

Dunkirk Parish Council – Full Council Meeting

Minutes of Full Council meeting held at Dunkirk Village Hall 15 August 2022 at 7.30pm

Present:

Parish Councillors: Cllr K Kemp (Chair), Cllr J. Tutt and Cllr J Coleman,

Clerk: Rebecca Parr

There were three members of the public.

1. **Declaration:** Any Declarations of Interest by members present to be made at the commencement of the meeting – none.
2. **Apologies for absence**
Apologies were received from Ward Cllr A. Gould, Cllr R Lehmann (KCC), Cllr N. Smith. Cllr D Brice and Cllr G. Hewett. Cllr J Clifford was absent.
3. **Minutes of Full Council meeting 18 July 2022.** A motion to approve the minutes was agreed by the attending councillors.
4. **Public Participation**
All the members of the public attending raised the issue of speeding through the village. Cllr Kemp explained that the council were doing all they can. The council have a meeting with KCC to discuss the Highways Improvement Plan on the 26th August. In addition, the council have also in the past requested for the traffic police to take an interest. In addition, the PCSO has been approached in order to try and focus on the off road parking on Courtenay Road by the pylon. The council have been made aware that there is currently a severe shortage of PCSOs in the area (7 out of 25). The Chair has also sent an open letter to KCC, SBC, Forestry Commission, Highways regarding a number of village issues whereby it is felt that we are being pushed from pillar to post with very little action taken. An acknowledgement and response was still waited on from the majority of parties. **Action:** The clerk is to chase non responses. Highways had responded and were investigating the vegetation on the slip road. The members of the public also raised the issue of the 'scruffy' state of the village in relation to grass cutting especially concerning the verges, and churchyard. A discussion was held with the Cllr Coleman explaining their new policy and approach to grass cutting in line with KCC's Kent Plan Bee. Unfortunately, with the contracts being awarded late, there was some catching up to do and early 'teething' issues as the new contracts bedded down. Cllr Kemp explained the restoration planned for the war memorial and reassured all that the war memorial and graves in the churchyard would be cleared and maintained to a suitably high standard, stating also his own personal interest in ensuring it would be kept so. Cllr Kemp encouraged the 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.
5. **Correspondence**
 - A. The Chair had had a meeting regarding the Dunkirk Village sign in front of the village hall, whereby due to the damaged sustained, the installers would replace free of charge
 - B. The Clerk had received an email from a parishioner concerned about the water leak at Dunkirk Road North. The Clerk was able to point the parishioner to SE Water's issues page on their website which provided the latest information.
 - C. The Clerk has circulated an email requested for KCC regarding their Budget consultation for responses by the 5th September.
 - D. The Clerk had received and circulated to the councillors notification of SBC Air Quality Action Plan, which expires at the end of 2022. Key stakeholders are encouraged to provide their views.
 - E. Notification had been received concerning Highways improvements at the A2 Whitfield with overnight closures from 30th August to 24th September.
6. **Matters for public concern:**
 - A. Highways Issues

- i) The Chair provided an update on the pavement on London Road in front of Mr Gibb's land. The soil is creeping from the field onto the path and whilst KCC have cleared the pavement area, the remainder is the responsibility of Mr Gibb. KCC have requested the pavement to be repaired but this is dependent on budget availability. Discussions had also taken place with KCC with regards to the overhanging trees on London Road in front of the RSPB land and had agreed more light was needed. KCC will write to the RSBP but mention that action is unlikely to be taken until October due to the possibility of nesting birds. The same will apply to Poundfull Wood on the opposite side.
- ii) Cllr Tutt confirmed that a request at the next JTB meeting had been placed for a temporary speed limit on Boughton Hill whilst works were awaited.
- iii) The Clerk had received an update following the Helen Whately meeting attended by Cllr Hewett Operation Brock. The MP will take this to the Commons in the autumn but it appears that little will change unless monies and budgets are made available by the Government to tackle the issue.
- iv) The road speed sign in Staplestreet that was spinning and facing incorrectly and reported previously was now showing in the correct direction. However, there was a 13 week lead time in order to have a replacement sign with the correct speed limits.

