

Dunkirk Parish Council – Full Council Meeting

Minutes of Full Council meeting held at Dunkirk Village Hall 27 September 2022 at 7.30pm

Present:

Parish Councillors: Cllr K Kemp (Chair), Cllr J. Tutt, Cllr Hewitt, Cllr Smith, Cllr Brice, Cllr Clifford and Cllr J Coleman,
Clerk: Rebecca Parr

There were four members of the public.

Ward Councillor Gould attended from item 6c to item 12

1. **Minutes Silence:** A minutes silence was held with respect to the passing of Her Majesty Queen Elizabeth II.
2. **Declaration:** Any Declarations of Interest by members present to be made at the commencement of the meeting – Cllr Hewitt declared an interest with respect to the planning application as he has known the applicant from schooldays.
3. **Apologies for absence**
Apologies were received from Ward Cllr T. Valentine, Cllr R Lehmann (KCC).
4. **Minutes of Full Council meeting 15 August 2022.** A motion to approve the minutes was proposed by Cllr Hewitt and seconded by Cllr Coleman. Approved by all present.

5. Public Participation

Three of the members of the public attending raised the ongoing issue of speeding through the village. Cllr Kemp again explained that the council were doing all they can. The council have had a meeting with KCC to discuss the Highways Improvement Plan on the 26th August and following that speed surveys were being undertaken within the village in 5 different places. The results of the survey were awaited and this would inform next steps with KCC. Cllr Kemp reiterated the need for parishioners to report their traffic concern and Highways issues to the respective organisations and respective MP, Ward and KCC councillors in order to add weight for action to be taken.

A parishioner raised concerns with regarding the proposed hedge planting and the impact on drainage ditches with concerns were also raised on the drainage ditch by the bus stop at Courtenay Road. Cllr Hewitt explained that the proposed hedge at the playing fields would not impact the ditches. Cllr Kemp also highlighted that the bus stop ditch concerns had already been noticed and were being addressed.

A comment was also made by the parishioner that the bus shelters were ok and only in need to repair rather than spending money for replacement. Cllr Kemp commented that the bus shelter at the bottom of the ditch had been repaired and that DPC were investigating replacing them in order to tidy up the view of the village.

The applicant, Mr Butler, for the Thatch Cottage planning application to be discussed later in this meeting spoke to say that his designs were in line with advice received from SBC. He commented that the cottage had not been deliberately destroyed. Only one third of the structure was original with the remainder modern. Leaving the property open has made no difference to the structure as there is nothing useable as confirmed by the heritage assessment. The applicant considers the design complements the street scene in line with neighbouring houses.

Mr Barkaway attended the meeting to offer to do a leaflet drop in the village asking for donations towards the project for picnic benches on the playing field. Cllr Kemp reiterated his thanks to Mr Barkaway for his kind donation that he made towards the project. **Action:** The Clerk is to prepare a leaflet for distribution by Mr Barkaway.

6. Correspondence

- A. The Clerk had received an email regarding concerns of parking of vans associated with Melia Line outside of a property on Canterbury Road close to the Old School residential development and opposite the bus stop. Concerns were raised as children cross the road there to use the bus stop and the van prevent a clear view of the road. The complainant had previously written to the owner and the problem only improves for a short time. **Action:** The Clerk is to write to the

business asking them to refrain from parking on the road. In addition, The Clerk is to contact SBC to ask for white line bus stop boxes to be placed on each of the bus stops.

- B. The Clerk mentioned that very late in the day notification had been received from National Highways concerning London Bound road closures between J7 and J5 on the M2 on 30th September to 3rd October. Concerns were raised for the late notice again. Action: Cllr Kemp is to contact Sarah Ashworth asking why we were not informed sooner.

