

Dunkirk Parish Council – Full Council Meeting

Minutes of Full Council meeting held at Dunkirk Village Hall 7.30pm 17 January 2022

Present:

Parish Councillors: Jeff Tuff (JT) Chair, Julie Coleman (JC) Vice Chair, Daniel Brice (DB), Nicola Smith (NS), Greg Hewett (GH), Kevin Kemp (KK) and Jason Clifford (JCL) and Matthew Bullen (MB) clerk to Dunkirk Parish Council

Ward Councillors: Cllr Tim Valentine (TV) and Alastair Gould (AG)

3 members of the public

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

1. **Apologies for absence** – received from County Councillor Lehmann

2. **Appointment of Chair to Dunkirk Parish Council**

The Chair offered the position of his successor to the Vice Chair who declined but reaffirmed willingness to continue in her current role.

DB nominated KK for the position and he agreed to stand. A motion to approve KK as the new Chair was agreed unanimously and duly elected to the role with immediate effect.

KK thanked the previous Chair for all his work for the Parish Council which was acknowledged by all.

3. **Minutes of the previous Full Council meeting 20 December 2021 and amended minutes of Full Council meeting 15 November 2021, plus Minutes of Planning Committee meeting 4 January 2022 and matters arising**

A motion to agree the amended Minutes of meeting 15 November 2021 as a true record was agreed by all.

A motion to agree the Minutes of meeting 20 December 2021 as a true record was proposed by JCL, seconded by JC and agreed unanimously

A motion to agree the Minutes of meeting 4 January 2022 was proposed by JC, seconded by KK and agreed unanimously.

The Minutes of Meeting 6 December 2021 had been agreed at the previous Full Council meeting but were signed at this meeting as a true record.

There were no matters arising.

4. **Matters for public concern:**

a) **Highways Issues**

A member of the public raised a concern about works on Boughton Hill which had taken place last year when the road had been closed and yet the area had been left untidy and any apparent improvements could not be seen. The resident was advised that KCC had not yet completed the works and the clerk was asked to follow up with them as to when this would be done and the area cleared **ACTION MB**

One council member advised that recent pothole repairs in Jezzards Lane had not been carried out satisfactorily and would be reporting the matter to KCC again **ACTION JCL**

Another member advised that the "cats eyes" in the road on Boughton Hill, which had been removed and infilled, were now in need of repair again – **ACTION MB** to report to KCC

b) **Footpaths, Verges & Hedges**

A resident advised some temporary signs (such as for icy roads and recent roadworks in the area) had been discarded in the verges on London Road – the clerk agreed to report this to KCC **ACTION MB**

The resident also advised that a large amount of leaves had accumulated on the footpath in front of Bossenden Wood – the clerk agreed to ask the local authority to clear **ACTION MB**

The resident also advised that a millennium project to improve the appearance of the entry to the village, including clearing the ditch near the bus shelter which is not being done and, it was suggested, posed a potential flood risk. The resident was advised that the ditch does not currently form part of the verge maintenance contractor's remit but that the contracts are due to be reviewed shortly. The resident was also informed that there was a move by other parish council's to allow vegetation to grow so as to encourage pollinators, where it was not a hazard to do so. This potential approach had been included in the recent village survey and the Council would take on board villagers thoughts when reviewing the contracts.

The resident suggested a village litter pick is undertaken twice a year and the Chair agreed for the Council to look at arranging some dates in the future.

One member updated the council to advise that issues with a potentially dangerous footpath between Dunkirk Road North and Dunkirk Road South, and a blocked path between Dunkirk Road North and Horselees Road had both been reported to KCC. The clerk updated the Council to advise that an application made by the Council in 2017 for public footpaths running through Bossenden Wood to be recorded was now being considered by KCC. A meeting was held with the clerk and JT where KCC outlined the process, followed by a walk of the footpath by KCC, with DB and MB in attendance. KCC will now review the

application submitted, before launching an informal consultation between relevant parties. This consultation will be put before the Council at the next available meeting after it has been received.

The clerk updated the Council to advise that, following a challenge as to the use of a right of way from a near neighbour, KCC had agreed to replace one of the two bollards (previously installed by DPC) on the Draw Road footpath with a lockable/removable one in order for the resident to gain access. The matter was challenged on the basis it had been reviewed previously, with no private rights to the path having been established, however KCC accepted the position and agreed to install the new bollard at their expense.

