

DUNKIRK PARISH COUNCIL
Minutes of the Extraordinary Meeting of the Parish Council
Dunkirk Village Hall
19.30 Monday 6th January 2020

Present: Councillors Jeff Tutt (Chair), Dan Brice, Julie Coleman (Vice-Chair), Peter Demery, Stephen Hitch and Kevin Kemp. In attendance: Richard Bartley (Clerk).

20.01 APOLOGIES

Cllr Tutt opened the meeting and wished councillors a Happy New Year.

Apologies were received from Cllr Andrew Bowles (prior engagement), and Cllr Alastair Gould advised that he would arrive late (detained by work commitments).

RESOLVED: That the apologies from Cllr Bowles be noted.

20.02 DECLARATION OF INTERESTS

There were no interests disclosed, and no requests for dispensations.

20.03 ADDITIONAL AGENDA ITEMS

No additional items were notified.

20.04 APPROVE MINUTES 16th DECEMBER 2019

The item was deferred to the 20th January Full Council meeting

20.05 RECEIVE ACTION LIST AND CLERK'S REPORT

The clerk reported that the following key actions from the 16th December meeting have been completed:

1. Insurance cover had been renewed with Zurich for one year to 21st January 2021 for the sum of £541.58 (inc. IPT/VAT) and confirmed.
2. The Automatic Enrolment Pension Scheme requirement for re-enrolment and re-declaration was made within the TPR deadline of 31st December 2019, and TPR had acknowledged receipt. This confirmed that there were no employees in post to re-enrol on the third anniversary of the staging date 1st October 2019.
3. Cllr Tutt confirmed that the Traffic Regulation Order (TRO) meeting with KCC Highways is arranged for Wednesday 8th January. Cllr Tutt will represent the Council. Cllrs Gould and Bowles will attend. Cllr Tutt had contacted the clerks of Boughton-under-Blean and Hernhill PC and invited councils to send representatives and is awaiting a reply.
4. Cllr Tutt had received an undertaking from Paul Hegley Swale BC that he would review TPOs in the new year and send a copy to the Council.
5. Prior to the meeting the clerk had circulated a table of action points arising from the 16th December meeting. This was updated by Cllr Tutt and taken as read. The table is attached to this minute as Appendix 1.

RESOLVED: that the actions be noted.

Urgent Action: the Clerk is to remind the clerks of Boughton-under-Blean and Hernhill about the invitation to send representatives to the TRO meeting with KCC Highways at 10.30 8th January at Ashford.

[Post meeting note: Cllr Gould offered a lift to any representatives from Boughton-under-Blean and Hernhill, but the clerks confirmed that no representatives were able to attend the meeting with KCC Highways.]

Action: Cllr Tutt to forward the insurance papers received from Zurich to Cllr Kemp for a future review of policies and the cover provided.

Action: the clerk to add a review of insurance to the September agenda.

20.06 MATTERS FOR PUBLIC CONCERN

20.06.a Brenley and other highways issues: reports were received that Staplestreet Road near Dawes Road has leaning markers, which may indicate that the edge of the road may be slipping. There was another minor RTC at Goddens Corner recently: a car hit a tree.

There were at least four RTCs at this site during 2019. The provision of grit bin was discussed for Goddens Corner. KCC Highways had proposed to provide residents with bags of salt, but it was considered unreasonable and unrealistic to expect members of the public to assume responsibility for salting the road, and by implication, responsibility for future accidents at GoddensCorner.

A grit bin was also requested for London Road hill.

Cllr Tutt had reported to KCC Highways that recent tarmac repair work at Goddens Corner was poor quality and it was breaking up.

KCC Highways has issued a road closure notice for Densole Lane from Tuesday 21st January for three days.

A broken footpath sign at Moth Field was reported.

RESOLVED: that the matters reported be noted.

Action: Cllr Coleman to report the broken footpath sign to Michael Ellis.

Action: The clerk to chase KCC Highways for promised salt bags.

20.06

b.c.d.e and f.

b). footpaths, verges and hedges, further felling was reported in Brotherhood Wood near a path, but this may be coppicing. There was no other new information to report on the following matters for public concern:

c). the mast site, d). TPOs, e). streetlights or f). crime update.