7. Matters for public concern:

A. Highways Issues

- i) The Clerk had received a response from National Highways concerning the issue of replacement plastic bollards needed for the A2 slip road to prevent the parking of lorries. NH did not consider the condition was currently such that they required replacing. **Action:** Cllr Kemp to raise the issue further with NH.
- ii) The Chair provided an update that it is in fact NH that is responsible for the slip road having received confirmation from a John Winters at NH. However, despite this confirmation, the cutting of vegetation was still waiting to be done.
- iii) Cllr Brice mentioned a couple of potholes that required repairing. Cllr Tutt agreed to report them on his behalf.
- iv) The Chair had received an email via Cllr Lehmann, that KCC were looking into the possibility of a cheaper replacement flashing speed sign for Dunkirk.
- v) The Clerk provided an update on the Highways issue tracker. The Island by Remas is still missing a bollard and required to be chased. Also an update of approval and timings was required for the pavement on London Road and also the overhanging trees. Action: The Clerk is to contact Gary Gibb at KCC for updates. The speed sign altered from 30 to 40mph is now believed to have been completed. The Clerk is to check.

B. Footpaths, Verges & Hedges

- i) Following the previous meeting where it was decided to appeal against the decision by KCC to decline to make the Bossenden Wood footpaths a PROW, the Clerk wrote to KCC and the Planning Inspectorate (PI) within the 28 day deadline confirming our notice to appeal. The PI then requested a form to be completed with the ground for appeal within 7 days, which was completed with the assistance of Cllr Tuff and Cllr Kemp. The Clerk informs that a decision by the PI could take around 30 weeks.
- ii) A councillor mentioned that some of the handrails on the path between Dunkirk North and South had been replaced.
- iii) Cllr Clifford mentioned that there was still a water issue under the road by Dunkirk Road north and the A2. **Action:** Cllr Clifford is to check with South East Water.
- iv) Cllr Smith said that there was a local volunteer group that had been set up to tackle the shrubbery by the mast in Courtenay Road. There were 14 volunteers at the earlier event with more planned. It is anticipated that this would be done 4 times a year.

C. TPOs

Cllr Kemp had received a copy of the felling licence from the Forestry Commission (FC). There had been a visit by the FC who had said that there was nothing untoward with the current works. Cllr Kemp commented that this did not tally with what was being seen on site and asked for more detail from the FC as to why there was no issue against the felling licence. The owner had approached Cllr Kemp and others locally to mention that he had a geophysical survey on the BHW site and there were the remains of a temporary army camp.

D. Streetlights

An updated map was still waited. The Clerk confirmed that the current contract runs out in January 2023 and had attempted to approach Npower to discuss future options but had not yet got through to anyone. Cllr Kemp mentioned that he had details from a broker earlier in the year. **Action:** Cllr Kemp to forward the broker email to the Clerk.

E. Playing field

- i) The Clerk confirmed that she had now received the £500 grant from the Benstead Charity towards the new benches. Thanks were given to Cllr Coleman who successfully applied.

- ii) Cllr Hewitt confirmed that the intention for the hedge on the playing field was to infill self-seeded trees and for the area of the route up to the field not included. It was proposed that there would be an event at the playing field on the 12th November to 'unveil' the new hedge. It was suggested for local organisations such as the school, scouts to be invited. Action: Cllr Smith is to provide the clerk with contact detail for the scouts and the Clerk is to arrange for invitations.
- iii) The Clerk confirmed that she had been contacted by a parishioner who had some sapling and trees in her garden that they were willing to donate if someone could arrange to remove them. Action: Cllr Hewitt is to investigate.
- iv) There were further discussions surrounding the benches. The Councillors agreed to continue to investigate options for benches for the playing field. It was suggested that round were preferable which may reduce possible numbers from 4 to 3. **Action:** The Cllrs are to investigate options with the Chair confirming that a decision must be made at the next full meeting. Cllr Gould offered to grant £300 from Members Funds. **Action:** The Clerk is to complete the grant form. The Clerk confirmed that with the donations and grant monies, the fund for the benches was reaching £1300.00.

F. Village Hall

- i) Cllr Smith provided an update that a village fete and dog show were planned for next year. Other events were suggested by the Boughton Community Group but the Village Hall considered that these may clash with existing events already planned by themselves.

G. Bus Shelters

- i) Cllr Gould mentioned that he may be able to assist with funds towards the bus shelter. **Action:** The Clerk is to liaise with Cllr Gould. The Clerk also mentioned that through networking at the Clerks Conference that there were other possible leads for grant monies. **Action:** The Clerk is to chase up.

