

Dunkirk Parish Council – Full Council Meeting

Minutes of Full Council meeting held at Dunkirk Village Hall 16 May 2022 at 7.30pm

Present:

Parish Councillors: Kevin Kemp (KK) Chair of Parish Council, Julie Coleman (JC) Vice Chair, Jeff Tuff (JT), Nicola Smith (NS) and Greg Hewett (GH)

Clerks: Matthew Bullen (MB) and Rebecca Parr (RP)

County Councillor: Rich Lehmann

Ward Councillors: Tim Valentine

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

1. Apologies for absence

Apologies received from Cllr Dan Brice, Cllr Jason Clifford and Ward Councillor Gould

2. Minutes of Full Council meeting 19 April 2022 and Planning Committee Meeting 3 May 2022 and Statutory Council meeting 3 May 2022 and matters arising

A motion to approve the minutes as a true record with no matters arising was proposed by JC, seconded by JT and agreed unanimously

3. Correspondence

The Chair informed the Council that the War memorial being Grade 2 Listed had been referred to Swale Borough Council, who confirmed that the Council did not need to apply for Grade Listed planning permission.

Swale supplied a list of approved contractors who could undertake remedial works, which included one the Council Clive Sherwood who we had already obtained an estimate for the repairs.

A motion to approve the repair of the memorial in accordance with the estimate submitted was proposed by NS, seconded by JC and agreed unanimously. **ACTION KK/MB** to write to instruct contractor.

4. Matters for public concern:

- Highways Issues

- i. Parking on Courtenay Road – members noted that the issue of inappropriate parking is getting worse.
- ii. Staplestreet speed limit – RP informed the Council that Hernhill parish had instigated surveys with Kent County Council and were awaiting the appointment of a new KCC official to review this and agree a way forward.
- iii. Members asked for “Highways Improvement Plan” (HIP) to be added as an agenda item for meetings going forward – **ACTION RP**
JT informed the Council that at a recent KALC meeting, the issue of HIP was raised, with suggestions made that the current process does not benefit parish councils as intended and that there is the potential for KCC to dictate the process.
KK to take up these concerns with KCC/ Cllr Rich Lehman. – **Action KK**
- iv. Discussion was held regarding the KCC flashing sign and their previous response. It was agreed for KK to contact KCC regarding the GDPR issue and replacement. - **Action KK**

- Footpaths, Verges & Hedges

- v. One member advised that the footpath alongside London Road, near the pub is overgrowing with stinging nettles: **ACTION RP** – establish if KCC responsible for this pathway (as anticipated) and contact Gary Gibbs to raise issue with him and/or establish if this has been deliberately left as part of their “Plan Bee” strategy
- vi. One member advised a fallen tree on the path near Foresters Lodge towards the A2 had not been cleared by KCC. **ACTION RP** to contact Michael Ellis/ KCC to report the issue

- TPOs None

- Streetlights None

- Playing field

- vii. JC updated the council to advise that the contractor had undertaken the first of the playing field since being reappointed and hoped to undertake another just before the Jubilee weekend

5. **Planning:**

a) Received decisions:

22/501475/PNEXT | Prior notification for a proposed single storey rear extension which: A) Extends by 4.05 metres beyond the rear wall of the original dwelling. B) Has a maximum height of 3.35 metres from the natural ground level. C) Has a height of 2.80 metres at the eaves from the natural ground level. | 23 Berkeley Close Dunkirk Faversham Kent ME13 9TR **Prior Approval is NOT REQUIRED**

22/501264/FULL | Demolition of existing single side garage. Erection of a single storey side and rear extension and cedar cladding to front elevation. (Resubmission of 21/505180/FULL) | 2 Dawes Road Dunkirk Faversham Kent ME13 9TL **GRANTED**