One member advised that a member of the public had reported damage to a pathway in Hurst Wood, as well as a road being driven through the wood too, which is said to be causing irreparable damage and KCC are investigating.

c) TPOs

One member updated the Council to advise he had chased Swale Borough Council regarding some outstanding TPO issues that are several years old and had now received a response to say that a report had been prepared recently and that they were now in consultation with their legal team, before responding further to advise what information can be shared with DPC and what the next steps are.

d) Streetlights - no issues

e) Playground Equipment and Safety Surfacing

One member asked to see the deeds of the playing field for review **ACTION JCL**

5. Planning:

A member of the public enquired about a proposed large housing development on the village outskirts to which they had received a promotional leaflet.

The resident was informed that a formal planning application for the development had not been submitted and that the Council did not wish to prejudice any potential application by discussing it before this had been done.

a) Received decisions:

20/503031/FULL | Creation of animal rescue sanctuary, comprising a single storey building for use as a dwelling, administration office and training facility and 7 No. animal shelters with the addition of a separate single-storey maintenance and equipment building. | Land At Jays Wood Canterbury Road Boughton Under Blean Kent ME13 9NY – **APPEAL DISMISSED**

b) Ratification of application considered at Planning Committee meeting 4 January 2022:

21/506764/FULL | The inclusion of new horizontal cladding to all elevations of the property, new sliding doors to the front and rear, a new balcony area to the front, a minor adjustment to the position of a side window, and the introduction of a replacement flat roof and glazed roof lantern to the rear. | Courtenay Lodge Stoney Road Dunkirk Faversham Kent ME13 9TN

This application was previously discussed Planning Committee meeting 4 January 2022. That meeting was not quorate, though the members present were unanimously in favour of supporting the application. A motion to support this planning application as previously indicated was proposed by JT, seconded by JCL and agreed unanimously. **ACTION MB** to update Swale Borough Council

c) Consider applications:

21/506849/LDCEX | Lawful Development Certificate (Existing) for erection of a rear infill extension. | 2 Bradbourne Cottages Denstroude Lane Dunkirk Canterbury Kent CT2 9LA

A motion to approve the application was proposed by JCL, seconded by JT and agreed unanimously. **ACTION MB** to update Swale Borough Council

6. Kent Minerals and Waste Local Plan 2013-30 (the Plan) Refresh Regulation 18 Public Consultation

Members discussed the proposals and agreed the changes outlined appeared to be relatively minor.

A motion to respond to KCC to advise the Council would offer no comment was proposed by KK, seconded by NS and agreed unanimously **ACTION MB** to inform KCC

7. Churchyard issues

One member advised that a tree in the churchyard is growing close to the church, causing damage to the guttering. Members established that, whilst the Council maintains the churchyard on behalf of the parochial council as a courtesy, it is not the responsibility of the parish council to rectify this. Another member had been contacted separately with a view addressing the issue and agreed to discuss this with the persons concerned to agree the best way forward **ACTION DB**

Another concern was raised that a previous sign prohibiting dogs from the churchyard had been removed and dog walkers were now using the area regularly, with dog fouling now a consequence.

Church representatives are looking to install a new sign but have yet to finalise the wording of it. JT offered to liaise with them further regarding this **ACTION JT**

Another member offered to speak to near neighbours who undertake a lot of dog walking in the area to explain the concerns raised and to see if alternative arrangements can be made, if necessary **ACTION NS**

One member suggested that the war memorial required attending to and asked the clerk to contact the War Graves Commission to establish the most appropriate way of doing this **ACTION MB**

8. Finance:

a) Finance report

The clerk read through the contents of the Finance Report.

b) Approve payments

A motion to approve the requested payments was proposed by JCL, seconded by JT and agreed unanimously

c) Budget options for 2022/23

The clerk presented a proposed draft of the budget for the next 12 months totalling £22,185. Members reviewed the draft and agreed to remove the £2,000 contingency for the Jubilee celebrations and agreed that these costs could be drawn from the reserve account if necessary.

