

# Dunkirk Parish Council – Full Council Meeting

Minutes of Full Council meeting held at Dunkirk Village Hall 18 July 2022 at 7.30pm

## Present:

Parish Councillors: Cllr K Kemp (Chair), Cllr J. Tutt, Cllr N. Smith, Cllr D Brice and Cllr G. Hewett, Cllr J Clifford

Clerk: Rebecca Parr

Ward Councillor: Ward Cllr A. Gould (arrived at section 5H)

There were no 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 received from Ward Cllr T Valentine, Cllr R Lehmann (KCC), and Cllr J Coleman
3. **Minutes of Full Council meeting 20 June 2022.** A motion to approve the minutes once councillor names had been removed from certain items as a true record was agreed by the attending councillors.
4. **Public Participation**  
None
5. **Correspondence**
  - A. The Chair updated the councillors regarding the issue with GDPR and speed signs with KCC. Following the previous meeting the Chair had sent a reply to Cllr Lehmann asking for our complaint to the escalated which was done on the 5<sup>th</sup> July. As at the time of this meeting no response had been received **Action:** The Chair will chase.
  - B. Cllr Kemp updated the councillors on the Highways sign on the A251 saying 'Alternative Parking Guildford Town Centre'. The sign should have highlighted the upcoming night closure of the Faversham Road and it was in the process of being changed.
  - C. Regarding Thread Wood and the felling of trees, the Clerk for Hernhill had forwarded an email confirming that the Forestry Commission had undertaken a site visit and confirmed the felling was within terms of the licence. With regards to the nesting season, the FC are unable to enforce as they are not covered by the Forestry Act 1967 but the wildlife and Countryside Act 1982 and administered by the police. The case had already been reported to the Police. It was agreed by the council for a letter to be sent to the landowner highlighting our concerns and to request sight of an ecology reports undertaken prior to the felling. **Action:** The Clerk is to send a letter.
  - D. CRPE in providing advice regarding the issues at Thread Wood says people need to be much more proactive and record every bit of flora and fauna from earwigs to bats, dormice and orchids, trees and how old, in and around the site with the Kent and Medway Biological Records Centre (KMBRC - <http://www.kmbrc.org.uk/aboutus/index/index.php>). When a developer is interested in a site, they must do something called a 'desk top survey' before they do anything else. This means contacting the KMBRC and asking them to pull out any records on flora and fauna on the proposed site. If no flora and fauna has been recorded, then none will be flagged up. The developer then sends in their own ecologists, so it is imperative that flora and fauna is recorded so nothing significant gets missed. It is free to add items but need to be paid for the view records. **Action:** The Clerk is to add a link to of this to the website encouraging people to report any findings. A number of councillors have volunteered to also undertaking recording at various sites across the parish.
  - E. A request had been received from the village hall that they would like a 'V' noticeboard sign to go around the Dunkirk Village sign outside of the hall. Under the Town and Country Planning Act 1990 under Class 1, Part 1, Schedule 3 grants deemed consent for local authority's functional advertisements for a maximum sign on 1.55 square metres. It was agreed that the councillor would allow a sign and put it up on their behalf. **Action:** Cllr Tuff will inform the village hall.
  - F. The Clerk has received a request from an ecological consultant who had a client interested in offsetting a development elsewhere within the Stour catchment area with a 1 hectare wood and could the Parish Council

- identify a suitable landowner. The council unanimously agreed not to support. **Action:** The Clerk is to respond accordingly to the email.
- G. Due to miscommunication, the agenda had not been placed on the noticeboard at the bus stop at the bottom of the hill. Advice from KALC confirmed that since the agenda had been added to the main noticeboard at the top of the hill and the website as well as summons the councillors within the 3 clear day notice, then it was legal for this meeting to go ahead. It was agreed that the Clerk would take responsibility for placing the agenda on the noticeboards going forward and the respective keys were handed over.
- H. Cllr Kemp raised his concerns to Cllr Gould that we require KCC and SBCs help and support. The PC is receiving regular complaints from parishioners and it appears that nothing is being done and that the PC is constantly having to chase.