22/500651/TPOA | TPO Application for 2 x (1) Oak Trees remove broken branch each, 1 x (2) Remove broken branches from tree, 1 x (3) Remove major deadwood overhanging highway, 1 x (4) Fell Dead Ash tree - Lift Vegetation to 3 metres over highway, (5) Lift Vegetation to 3 metres over footpath and lift any low branches to 5.5 metres over highway, 1 x (6) Ash tree - Fell to ground level, 2 x (7) Ash trees- Fell, 2 x (8) Ash Trees - Fell, Remove deadwood from oak overhanging the highway, 1 x (9) Oak - Remove deadwood and lift to 5.5 metres over highway, (10) Lift vegetation to 3 metres over footpath. cut back to path edge, 6 x (11) Ash -Fell, 3 x (12) Ash - Fell, 3 x (13) Ash Tree - Fell, 1 x (14) Oak Tree - lift to 5.5 metres over the highway, 1 x (15) Oak trees lift to 5.5 metres over the highway, 1 x (16) Horse chestnut - lift to 5.5 metres over the highway, 1 x (17) Yew Tree - remove damaged branches and lift to 5.5 metres over highway. | Highwood Lodge Canterbury Road Dunkirk Faversham Kent ME13 9LE **GRANTED**

b) Consider applications: NONE

6. **Finance:**

a) Finance report

The clerk read through the contents of the Finance Report

b) Approve payments

A motion to approve all items except the Namesco email renewal was proposed by KK, seconded by JC and agreed unanimously.

For the Namesco renewal, members considered the significant increase but weighed this against the challenges of potentially changing council email addresses.

A motion to renew for 2 years as invited but add a diary to review in advance next time was proposed by JT, seconded by KK and agreed unanimously. **ACTION RP** – add diary for 2024

Payment of this item can only be made online by credit card so a motion to raise a cheque in favour of KK in lieu of him making payment by card was proposed by NS, seconded by JC and agreed unanimously. **ACTION KK** to renew online

7. **Review of existing Council policies including updated Financial Regulations and agree annual review date of June 2023**

Members agreed that all existing policies except Financial Regulations remain fit for purpose and that the documents will be reviewed again in June 2023. **ACTION RP** to present fresh documents for signing at the next Full Council meeting Regarding the Financial Regulations, the clerk advised that an updated version was in the process of being prepared to include provision for the Council to transfer to online banking in the future, should it decide to do so. **ACTION RP**

8. **To review the effectiveness of the system of Internal Control. Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement.**

Council agreed the existing Statement of Internal Control remains fit for purpose.

MB advised that the auditor who completed this year's audit had informed the council that he would not be able to do this next year. RP advised that the auditor for Hernhill Parish Council would be pleased to take this on and a motion to appoint him was proposed by JT, seconded by KK and approved unanimously. **ACTION RP** to appoint auditor.

9. To approve the Annual Governance Statement for 2021-22, Section 1 of the AGAR for the year ending 31 March 2022.

The clerk discussed the outcome of the recent internal audit which passed without issue and then went through the questions of the Annual Governance statement with councillors, completed the answers and presented for the Chair to sign.

A motion to approve this was proposed by JT, seconded by NS and agreed unanimously.

10. To approve the Accounting Statements for 2020-21, Section 2 of the AGAR for the year ending 31 March 2022 and the supporting Bank Reconciliation as at 31 March 2022 and the explanation of the significant variations from last year (2020-21) to this year (2021-22).

A motion to approve these documents for the Chair to sign was proposed by JT, seconded by NS and agreed unanimously.

11. To confirm that the Council meets the criteria for exemption for 2021-22 and can certify itself as exempt from the "limited assurance review".

A motion for the Chair to sign the exemption certificate was proposed by JT, seconded by NS and agreed unanimously.

