

**Dunkirk Parish Council – Full Council Meeting**  
**Minutes of virtual meeting held via “Zoom” at 7.30pm on 26 April 2021**

**Present:**

Parish Councillors: Jeff Tuff (JT) Chair, Julie Coleman (JC) Vice Chair, Daniel Brice (DB) and Kevin Kemp (KK) and Matthew Bullen (MB) clerk to Dunkirk Parish Council.

Ward Councillors: Alistair Gould and Tim Valentine

Two members of the Public

**Declarations:** Any Declarations of Interest by members present to be made at the commencement of the meeting – none declared.

1. **One minute silence in memory of HRH Prince Philip.**
2. **Apologies for absence:** Apologies received from Councillor Jason Clifford and County Councillor Bowles
3. **Minutes of the previous meeting and matters arising:** The minutes of Full Council meeting 15 March 2021, Extraordinary Meeting 6 April 2021 and Planning Committee meeting 6 April 2021 were approved as a true record.
4. **Matters for public concern:**
  - a) Highways Issues:
    - I. Speeding issues: One member advised that speeding along Courtenay Road was an issue and another advised that Boughton Hill leading down to the Street was another area where speeding frequently occurs. **ACTION MB** – to respond to Faversham Police to confirm these areas and establish next steps for monitoring
    - II. Need for police presence at Brenley Corner: one member queried the need for the police to be on the roundabout, especially as this involved coning-off parts of it and causing chaos in the process. Another member advised of a near-accident on the roundabout and that the recently installed lights and pedestrian crossings were resulting in lorries mounting the kerbs. JT asked the Ward Councillors to raise these issues with their offices as the situation is considered to be dangerous. **ACTION WARD COUNCILLORS**
  - b) Footpaths, Verges and Hedges
    - One member queried if anything further had happened regarding the Council’s plan to leaflet properties where hedgerows or other vegetation were overhanging roadways to which another advised a copy of the leaflet was available on the Council’s website. JT asked Councillors to print this off and send to residents once more **ACTION: COUNCILLORS**
  - c) Tree Preservation Orders (TPOs)
    - JT asked Ward Councillors if they had heard from Swale Borough Council regarding the Council’s previous requests for outstanding TPO matters to be resolved to which it was advised that no response had been received
    - A member suggested that damage to woodland was a constant issue with some interfering with bird nesting, with others highlighting that enforcement powers are limited given a Felling Licence supersedes a TPO
    - Concern was raised about people using covert methods to hide the damage being done to which JT asked for any evidence to be gathered together and presented to Ward Councillors to raise further, as they are aware of other circumstances where the police have assisted
    - A member highlighted how a previous issue had been raised with Swale Borough Council, including photographic evidence to which the response received suggested the damage was historic and therefore not pursued. However, the member felt that if the issue was dealt with now, the damage could be rectified. JT asked the Ward Councillors to follow this up with the Tree Officer for Swale Borough Council. The Clerk offered to gather the information on behalf of the Ward Councillors for them to present to the Tree Officer **ACTION MB**
  - d) Streetlights

No faults had been reported recently. The clerk advised that, following the upgrading to LED street-lighting, he is due to liaise with the Contractor to prepare the necessary information to present the changes made to the electricity supplier with the intention of reducing the electricity charges incurred. **ACTION MB**
  - e) Playground Equipment

A member suggested that with Covid restrictions now beginning to be lifted, we could consider the matter of play equipment in the playing field. Furthermore, consideration should also be given to the nearby path which has been waterlogged on occasions, as well as parking issues.

  
17/5/21

## 5. Planning:

### a) Received decisions:

- I. **20/505884/FULL** | Partial demolition of existing extension. Erection of part single storey, part two storey side extension, single storey rear extension and part ground floor, part first floor side extension with balcony. Erection of a detached double garage, as amended by drawings 2011-PP01 Rev B, 2011-PP05 Rev A and 2011-PP09 Rev A. | 1 Rhode Common Cottages Rhode Common Dunkirk Kent ME13 9PT **APPROVED**

This application was discussed at Swale Borough Council Planning Committee 1 April 2021 which was attended by JT. He advised that he had since written to Swale Borough Council to ask that the Minutes from that meeting be amended to specifically note that the size of the property would be increased by over 250% as a result of the application to be noted at the meeting, as was stated at the time.

- II. **21/500387/FULL** | Erection of a single storey rear extension as amended by drawings received 23rd March 2021. | Fairview Staplestreet Road Boughton Under Blean Faversham Kent ME13 9TJ **APPROVED**
- III. **21/501460/LAWPRO** | Lawful Development Certificate for proposed demolition of existing chimney. Conversion of loft into habitable space with insertion of front rooflights and rear box dormer. | 49 Stoney Road Dunkirk Faversham Kent ME13 9TN - **REFUSED**

### b) Consider applications:

- I. **21/501427/FULL** | Erection of 1no. one bedroom dwelling including erection of new sliding entrance gates. | Land To The Rear Of 7 Horselees Road Boughton Under Blean Kent ME13 9TG

The Chair asked that this item was held over to the Planning Committee meeting scheduled for 4 May to discuss this, as the application had only recently been received.

