

DUNKIRK PARISH COUNCIL

Minutes of the Annual Statutory Meeting held at Dunkirk Village Hall on 20 May 2019

Present: Jeff Tutt (Chair), Daniel Brice, Julie Coleman, Steve Hitch, Peter Demery,
Louise Blackshaw (Clerk)

Declarations of Interest: None

1. **Apologies:** Apologies were received from Vaughan Howland, Andrew Bowles, Alastair Gould and Tim Valentine

2. **Declarations of Acceptance of Office**

All councillors present signed their declarations of office of parish councillor

3. **Elections**

(a) Chair: Jeff Tutt was proposed, seconded and agreed unanimously.

(b) Vice Chair: Julie Coleman was proposed, seconded and agreed unanimously.

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

The Chairman formally opened the meeting.

4. **Minutes of the previous meeting**

The minutes of the meetings held on 15 April 2019 and 7 May 2019 had been previously circulated and were signed as an accurate record.

5. **Appoint Members to Committees**

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

6. **Review Vacant Positions**

The Council have one vacancy which will be advertised.

7. **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 were duly signed.

8. **Review of the Communications Policy**

The Policy was currently being updated to include GDPR. A draft would be circulated to be considered at the next meeting.

9. **Risk Register**

An item arising from the recent internal audit was the need for a Risk Register detailing the Council's perceived risks. A draft was tabled and a copy will be circulated to all members to review and to be considered at the next meeting. Once agreed, the register will need to be reviewed regularly.

The Clerk also reported that a Privacy Notice and email disclaimers would need to be put in place as part of the GDPR regulations.

10. Reports from the previous Council meeting

(a) Highways/Footpaths/Hedges

After investigation it had been found that the road sign at the junction of Courtenay Road/London Road had been replaced at ground level at the request of the adjacent resident. The positioning of the sign was discussed. The low level of the sign meant that if a vehicle was at the junction waiting to pull out, the road sign would not be visible to any oncoming vehicles. It was agreed to ask Gary Gibb to visit the site and give some guidance on a more suitable location and height.

ZR535 (Woodside to Boughton Hill) – an ivy clad fence had fallen against the handrail making it difficult to hold the rail whilst using the steps. This had been reported to PROW.

Hedge along London Road – cutting of the hedge at the end of each year was included in the grass cutting contract, however the extent of the cutting was not specified. It was agreed to speak to the contractor to request that the hedge was kept to a specific height and trimmed back so as not to encroach across the grass verge. It was also agreed to speak to the landowner regarding the hole in the hedging along the same stretch which had been cut by emergency services and suggest planting to cover the gap,

Playing Field – it had been reported by a resident that the grass needed cutting. It was agreed to discuss with Vaughan Howland and make arrangements for regular cutting if this is not already in place.

(b) Streetlights

A new lamp had been fitted at the junction of London Road/Courtenay Road. UK Power Networks would be contacted to make the connection.

A failed streetlight in Woodside had been reported which had since been repaired. This light had not previously been shown on the streetlight schedule and had not been included in the LED upgrades. It would be added to the next phase.

(c) TPOs

The Clerk gave an update on the TPOs which had been confirmed since the last meeting:
TPO 4 of 2018 – Claypit Wood – Order confirmed
TPO 5 of 2018 – Thread Wood – Order confirmed
TPO 7 of 2018 – Poundfall Wood – Order confirmed
TPO 1 of 2019 – Bossenden Wood/North Bishopsden Wood – Order notified to landowners
TPO 2 of 2019 – Boughton Hill (Jays Wood) – Order notified to landowners

(d) Letter to Mark Radford

A draft letter following the no confidence vote regarding Swale's dealings with Brotherhood Wood had been circulated. It was agreed that the Clerk would send the letter the following day.

(e) Crime Update

JT has asked Jason Hedges (Kent Police Community Safety Unit) to arrange speed cameras along London Road

There had been reported thefts from vehicles at Gate Hill services. It was agreed to contact Jason Hedges to suggest that multi lingual signage could be put up as a warning that thieves operate in the area. It was agreed that the parish council may contribute towards the cost of this if the idea was taken up by the Police.

A meeting with KCC Highways/Police/parish councils to discuss the problems caused by HGVs travelling through both Boughton and Dunkirk was being arranged. A response is awaited from KCC.

(f) Churchyard

Event to mark 100 year anniversary of unveiling of war memorial - JT had asked Jean Burrows whether any assistance was required but no response had been received. The residents of the Churchhouse had also not heard anything. It was agreed to follow up with Jean but if still no response then the parish council would organize their own event. It was agreed that the parish council would donate up to £100 towards the catering costs.

Churchyard gate/dog walking – it had been reported that dog walkers were using the churchyard to access the woods. The churchyard gate was broken and not able to be closed and therefore the “no dog walking” sign not visible. The Church had been contacted to request that the gate is repaired and kept closed.

KWT Wild About Gardens Awards - it was agreed to submit the churchyard as an entry for the awards.

11. Planning

(a) Receive decisions

19/501386/FULL - 39 Stoney Road - Demolition of existing rear conservatory and erection of replacement conservatory. Approved.

