item regarding a complaint about their recent planning application. Brian and Sandra felt that they were being blamed for everything which occurred in the area, particularly the bonfires. They explained that they were considerate to neighbours by only burning when the wind was blowing away from the residential areas. They had been accused of burning a mattress which hadn't gone to their premises but, as it had been seen to be driven down Courtenay Road, there had been an assumption that they were responsible for it. They also stated that the road is used as a cut through and not all traffic is going to their premises and they try to ensure that deliveries are made with as little inconvenience to residents as possible. They had met with the Planning Officers and taken on board their advice (a hedge was being cut back to ensure correct visibility splay). They felt that they were being penalised for being a successful business.

The parish council explained that the agenda item was to discuss the fact that Swale Borough Council had not considered any of the points put forward by the parish council as suggested conditions to the planning consent, and was not to discuss a specific complaint about Maytree Nursery. The parish council had listened to comments from local residents and took these into account when making their representation on the planning application to SBC. In particular the burning had been the subject of many complaints to the parish council and they felt that conditions on the planning consent would help to regulate this.

The Chairman formally opened the meeting.

7. Appoint Members to Committees

Planning Committee – the following members were agreed and appointed: Jeff Tutt (Chair), Julie Coleman (Vice Chair), Steve Hitch & Daniel Brice. Phillippa Clarkson was appointed as substitute member if required.

8. Review Vacant Positions

There had been no response so far for the advert to the vacancy.

9. Review of the Standing Orders and Financial Regulations

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

10. Reports from the previous Council meeting

(a) Highways/Footpaths/Hedges

Hedge along Dawes Road – it was agreed to do land registry search to identify the landowner.

Grass cutting contract – it was suggested that two additional areas be added into the contract. The clerk will ask the contractor for a price.

Goddens Corner – still awaiting feedback from KCC Highways regarding the grip surface.

ZR663 – a complaint had been received where a dog was caught up in plastic mesh which had been put up along this footpath by Rhode Common Cottages and the new build. To be reported to PROW.

(b) Streetlights

The upgrade of streetlights to LEDs was discussed and agreed to obtain a quote for upgrading the lights in Berkeley Close (x4), St Pauls (x3) and Woodside (x5) as the first phase.

The missing lamp in Highview Close was being investigated as it had been reported that KCC had removed it when it had become damaged in bad weather.

The missing lamp at the corner of London Road/Courtenay Road was also being investigated with UK Power Networks.

(c) TPOs

Poundfall Wood – the new owner had met with Paul Hegley (Tree Officer) & George Mynehan (Enforcement Officer) who were happy with what was being proposed for the site and the cutting which had taken place.

It was concerning that the Swale Borough Council mapping system did not show this area of woodland having a TPO and the searches undertaken prior to the sale had not identified this. It was agreed that the clerk should write to SBC to ask for an explanation.

It was also agreed to submit a request to SBC that other areas of woodland in the parish have TPOs imposed in order to protect the woodland in the area.

(d) Bonfires

Fires were still continuing at Brotherhood Wood and all three businesses in Courtenay Road. These are being reported to Swale Borough Council Environmental Health.

(e) GDPR

The clerk reported that recent advice confirmed that parish councils were exempt and appointment of a Data Protection Officer was discretionary. All other GDPR requirements still apply (eg holding data securely, being transparent, not passing data on). It was agreed not to appoint a DPO at the current time.

The clerk had obtained a quote to set up parish council email addresses for each councillor. It was agreed to see whether a more favourable quote could be obtained elsewhere.

11. Planning

(a) Receive decisions

18/501317/FULL - 8 Berkeley Close - Erection of a single storey front extension, conversion of existing garage into a habitable space and internal alterations. Approved

(b) Consider applications

18/502208/FULL - Winterbourne Quarry - Revocation of quarrying use and erection of 4 No. detached dwellings with garages, associated landscaping, Restoration scheme, enlarged lake and use of existing access (Revision to 16/501552/FULL). Deferred to the Planning Committee on 4/6/18 when further detail on the proposed changes to the unilateral undertaking were known.

(c) Brotherhood Wood / Swale Planning Committee 26/4/18

A formal complaint had been sent to SBC Chief Executive regarding the lawfulness of the decision made at the Planning Committee. Jeff Tutt had received a combined response to his letters which had been circulated.

The possibility of a judicial review against SBC's decision was discussed. It was proposed, seconded and unanimously agreed to obtain legal advice in order that an informed decision could be made on whether to pursue a judicial review.

(d) Maytree Nursery - complaint regarding planning conditions

The parish council had taken into account views of local residents when making their representation to Swale Borough Council on the recent planning application and were concerned that each item had been dismissed in the officer's report. Since the planning consent was issued, the issues highlighted by the parish council were already causing a problem – e.g. burning and deliveries to the site causing traffic congestion.

This was one example of officers not taking the parish council's views into consideration when either making a delegated decision or in their reporting to the planning committee. It was agreed to write to the CEO registering the parish council's concerns and citing various recent examples where this had been the case.

12. Finance

(a) Annual Governance & Accountability Return (AGAR) – end of year accounts 2017-18

- Statement of Internal Control for the year ending 31/3/18. The Statement was reviewed and approved.
- Annual governance statement (Section 1) The statement was considered and approved.
- Accounting statements 2017/18 (Section 2) The annual statement of accounts was considered and approved.
- Certificate of Exemption. As the parish council income or expenditure did not exceed £25,000 they were exempt from a limited assurance review. This was agreed and the certificate signed.

The clerk to publish the AGAR documents on the website/notice boards and submit the certificate of exemption to PKF Littlejohn.

(b) Approve Payments

The following payments were approved.

Cheque No	Payee	Description	Amount	VAT	Total
1311	L Blackshaw	Clerk wages/office allowance	£425.25	-	£425.25
1312	HMRC	PAYE for Clerk	£101.40	-	£101.40
1313	KALC	Annual Subscription	£359.28	£71.86	£431.14
1314	Prime One Maintenance	Streetlight maintenance	£149.45	£29.89	£179.34
1315	G Doy	Grass cutting contract	£58.00	-	£58.00
DDR	EDF	Streetlight Electricity (April)	£217.61	£43.52	£261.13
		TOTAL	£1310.99	£145.27	£1456.26

(c) Review Bank signatories

The Clerk would arrange for Paul Mellet to be removed from the bank mandate. It was proposed that Daniel Brice & Julie Coleman be added to the mandate to ensure that there were enough signatories available. All were in favour. It was RESOLVED that the authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.

13. Correspondence

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

27/4/18	SBC	Looking Ahead – an early opportunity to influence the next Local Plan for Swale. Consultation closes 8/6/18
30/4/18	KALC	Kent Police Rural Team Report
11/5/18	KALC	Annual Councillors Conference Invite 10/7/18. Julie Coleman to attend
16/5/18	Andrew Bowles	Monthly newsletter

The following items were tabled:

1/5/28	Air Ambulance	Request for support of £150 towards equipment. It was agreed not to make a donation.
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14. Matters not on the Agenda

Annual Parish Meeting It was agreed to make a donation of £100 to the speaker.

Date of Next meetings:

Monday 4 June 2018 – Planning Committee
Monday 18 June 2018 – Full Council Meeting

L Blackshaw
Clerk

Signed

Chairman

Date