Action: Cllr Tutt to alert Paul Hegley Swale BC about the felling activity.

20.07 PLANNING

20.07 a. To receive decisions

19/5050034/TPOA retrospective TPO application to fell trees, Brotherhood Wood - WITHDRAWN BY THE APPLICANT

19/504495/SUB amended elevations and conditions discharge re: drainage, landscaping, joinery, CMS, cycle storage, EDMS, The Old School London Road Dunkirk, ME13 9LF – APPROVED

19/504399/FULL change of use unused toilet block to retail premises (A1) Red Lion, London Road, Dunkirk ME13 9LL - APPROVED

RESOLVED: that the decisions received be noted

Cllr Gould joined the meeting at 08.05

20.07 b. To consider planning applications

[19/506163/FULL](#) Bracken Brae, Jezzards Lane, Dunkirk ME13 9PH Demolish existing dwelling.

Replace 1no. 3 bed dwelling and assoc. works (part retrospective).

The Council examined the plans in detail and noted that the applicant had responded to the case officer's pre-application advice. In particular the plans showed a reduction in height and massing from 2 storeys to 1.5 storeys.

The proposed design of the amended plans was considered to be an improvement on the previous plans, since withdrawn. It was noted that the proposed use was lawful development, as the site had been occupied by the previous owner and in residential use for over ten years without challenge.

The proposal was not considered to harm neighbour amenity, but the impact of heavy construction traffic on the narrow lanes was a concern, as development of the adjacent quarry site had already caused considerable damage. It was not considered practical to require a condition to demolish the existing substandard residential structure before the start of construction.

RESOLVED: that application 19/506163/FULL for a single dwelling on the site of Bracken Brae be supported, subject to a condition to remove permitted development rights to control future development.

Proposed: Cllr Hicks. Seconded: Cllr Tutt.

Votes: For: 5 votes. Against 0 votes. Abstentions: 1 vote. Carried

Action: Clerk to respond to Swale BC.

20.07 c. To receive a report of planning enforcement actions

Amos / Moth Field: it was reported that the Swale BC enforcement officer had visited the site very promptly. The officer concluded that, as Christmas tree sales are temporary and, as change is permitted development to 'flexible commercial use' under GPDO (Class R) which included Class A1 shops, there was no case for enforcement action on this site.

RESOLVED: that the officer's decision be noted.

20.08 FINANCE

20.08 a. To receive a Finance report

Item a. was deferred as no bank statement had been received.

20.08 b. To approve payments

Payee (inc VAT)

DD EDF streetlight electricity (October, November and December 2019) (inc.2 months at penalty rate) £732.80

KALC training CiLCA Workshop no.1 £60 (+VAT) £72.00

KALC training Dynamic Councillor £50 (+VAT) £60.00

SLCC annual subscription £126 (+VAT) (invoice) £151.20

SLCC Arnold-Baker Local Council Administration 11th ed. £103.99

Total £ 1,119.99

RESOLVED: that the payments listed above be approved.

Proposed: Cllr Tutt. Seconded: Cllr Coleman. Agreed unanimously.

Action: Cllr Tutt to prepare a challenge to the EDF penalty charges

Action: The clerk to confirm the SLCC subscription rate

Action: The clerk to obtain an invoice from SLCC for Arnold-Baker

20.08 c. To review draft core budget, and additional non-recurring items

The Council revisited version 1 of the budget and engaged in a wide-ranging discussion of finance-related matters for the year ahead.

These matters included the requirement for a new and accessible website to replace the present non-compliant EIS site hosted by KCC; preparedness for the possibility of new capital projects which may be eligible for Brexit funding from Swale BC e.g. solar panels, EV charging points; the need for some seed funding to leverage further external grant funding; the need for Neighbourhood Plan Regulation 14 public consultation, and public engagement with the NP process pre-examination; the need for more effective general communication with residents, e.g. the format of the annual parish meeting; advertisement of litter pick days, an annual newsletter; the possibility of illuminating the pylon; the case for a sinking fund e.g. for a lighting column replacement programme; the level of insurance cover needed e.g. the Council could self-insure some items; the need for training for the new clerk and new councillors; office resources e.g. a post box, and consumables e.g. postage, paper, printer ink; home office allowance and travel.