8. Litter Pick

- i) The litter pick was held successfully on the 25th September having been delayed from the 18th due to the mourning period for HM The Queen. It was suggested that the next litter pick would be in the spring.
- ii) There were discussions regarding articles and the newsletter with it appearing that an article had not yet been included. Action: Cllr Smith would arrange for the article concerning to be included in the November edition.

9. Jubilee Tree Planting

The council discussed that it would prefer to plant a tree on the triangle of grass at the junction of Courtenay Road and Dawes Road. **Action:** The Clerk is to chase for a response from KCC Highways regarding ownership and possible permission.

10. Timing of Future Meetings

Following a discussion it was agreed to start the meeting at 7pm during the winter months from the meeting of the 17th October until the end of March. In the early spring, there will be further discussions to decide whether to continue with 7pm or revert to 7:30pm for the summer months.

11. Speedwatch

Adjourned to the next full council meeting.

12. Planning:

A. Received decisions:

22/502082/FULL | Change of use of existing woodland to use as a therapeutic and educational teaching area, including erection of a wooden shelter, siting of 2no. portaloos, creation of trimmed trails through the woods, creation of 3no. parking spaces, erection of a post and rail fence around existing clearing, and repair of existing fencing where required. | Poundfall Wood Canterbury Road Dunkirk Kent ME13 9LL – PERMITTED

B. Consider applications:

22/504096/FULL PROPOSAL: Demolition of existing derelict cottage and replacement with 2no. detached dwellings with associated cycle and bin stores, parking, and access (resubmission of 22/501068/FULL). ADDRESS: Thatch Cottage Staplestreet Road Boughton Under Blean Kent ME13 9TJ

Cllr Hewitt left the room. The council discussed the application identifying the changes from the original application which were minor and the council felt that there were still material concerns. After a discussion, members voted 5:1 to object to the application and the following response was provided:.

“The application is to replace a single storey thatch with two double storey houses. Members felt that this would be over intensive use of the site, but the plot could accommodate a ‘one for one’ replacement – preferably a bungalow.

The material considerations that form the objection are:

Concern that the sight lines do not meet the distances expected, and that whilst there was a previous access it was for one dwelling and two much larger dwellings (with a total of 8 bedrooms and therefore many extra vehicles) would exacerbate the problems giving rise to highways safety issues.

The design of the buildings cause concern that they are two storey, brick and black weatherboarding, the layout and density of the buildings making them stand out from nearby properties.

The design, appearance and materials are felt not to be in keeping with the current street scene. The mass and visual impact of the two properties is overbearing on this small site.

The application is considered to be contrary to policies – (‘Proposals in the Development Plan’) – The Boughton and Dunkirk Neighbourhood Plan (currently with the examiner - with alterations under his direction) and although this is not a made plan, it should be given significant weight.

If SBC is minded to approve, DPC would ask that any new dwellings within the parish, should be conditioned and built/constructed to Improve the Carbon Neutrality of every building.

Each new build or replacement dwelling should now incorporate Low/zero carbon technologies through the use of Air source heat pumps, solar thermal roof panels and MVHR systems.

On the materials consideration given above, we would recommend refusal.”

Cllr Hewitt returned to the room.

C. Enforcement:

- i) The council were updated on a number of outstanding enforcement issues from Swale Borough Council.

13. Finance:

A. Finance report

The clerk read through the contents of the Finance Report which was approved and signed by the Chair.

B. Approve payments

A motion to approve all items for payment was unanimously agreed. The Clerk had claimed overtime due to additional time required to assist with the Planning Inspectorate appeal which has also had other incidental costs in terms of paper, postage and printer ink. There were also additional costs associated with the need for a pop-up function on the website in relation to the passing of HM The Queen. A missing cheque for Prime One from May 2022 had been stopped with the bank and a replacement was being issued.