A final budget of £20,185 for 2022/23 was agreed unanimously.

d) Precept options for 2022/23

The clerk presented members with information regarding the existing precept, the revised precept adjusted for updated 2022/23 information, together with options for modest increases or reductions to the overall precept charge. Members were advised that if they wished for the precept to match the proposed budget, an increase of approximately 28% would be required, compared against the adjusted precept figure.

Members discussed whether it was necessary for the precept to meet the whole budget given that, historically, the council usually spends less than budgeted and that the council also has existing funds to meet a potential shortfall.

Members were then asked to consider two final options; either to increase the precept to meet the budget in full or to moderate the increase to a figure which would be halfway between that charged last year and this year's agreed budget.

A motion to set the precept at the level required to meet the agreed budget was proposed by KK, seconded by NS and carried on a majority basis with DB and JC also voting in favour. The objections of JT, GH and JCL were noted. **ACTION MB** clerk to prepare Precept form and submit to Swale Borough Council with the final position noted at the next meeting of the Council

e) Review and proposals for banking arrangements

The Chair supplied members with information from Metro bank, including details of the 3 different bank account options and the benefits and costs of each. Two of the accounts include the option to authorise payments online, which it is felt many of the Council's payees would appreciate but are also subject to fees which the council existing banking arrangements do not charge. KK asked for members to review each of the options before making a decision as to which to go with at the next Full Council meeting **ACTION ALL COUNCILLORS**

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

One member advised that the residents of Dunkirk, including parish council members had been invited to attend a meeting with members of Boughton Parish Council and Boughton Community Project Group at 7pm on 25 January 2022 at the Queen's Head public house to discuss plans for the Jubilee. The clerk offered to place details of this non-council meeting on the website for the benefit of residents **ACTION MB**

It is thought Boughton village will look to undertake events on the Saturday and Sunday of the Jubilee weekend so one member suggested that Dunkirk might like to undertake the beacon lighting on the Thursday followed by another event on the Friday.

Various ideas have so far been floated including a dog show or a scarecrow event, both of which could be Royalty-themed.

One member is currently looking into the cost of commissioning the manufacture of a beacon which a) would be retained by the council for future events and b) would be designed to somewhat portable rather than fixed in a particular location.

Members discussed possible sites for the beacon ceremony which could include either the playing field or potentially on land adjacent to the Village Hall. The clerk offered to look into the possibility of closing the road outside the Village Hall for a short period whilst the ceremony takes place **ACTION MB**

Members also discussed the possibility of planting a tree to commemorate the Jubilee. One member suggested planting the tree on the grass triangle as you enter the village which all agreed would be fitting place for this.

The Chair asked for all members to explore these ideas in more detail, with a view to making some formal plans soon, as the Jubilee is fast approaching. **ACTION ALL COUNCILLORS**

10. Village survey update

One member updated the parish council with regards to surveys delivered so far and asked for assistance from other members to deliver the remainder. Copies of the survey were passed around for members to distribute **ACTION ALL COUNCILLORS**

The clerk agreed to email a map of the parish to members to assist with this **ACTION MB**

As agreed at previous council, some members have organised a public meeting at the playing field on 30 January 2022 and JC has offered to update members on the outcome of this, and the feedback from the surveys, at the next Full Council meeting **ACTION JC**

11. Potential cultural events in Dunkirk in 2022

Members agreed to keep the potential for arranging some cultural events on the back burner at the present time, given the current focus on the survey and Jubilee arrangements **ACTION MB** to pass information to the Village Hall operators in case this is something they might like to pursue

12. Update regarding the Apsley Trust

KK, in his capacity as a trustee of the charity, updated the council to advise the necessary paperwork needed to present to the bank had now been obtained and will be presented to them shortly. Once the necessary changes to the set-up of the Trust have been made, they will begin the process of discussing potential beneficiaries as soon as possible.

13. Matters not on Agenda (for information only)

KK asked the ward councillors to follow up the position with regards to Covid-recovery grants with Swale Borough Council, as other boroughs had now done so but no information has been forthcoming from them – **ACTION AG** agreed to raise.

The Chair closed the meeting at 9.50pm

Matthew Bullen
Clerk to Dunkirk Parish Council

Signed 

Chairman

Date 21-02-2022

Date of next meetings:	Planning Committee:	7 February 2022
	Full Council:	21 February 2022

Dunkirk Parish Council Website: www.dunkirkpc.org.uk