12. Review of current arrangements for the Queen's Platinum Jubilee Celebrations

- NS advised the final meeting of the Jubilee working Group would be taking place at Queens Head, Boughton 18 May 2022 at 7pm
- Posters had been prepared, with JT to print using his A3 printer once quantities established **ACTION NS/JT**
- NS to contact the Parochial Parish Council to seek permission to place poster on their premises.
- PDF version to be uploaded to website and Facebook pages **ACTION RP**
- Members considered who would be most fitting to light the beacon, with 3 senior members of the community considered. It was also suggest a young member of the community should assist, with a suggestion put forward for members to contact.
- A bugler would be attending the beacon ceremony
- Members considered the logistics of the event, with organisers of the Thursday event needing to arrive for 6.30pm ready for the mobile liquor van attending at 7pm
- Organisers will look to clear the playing field by 10.30pm
- For the Friday Dog Show, organisers should attend by midday to prepare ahead of the event, which takes place between 2pm to 4pm

The clerk reminded Council that it was the expectation of their insurer's, Zurich that Risk Assessments were in place in advance of each event. Among the precautions to be considered were:

- Those required for the beacon lighting as stated by Zurich in correspondence previously
- Insurance details and operator licences to be obtained from all contractors as applicable
- For the dog show, dogs to be kept on lead, details of all entrants to the competition to be obtained and verbal confirmation sought that they have home contents and/or pet insurance in place
- Disclaimer signs to be prepared by KK **ACTION KK** and also stated on the website when advertising the events **ACTION RP**
- Photographs taken by event organisers of children must be with prior permission of accompanying adult **ACTION ALL COUNCILLORS and CLERK** – to review existing guidance supplied and prepare Risk Assessments to take into consideration the above points and consider other risks as appropriate

13. Review of Grass cutting and maintenance contracts

NS and JC advised that they had revisited the contract specification for the Churchyard the council had prepared previously and, together with the fact 2 bids which they considered fulfilled the tender had been received, recommended to council that a) the contract previously issued was appropriate and b) to recommend proceeding with the quote from Ladybird.

It was raised that the council had asked them to prepare 'level playing field' specifications, which KK had promised to another contractor, therefore they could not just be awarded as they had suggested.

The contract for the verge maintenance had also been reviewed and similarly concluded this was appropriate and recommended that the Council reappoint the previous contractor.

One member raised concerns that other contractors had been consulted and had suggested that additional clarification was required before submitting bids. Following discussions, it was suggested that the specification still stood unchanged and previous quotes received for contracts are to remain the same. Those contractors that had not yet quoted should be informed of the position and be offered the opportunity to bid for the contracts as they stand.

A motion to contact such contractors and offer them 10 days in which to present their bid(s) was proposed by KK, seconded by JT and supported by GH. NS and JC abstained.

ACTION MB to write to contractors to explain position. Final position to be considered at Extraordinary meeting 6 June 2022.

14. **Review of Milestones**

RP advised that the milestones were on KCC's Heritage database and recognised as a non-designated heritage asset. However the council should approach Swale Borough Council's Conservation officer in the first instance for guidance before taking that step – **ACTION RP** to contact

15. **Matters not on Agenda (for information only)**

One member advised that the Boughton & Dunkirk Neighbourhood Plan was being finalised with officers from Swale Borough Council and that the website updated shortly, with the aim of commencing the consultation period next month.

Members were updated with regards to the latest position on outstanding enforcement matters.

The Chair closed the meeting at 9.50pm

16. **Meeting closed and private session held to review playing field access and councillor attendance**

Members considered the points which had been raised at previous council meetings with the aim of agreeing a way forward.

KK proposed a motion to contact the PROW officer at KCC (or appropriate equivalent) to outline the position and explore what guidance or assistance they could offer. Their response would then be brought back to Council for consideration. The motion was seconded by JT and agreed by all except NS who abstained. **ACTION KK/RP**

The Chair gave thanks to MB at his final meeting of the Council and welcomed RP to her new role.

The Chair closed the meeting at 10.20pm

Date of next meetings:	Planning Committee:	6 June 2022
	Full Council:	20 June 2022

Matthew Bullen,

Clerk to Dunkirk Parish Council

Signed
Chair


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A. KEMP

Date

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20-06-2022

Signed
Vice-Chair


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Date

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20-6-22

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