B. Footpaths, Verges & Hedges

- v) A discussion was held with regards to the grass cutting at the churchyard. Cllr Coleman had liaised with the contractor in order to identify priorities with a further meeting due in 6/8 weeks to review progress. The modern graves and war memorial had now been cleared. As mentioned earlier the delay in awarding the contracts had not helped and consequently the June cut after 'no mow May' had been missed. It was made clear the trees in the churchyard are the responsibility of the PCC. The Clerk had received a complaint from a member of the public concerning the high grass at the churchyard. Cllr Coleman has prepared an article explaining our approach. **Action:** The Clerk is to respond to the complaint using the article. The article is also to go onto Facebook and the website.
- vi) The fallen tree on the footpath by Forester Lodge had still not been cleared despite reporting earlier in the year. The Clerk confirmed it was still showing as reported on the KCC footpaths website and works were still waited.
- vii) The Clerk had received an enquiry concerning the bridleway access at Bossenden Farm and whether the public can use the track south from the farm to London Road. The council confirmed that this track was private and that there is no right of way. **Action:** The Clerk is to respond accordingly.
- viii) The Clerk had received and circulated the KCC decision regarding footpaths running from London Road through Bossenden Wood to connect to ZR528 and ZR519, whereby KCC declined to make the paths PROW. The council discussed that despite 40 'witnesses' being contacted only 3 had responded. The council decided to appeal the decision and discussions as to the grounds of the appeal would take place outside of the meeting. **Action:** The Clerk is to write to KCC and the Inspectorate within the 28 day deadline confirming our notice to appeal.

C. TPOs

Cllr Kemp explained that clarity had been provided by SBC Enforcement that the Felling Licence supersedes any TPO and that even where there is felling occurring outside of the immediate area of the felling licence into a TPO area, it is still the responsibility of the Forestry Commission under the felling licence rather than the TPO.

D. Streetlights

An updated map was still waited. **Action:** Cllr Tutt to chase.

E. Playing field

Cllr Coleman confirmed that the grant request to Bensteds had been successful with £500 to be given on the basis of matched funding. Given that we had received £215 from the dog show, along with £200 compensation from Nat West for online mandate issues, this just left £85 shortfall. Cllr Coleman proposed that the £85 was found from the parish council monies with Cllr Kemp seconding with a unanimous vote held to agree. The Councillors agreed to continue to investigate options for benches for the playing field and whether a native hedge was also an option and this was adjourned to the next full meeting.

F. Village Hall

i) Given the lack of councillors attending this was adjourned to the next full council meeting.

G. Bus Shelters

i) It was noted that the bus stop at the top of the hill towards Faversham had been cleared of Ivy. An update was awaited on the quotes for the broken panel on the bus stop opposite. **Action:** Cllr Brice is to liaise with Mr Hitch to obtain quotes for the additional works and to replace the bus stop with panels.

ii) The Clerk confirmed that the seat on the bus stop at the bottom of the hill had been repaired.

7. **Larissa Reed, SBC CEO:**

A last minute cancellation had occurred from Larissa for personal reasons. **Action:** The Clerk is to rebook Larissa's attendance for as soon as possible.

8. **Litter Pick**

A discussion was held as to when to hold the litter pick. **Action:** Cllr Kemp is to speak to My Doy in order to tie in with his September cut of the verges before deciding on a date. It was confirmed that the council have a risk assessment in place, along with hi-viz and bags. **Action:** once a date is decided, the Clerk is to liaise with SBC in order to arrange for the rubbish to be collected under the bridge at Hickman's Green.

9. **Jubilee Tree Planting**

Adjourned to the next full council meeting.