A/C Name	Invoice No.	Chq No	Description	Net	VAT	Gross
Rebecca Parr		1625	Salary 08/08/22- 11/09/22 (incl O/T)	828.80	0.00	828.80
Rebecca Parr		1626	Office Expenses	20.00	0.00	20.00
Rebecca Parr		1626	Conference Mileage (50.6 miles @ 45p)	22.77	0.00	22.77

Rebecca Parr		1626	Other mileage (77 @0.45p)	34.65	0.00	34.65
Rebecca Parr		1626	Expenses - eSim	13.50	0.00	13.50
Rebecca Parr		1626	Paper	4.00	0.00	4.00
Rebecca Parr		1626	Argos - Black Ink XL	43.99	0.00	43.99
Rebecca Parr		1626	Post Office - Signed for Posting (Appeal)	4.70	0.00	4.70
Rebecca Parr		1626	Post Office - Signed for Posting (Appeal)	12.05	0.00	12.05
Rebecca Parr		1626	Staples - Black Ink Cartridge XL	33.61	6.72	40.33
Rebecca Parr Total				1018.07	6.72	1024.79
Eon (now N-Power)	IN04756927	1627	Electricity 1/08/22- 31/08/22	57.24	2.86	60.10
G Doy		1628	Grass Cutting - August	70.00	0.00	70.00
2 Commune	4011	1629	Pop Up	50.00	10.00	60.00
Uplands Engineering Ltd	30632	1630	Bus Stop Repair	400.00	80.00	480.00
Ladybirds		1631	Grass Cutting Churchyard (July & August)	264.00	0.00	264.00
KALC	4314963019	1632	Clerks Conference	25.00	5.00	30.00
C Moon		1633	Playing Fields Grass Cutting	100.00	0.00	100.00
Rebecca Parr		1634	Namesco - Authenticated SMPT access	37.99	7.60	45.59
Prime One	PRM/1242	1636	May Invoice replacement cheque for 1604	211.43	42.28	253.71
Prime One	PRM/1283	1637	Streetlighting July	211.43	42.28	253.71
Total				2445.16	196.74	2641.90

C. Online Banking

The Clerk confirmed that the paperwork was taken to the Canterbury Branch for submission and that the account had now been opened and details were waited on a welcome pack and for the online banking feature. The Clerk asked to be notified as and when the signatories received communication regarding the online banking.

14. Administration

- A. The Clerk raised concerns that emails to the councillors were not being read or responded to in a timely manner. Following a discussion it was agreed that a WhatsApp group could be created to nudge councillors to view any urgent emails. **Action:** The Clerk is to create the WhatsApp group.
- B. The Clerk wished to record the actions undertaken by Dunkirk Parish in relation to the passing of HM The Queen. A book of condolence was set up in the foyer of Dunkirk Village Hall, which was left open from 9am until 6pm for signing. Flowers could be left at the War Memorial in Dunkirk's churchyard. The Clerk had arranged for the book and photograph. On the 12th September 2022, the Chair of the Parish Council read the Proclamation of King Charles III at Dunkirk Village Hall, which was attended by some Councillors and a few local residents. The Clerk had received notification that the Lord Lieutenant's Office was collating loose leaf pages of condolences across Kent and would then deposit those with the Kent County Council Archive and History Centre. **Action:** The Clerk is to arrange for a copy to be made for the Dunkirk Parish Council archives before sending these to the Lord Lieutenant's Office.
- C. The Clerk confirm that she had responded to the statutory 3 yearly request to the Pensions Regulator that the Parish Council did not have anyone meet requirements for a pension scheme.

15. Councillors Reports

- A. Cllr Smith mentioned that a local wildlife group had been created on WhatsApp to monitor and record local wildlife.
- B. Mason Wood update required from Highways. **Action:** Cllr Kemp to ask for update from John Winters of National Highways

16. Items to be placed on September's full meeting

- A. Highways Issues (HIP, speed)
- B. Footpaths, Verges & Hedges
- C. TPOs
- D. Streetlights
- E. Playing field
- F. Village Hall
- G. Bus Shelters
- H. Jubilee Tree Planting
- I. Speedwatch

The Chair closed the meeting at 10.10pm

Date of next meetings:	Extraordinary Meeting:	3 October 2022
	Full Council:	17 October 2022

Rebecca Parr,
Clerk to Dunkirk Parish Council

Signed

Chair

Signed

Vice Chair

Date

Date

PLEASE VISIT OUR NEW WEBSITE FOR ALL THE LATEST NEWS IN AND AROUND THE VILLAGE: www.dunkirkpc.org.uk