The adequacy of reserves by the year end was questioned, as was the allowance for possible contingencies, e.g. war in the middle east, energy price shocks and Brexit, as the draft y/e reserve projection of only £4,808 would leave 67 days of average spending (£26,088/365 days).

20.08 d. To approve final budget and approve precept

RESOLVED: a). to defer the budget and precept decisions to a second extraordinary meeting to be called for Monday 13th January 19.30 at Dunkirk Village Hall and b). to authorise Cllr Tutt and the clerk to review the budget in light of the above discussions, and to re-present the draft budget and precept claim with recommendations to the meeting.

Proposed: Cllr Tutt. Seconded: Cllr Coleman. Agreed unanimously.

20.08 d. To appoint an Internal Auditor

The clerk informed the Council that Mr David Buckett had written to confirm that he was willing to act as its Internal Auditor for the 2019/20 accounts.

RESOLVED: that the Council approves the appointment of Mr Buckett. Proposed: Cllr Tutt.

Seconded: Cllr Coleman. Agreed unanimously.

Action: The clerk to confirm the appointment of Mr Buckett, and to book a date with him for the Internal Auditor's annual inspection visit.

20.09 Neighbourhood Plan

20.09 a. To authorise a response to the Swale Draft Heritage Strategy

1 Cllr Tutt received the Swale Draft Heritage Strategy and Action Plan just before Christmas and passed this to the clerk. Cllr Gould provided the clerk with a hard copy of the document. The clerk drew attention to three matters within the draft which have a direct bearing on the draft Neighbourhood Plan and issues of local importance.

2. Swale BC proposes a new local listing process, but sees it as a low priority. DPC can welcome this approach, but press for the addition of a 'spot listing' protocol (based on Historic England's established methodology) to protect heritage assets when they come under threat.

3. The draft text refers to the importance of street trees in conservation areas, but not the thousands of acres of natural heritage and social history entwined in the Blean and other ancient woodlands. This is an oversight and an opportunity to embed recognition of their landscape character and

intrinsic value of in Swale BC policy and to emphasise the economic, social and environmental value of woodlands and their many benefits e.g. wellbeing, air quality, wildlife and tourism.

4. The Strategy provides an opportunity to emphasise the harm caused by heavy traffic to heritage assets in conservation areas, and air pollution (the 'canyon effect') in e.g. Boughton (and to add support for the 7.5T limit TRO) and the need to protect the network of sunken rural lanes as distinctive features of the landscape and character of woodlands; at risk from though traffic.

RESOLVED: that councillors note that the response deadline for the draft Swale Heritage Strategy and Action Plan is 31st January and pass their comments to the clerk by the 20th January Council meeting.

Proposed: Cllr Tutt. Seconded: Cllr Brice. Agreed unanimously.

20.09 b. To authorise membership of the PSMA and APGB

Since 2011 the Public Sector Mapping Agreement (PSMA) has provided public sector organisations with free access to Ordnance Survey (OS) maps and data. Central government will pay for the PSMA until 2021.

Since 2018 there is also an Aerial Photography Great Britain agreement (APGB). This provides imagery at 12.5cm resolution, but the facility expires 31st March 2020.

The clerk circulated an information sheet about the PSMA, noting that Borden, Doddington, Graveney, Queenborough and Upchurch Parish Councils have all joined the PSMA. The clerk asked for authorisation to register the Council for both of these services. Membership will cost £1, though in practice OS will waive this notional charge.

RESOLVED: that Dunkirk Parish Council joins the Public Sector Mapping Agreement (PSMA) and the Aerial Photography Great Britain (APGB).

Proposed: Cllr Tutt. Seconded: Cllr Brice. Agreed unanimously.

ACTION: The clerk to register the Council with the PSMA and APGB.

20.09 c. The Council was informed that the KCC Public Satisfaction Survey on Highways and Transport consists of six web-based surveys on specific issues: highway maintenance; accessibility; walking and cycling; public transport; road safety and tackling congestion.

This survey was presented as a potential opportunity for a community-wide engagement exercise which will give current evidence to support the 7.5T TRO project, inform the draft Neighbourhood Plan evidence base, and provide the Council with a mandate to act.