10. **Timing of Future Meetings**

Adjourned to the next full council meeting

11. **Speedwatch**

Adjourned to the next full council meeting.

12. **Planning:**

A. Received decisions: None

B. Consider applications: None received. The Clerk mentioned that the applicant of Thatch Cottage, Staplestreet had been in contact to state that a new application was imminent with little by way of change to the previous submission but to offer a site visit in order that councillors could view as to why he was applying for the demolition of the building. The councillors at this time have decided not to attend a site visit and will wait for an application before deciding.

C. Enforcement:

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

D. Neighbourhood Plan: Cllr Tutt provided an update on the Neighbourhood Plan where the Planning Inspectorate would provide a report on the 3rd/4th September with possible modifications. A referendum was expected in October sometime.

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 confirmed that the laptop was now being backed up on the hard drive as well as One Drive. The Clerk had also requested to attend the KALC Clerks Conference. Cost is £60 (incl. VAT). Agreement had been reached with Hernhill Parish Council that they will share the cost. Therefore cost excluding VAT would just be £25 for DPC. The Councillors unanimously agreed for the Clerk to attend.

A/C Name	Invoice No.	Chq No	Description	Net	VAT	Gross
Rebecca Parr		1620	Salary 11/07/22- 7/08/22	621.60	0.00	621.60
Rebecca Parr		1621	Office Expenses	20.00	0.00	20.00
Rebecca Parr		1621	Expenses - eSim	13.50	0.00	13.50
Rebecca Parr		1621	Currys Hard Drive for back-up	35.82	7.17	42.99
Rebecca Parr Total				690.92	7.17	698.09
Eon (now N-Power)	IN0428343 1	1622	Electricity 1/07/22- 31/07/22	57.07	2.85	59.92

G Doy		1623	Grass Cutting - July £70 & bus stop £40	110.00	0.00	110.00
Prime One	PRM/1271	1624	Streetlighting July	211.43	42.28	253.71
Total				1069.42	52.30	1121.72

C. Online Banking

The Clerk confirmed that the account had been applied for using existing signatories and the Clerk. The bank mandate and online banking application had been received from Lloyds based on the existing bank signatories and the Clerk. Cllr Coleman and Cllr Tutt were able to sign in the meeting. **Action:** The Clerk is to arrange for Cllr Brice to sign and then for the paperwork to be scanned at the Canterbury branch and forwarded to the Edinburgh office. It would then take 4-6 weeks before being opened.

14. **Review of existing Council policies**

A. Standing Orders

The council agreed to adopt the model standing orders previously circulated ahead of the meeting.

B. Financial Regulations

The council agreed to adopt the revised financial regulations circulated ahead of the meeting.

15. **SLCC/NALC Civility and Respect Pledge**

Both NALC and SLCC had just release a new pledge to start culture change for the local council sector. By signing the pledge the council is demonstrating that it is committed to treating councillors, clerks, employees, members of the public, representative of partner organisations, volunteers with civility and respect in their role. The council agreed to sign the pledge. **Action:** The Clerk is to add the pledge to the website.

16. **Administration**

- A. The Clerk mentioned the assistant to the Monitoring Officer at SBC, Sue Revell, had retired and that Sharon Dormendy had taken on the role amongst her other duties.
- B. The Clerk raised concerns that emails to the councillors were not being read or responded to in a timely manner. It was agreed to adjourn until the next meeting.

17. **Councillors Reports**

- A. None.

18. **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. Litter Pick
- J. Timings of Future Meetings
- K. Speedwatch

The Chair closed the meeting at 10.30pm

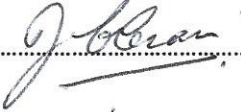
Date of next meetings:	Planning Committee:	5 September 2022
	Full Council:	19 September 2022

Rebecca Parr,
Clerk to Dunkirk Parish Council

Signed
Chair
Date


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26/09/22
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Signed
Vice Chair
Date


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26/9/22
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