## 6. Dunkirk Parish Council formal response to Swale Borough Council Local Plan Review

Members discussed the Review further and JT raised concerns about its soundness, how it increases the envelope of Faversham into Boughton whereas a "buffer" should be maintained and how the plan doesn't take into consideration the Boughton & Dunkirk Neighbourhood Plan. Whilst there were benefits to producing this Regulation 19 in terms providing more certainty around future planning, it doesn't prevent other significant development applications coming forward in the future.

Another member agreed with these comments and it was agreed that JT would prepare a formal response on the Council's behalf. TV commented that CPRE had published their own response which he thought was useful and agreed to send to other Councillors – **ACTION TV**

## 7. Future meetings of Dunkirk Parish Council following updated Covid Restrictions.

The clerk advised that the outcome of a judicial review into the Government's decision not to extend the temporary powers enacted to allow parish council meetings to be held "virtually" beyond the current date of 7 May 2021 had been expected the week before but were now anticipated in the coming days. If the outcome was unsuccessful, the next Full meeting of the Council on 17 May 2021, and all those taking place thereafter, would have to be held in person (although members of the public could continue to attend "virtually") with necessary social distancing measures being undertaken.

JT advised that the Parish Council had a particular issue as the operators of the village hall, where the meetings usually take place, was not due to reopen until 21 June 2021 (when all current Covid-related restrictions are due to be lifted).

JT and the Clerk are to establish the position further and will update the Council in due course as to what arrangements will be taken to hold the next Full meeting of the Council. **ACTION JT/MB**

## 8. Review membership of Kent Association of Local Councils (KALC)

A motion to recommend renewing the membership was proposed by KK, seconded by DB and agreed unanimously.

## 9. Finance

- a) Finance report – the clerk went through the contents of the April Finance Report

- b) The clerk requested approval for payment of the items referred to in the Report, which was proposed by SH, seconded by DB and agreed unanimously

#### 10. 2019/2020 Internal Audit Review and Actions

Following a review of the previous audit report the Clerk advised the following actions would be undertaken:

- Ensure the Minutes of any meetings held during 2020 not currently uploaded to the website to be done
- Contact Swale Borough Council to ensure their records are up to date as to the current members of the Council
- To set up a Register of all Risk Assessments which can be easily accessed and updated by Councillors
- Prepare VAT claim for the financial periods 2019/20 and 2020/21
- Contact the Street-lighting contractor to reaffirm the number of lights for which the Council is responsible, update the Asset Register and contact insurers if any amendments are required

##### **ACTION MB**

Each of the following current Council Policies was reviewed by Council members to ensure they remain current and accurate:

- Privacy Notice
- Standing Orders
- Financial Regulations
- Statement of Internal Control

A motion to agree that each of the above Policies remain current and accurate and for fresh documents to be signed and dated by the Chairman 26 April 2021 to this effect was proposed by JT, seconded by KK and agreed unanimously. **ACTION MB/JT**

#### 11. Review of existing Communications policy and for new Social Media Policy

The clerk detailed the proposed changes to the existing Communications policy and outlined details of a new Social Media Policy as had been discussed by members previously.

JT proposed a motion to agree to the amended Communications policy and addition of a new Social Media Policy which was seconded by KK and agreed unanimously. **ACTION MB**

#### 12. Matters not on Agenda (for information only)

- KK advised he was due to attend his first meeting of the Apsley Trust later that week.
- SH advised that Kent County Council were due to meet with him later that week to discuss the issues around Jezzards Lane that have been raised in Council previously. JT thanked SH for continuing to monitor this.
- A member queried whether or not the Council could now proceed with the installation of bollards on the Draw Road Public Right of Way. JT advised that this had all been agreed previously and the works could now be carried out in accordance with KCC guidance.
- The clerk advised there had been two applications from members of the public to join the Council, where there is currently one vacancy. It was stated that the second applicant had been asked provide an "informal CV" as had been requested from the first and that this had been outstanding for a few weeks. However, this had been now been received literally only a couple of hours prior to this meeting and the clerk would now contact Swale Borough Council to establish the next steps to ensure a proper process.
- A member advised that they had seen some horses that were without water at a nearby farm. Another member advised that they would try and get some water to them but if no luck would contact RSPCA.
- A member advised that a resident in the village had recently passed away and the Council offered its condolences to the family concerned.

Date of next meetings:	Annual Statutory meeting of the Council	4 May 2021
	Annual Parish Meeting	4 May 2021 (follows Statutory meeting)
	Planning Committee	4 May 2021 (follows Parish meeting)
	Full council:	17 May 2021

Matthew Bullen,  
Clerk to Dunkirk Parish Council

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