RESOLVED: to note the KCC Public Satisfaction Survey and the response deadline 29th February 2020

21.10 Correspondence

To receive and note correspondence

1. Cllr Tutt reported that KCC Highways had replied regarding the overrunning of overnight closures during roadworks and safety need for the Brenley toucan crossing, but RTC data does not support the project.

2. South East Water Vulnerable Customers Survey invited the Council to comment online. The response deadline is 12th January 2020.

3. The Council has received an invitation to respond to the Manston Airport draft Airspace Design Principles consultation. The clerk confirmed that Manston Airport has been mothballed since 2014, but aside from the arguments over its commercial viability, Manston's new owner RiverOak aims to resume short haul and cargo flights into Kent. The Dunkirk pylon is 25km in direct line from the west end of the main runway at Manston.

This consultation provides an opportunity to promote the pylon to CAA as an emergency 'navigational asset' for an operational airport. The CAA's minimum height definition of a 'hazard' should become irrelevant as an objection to illumination for navigation purposes. The consultation response deadline was noted as 12.00 Friday 17th January. The clerk offered to draft a response.

4. The Council has received an invitation to attend the Faversham District Engagement Forum 19.30 Tuesday 14th Jan at 12 Market Place. Cllr Tutt agreed to attend and represent the Council.

5. The clerk confirmed that the Dunkirk Parish Council office address has changed to Unit 2D, Briar Close, Bramble Lane, Wye, Ashford TN25 5HB.

The phone number is now 07905 773 142, however the email address clerk@dunkirkpc.org.uk remains unchanged. Louise Blackshaw had met the clerk to go through her comprehensive handover pack. She had also provided a generous standing offer of her support in future, if needed.

20.11 To set meeting dates for 2020

20.11 a. A list of proposed meeting dates for 2020 was circulated which showed dates reserved for the first Monday of the month (Planning Committee), and the third Monday of the month (Full Council). The clerk advised that the May 4th Planning Committee would normally have coincided with the May Day bank holiday. However, the Government has moved the bank holiday date to Friday 8th May to facilitate VE Day celebrations 9th May.

20.11 b. To note that a second Extraordinary Council meeting was necessary to give further consideration and to agree the budget and precept for 2020/21. Monday 13th January 2020 at 19.30 was proposed. Cllr Coleman gave her apologies as this date clashed with a prior engagement.

20.11 c. To set date of the Annual Parish Meeting.

RESOLVED: that

- a). the proposed list of dates for the year be accepted and that all meetings will be held at 19.30 in Dunkirk Village Hall;
- b). to note the dates of the Extraordinary Council budget meeting and Full Council meeting as Monday 13th and 20th January respectively;
- c) that Monday 1st June be reserved for the Planning Committee meeting and Annual Parish Meeting to be held consecutively.

Action: the clerk to circulate an updated list of meeting dates and note Cllr Coleman's apologies.

Action: all councillors are asked to consider potential guest speakers for the Annual Parish Meeting, and to provide the clerk as soon as possible with names and contact details.

20.12 To consider quotes and place the electricity supply contract 2020

RESOLVED: that, under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the following items of business because of the commercially, legally or otherwise sensitive nature of the matters about to be transacted, which involves the likely disclosure of exempt information.

Proposed: Cllr Tutt. Seconded: Cllr Coleman. Agreed unanimously.

The Council's electricity supply contract with EDF for street lighting had expired. Following several months of work by the former clerk, Cllr Coleman and latterly Cllr Tutt to renegotiate the contract, there were now three commercial quotes for consideration.

A fourth supplier of 100% renewable energy was sought, but was unable to quote for the Council's unmetered supply. Councillors were advised that the commercial quotes were only open for 48 hours. The three quotes were evaluated at length.

RESOLVED: to a). award the electricity supply contract to EoN

b). to authorise Cllr Tutt to conclude the contract with EoN forthwith.

Action: Cllr Tutt to conclude the contract with EoN.

20.13 To consider unauthorised development at Brotherhood Wood

Swale BC has yet to issue an enforcement notice.

RESOLVED: to note, and continue to monitor the situation.

20.14 CLOSE OF MEETING 21.12

Richard Bartley

Clerk, Dunkirk Parish Council

20th January 2020 Signed.....

Appendix 1