19/501674/FULL - 44 Woodside - Change of use from agricultural land to residential garden. Erection of a garden cabin. Approved.

(b) Consider applications

19/502082/FULL - Cedarwood Dawes Road - Proposed internal and external alterations, including the removal of existing UPVC Conservatory. The plans were reviewed and it was agreed to record no objection to the proposal.

19/501668/FULL - Land Adj to The Old School London Road - Proposed residential development of 6 no. units with associated parking and external works (amendment to application 16/506316/FULL). The plans were reviewed and it was agreed to object to the proposal on the grounds of difficult access and more traffic using the access; the current consent is already over dense on the site and an extra dwelling will make it even more so.

19/501999/FULL - 18 Berkeley Close - Erection of a single storey side extension and conversion of a garage into habitable room. The plans were reviewed and it was agreed to record no objection to the proposal and note that although there was loss of parking, the site did have additional off-road parking.

(c) Enforcement

Hurst Cottage/Hickmans Green – a new entrance has been created and tarmacked following the removal of the trees. This has been reported to SBC Enforcement team who have visited the site and have advised the owners that a planning application needs to be submitted.

(d) Brotherhood Wood

A resident had reported that 4 coachloads of Eastern Europeans were seen being dropped off at Gate Services and heading towards the BHW site. SBC Enforcement team to be advised.

Jeff Tutt said that he was due to meet with Alastair Gould this week to brief him on Brotherhood Wood.

12. Finance

(a) Annual Governance & Accountability Return (AGAR) – end of year accounts 2018-19

- The Annual Internal Audit Report 2018/19 was received and noted.
- The Statement of Internal Control for the year ending 31/3/19 was reviewed and approved.
- Annual governance statement 2018/19 (Section 1) The statement was considered and approved.
- Accounting statements 2018/19 (Section 2) The annual statement of accounts was considered and approved.

The clerk to submit the AGAR and supporting documents to the external auditor (PKF Littlejohn).

The clerk to set the dates for the exercise of public rights and publish the AGAR documents on the website/notice boards.

(b) Approve Payments

The following payments were proposed, seconded and approved.

Cheque No	Payee	Description	Amount	VAT	Total
1387	L Blackshaw	Clerk wages/office allowance	£425.25	-	£425.25
1388	HMRC	PAYE for Clerk	£101.40	-	£101.40
1389	G Doy	Grass Cutting	£66.00	-	£66.00
1390	Prime One Maintenance	Streetlight maintenance	£149.45	£29.89	£179.34
1391	KALC	Dynamic Councillor Training	£50.00	£10.00	£60.00
1392	Kent County Playing Fields Assoc	Annual Subscription	£20.00	-	£20.00
DDR	EDF	Streetlight Electricity (April)	£220.46	£44.09	£264.55
		TOTAL	£1,032.56	£83.98	£1,116.54

(c) Review Bank signatories

The Clerk would arrange for Philippa Clarkson to be removed from the bank mandate. It was proposed that Peter Demery 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 1.3, be changed in accordance with section Authorised Signatories and the current mandate will continue as amended.

13. Correspondence

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

15/4/19	Kent Tree & Pond Partnership	Kent Tree and Pond Warden activities
29/4/19	KCC	Emergency Road Closure - Bushey Close, Boughton - 2 May
1/5/19	Kent County Playing Fields Association	KCPFA AGM Invitation – 14/5/19
30/4/19	Swale Borough Council	Planning Training Session – 15/5/19. Jeff Tutt attended and gave an update on what had been discussed.
3/5/19	KCC	Temporary Road Closure – A251 – 28-31 May
3/5/19	KCC	Temporary Road Closure – A251 - 2 June 2019
14/5/19	KCC	KCC Household Waste Recycling Centres' - charging policy for non-household waste materials starts on Monday 3 June. This was discussed and agreed that it was very disappointing that despite the results of the public consultation being overwhelmingly against charging, KCC had still decided to go ahead

The following Items were tabled:

Spring 2019	CPRE	Countryside Voice
Spring/Summer 2019	CPRE Kent	Kent Voice

14. Matters not on the Agenda

Bossenden Wood – it was reported that dog waste was being left in the wood and agreed that installation of a dog waste bin was needed. The location of the bin was being discussed with RSPB. Cost of a bin to be investigated prior to purchase.

Area around Hatch Lane/A2 – it was reported that an area was being fenced off and may be a potential future claim of rights to the land. To be investigated further and reported to Enforcement if necessary.

Village Hall car park – disabled parking space – the disabled sign was not clearly visible. Agreed to notify the Village Hall Committee and ask them to look at obtaining a new sign.

Jeff Tutt notified the meeting that he had a discussion with an agent who was advising on two potential planning applications. Jeff confirmed that he would be declaring an interest and would not take part in the discussion if and when the applications came forward.

Clerk Vacancy – the clerk advised that due to other commitments she no longer had sufficient time available to commit to the parish council and was therefore resigning from her role as Clerk & RFO. The vacancy would be advertised.

Date of Next meetings:

Monday 10 June 2019 – Planning Committee
Monday 24 June 2019 – Full Council Meeting

L Blackshaw
Clerk

Signed
Chairman

Date