## 6. Matters for public concern:

### A. Highways Issues

- i) Cllr Kemp had contacted Cllr Lehman to enquire with regards to a temporary speed limit to be added for safety on Boughton Hill whilst remedial works are waited. The Chair had prepared a draft HIP which was circulated to the councillors. A copy had also been passed to Cllr Lehman for him to arrange an initial consultation meeting with the East Kent Highways Team to start the process. Three dates had been provided for the end of August on either 24<sup>th</sup>/25<sup>th</sup>/26<sup>th</sup> August. The Chair had also liaised with Cllr Page at Hernhill Parish and Chair Pray at Boughton regarding areas where there were crossovers. The respective councils were keen to join up in due course but Hernhill commented that they needed to progress with their initial applications and KCC meetings first. **Action:** The councillors are to let the Chair know if they wanted any changes to the HIP and priorities and to let the Chair know if they were interested in joining the KCC meeting at the end of August with a preference for a date.
- ii) The Clerk had received an invite via the MP Helen Whately concerning Operation Brock and a virtual meeting with relevant Parish Councils and the Kent Resilience Forum on the 22<sup>nd</sup> July. Cllr Hewett agreed to attend. **Action:** The Clerk is to inform the organiser accordingly.
- iii) National Highways had provided an update on the Brenley Corner proposed upgrade scheme. As there were to be further analysis required with changes to the traffic model, the public consultation would no longer be undertaken this summer.
- iv) It was highlighted that there was a speed road sign in Staplestreet that was spinning and facing incorrectly. **Action:** The Clerk is to report to KCC Highways.
- v) The Chair informed the council that the website had been updated to include a link to KCC Highways reporting tool in order that parishioners and councillors could report items as they occurred rather than waiting until the next meeting and also because they would be aware of the exact details and locations involved. The Clerk informed the council that she had now created a spreadsheet to track such items and if any were reported by councillors, if the reference number could be passed to the Clerk in order that the items could be added to the tracker.

### B. Footpaths, Verges & Hedges

- vi) The Chair had visited the owner of 1 Courtney Road whose hedge backed onto the ditch and bus stop after they had received a letter from the Parish Council for the hedge to be trimmed back. Confirmation had been seen by the Chair that the owner had already paid a significant sum for poorly executed works undertaken earlier in the year and could not be expected to do so again. It was agreed as a one off for the council to assist. A neighbour would arrange for the overhanging plum tree branch across the bus stop to be removed. **Action:** Cllr Brice is to contact Mr Doy would be contacted to cut back the vegetation from a metre at ground level and the brambles removed from the ditch.
- vii) A discussion was held in respect of the verges and that some residents had complained that it makes the village appear untidy. It was agreed we were following guidance from KCC Plan Bee and that care also needed to be taken not to obstruct sightlines. It was discussed that a map of which verges were affected and what we were doing would be useful and then could be communicated to residents. **Action:** The Clerk is to provide the councillors with a map that would then be annotated.
- viii) The Chair reported that by the bus stop on Courtney Road, that silver nitrous oxide 'laughing gas' canisters had been found. This had been reported to the PCSO and a response was awaited.



- ix) The Clerk had received correspondence from Ladybirds who undertake the Churchyard contract to state they were cutting the grass as high as they could as the spring wildflowers had seeded and were perennials that would recover and grow. Unfortunately the first cut was about 5 weeks too late given the delay in the new contract. It was important that the meadow needs cutting in June in order to prevent the grass seeding and dominating the flowers. Ladybirds also offered to plant in the autumn wild plants. **Action:** The Clerk is to respond confirming their agreement to the approach and to enquire if there is a cost associated with the wild plants.
- x) The fallen tree on the footpath by Forester Lodge had still not been cleared despite reporting earlier in the year. **Action:** The Clerk is to chase.

C. TPOs

None.

D. Streetlights

A site visit had been help with Prime One concerning a streetlight in Horseless requiring upgrading. This had been done and the street lighting map was in the process of being updated. **Action:** Cllr Tutt to chase.

E. Playing field

Cllr Coleman had submitted a grant request to Bensteds and the outcome was awaited. The Councillors agreed to investigate options for benches for the playing field and whether a native hedge was also an option and this was adjoined to the next full meeting.

F. Village Hall

- i) Cllr Smith provided an update that there was to be a village hall fundraiser for the parish and would also include the Boughton Community Project. They had agreed for the fundraiser to assist with the bus shelters upgrades. The village Hall was also to pursue grants for electric vehicle charging.
- ii) Cllr Tutt confirmed that the defibrillator training had been well attended and had demystified the process. The Clerk confirmed that she had been in contact with the village hall and offered assistance on the registration with The Circuit. **Action:** Cllr Tutt is to provide information to the Clerk for the event to be placed on the website.

G. Bus Shelters

- i) The Chair also raised the condition of the bus stop with broken glass/plastic and also the ivy growing on the bus stop opposite. **Action:** Cllr Brice is to liaise with Mr Hitch and Mr Doy to obtain quotes for the additional works and to replace the bus stop with panels.
- ii) The Clerk confirmed that an additional quote had been received to undertake remedial works for the bus shelter at the bottom of the hill for a bench replacement from Mr Hitch. Following a discussion it was agreed to accept the quote by Mr Hitch. **Action:** Dan to contact Mr Hitch to arrange the works. The council is still considering options for their entire replacement.

7. **Jubilee Tree Planting:**

It was agreed to adjoin to the next full meeting.

8. **Village Fete**

It was agreed to move this item to that of the village hall for subsequent meetings.

9. **Speedwatch**

The Chair read out an email from Kent Police about how it operated where between 2-20 residents would need to volunteer, who then receive mandatory safety awareness training. A suitable speed indication device (SID) would need to be borrowed. The groups operate in 2 and 3s to record vehicle travelling above nationally specified thresholds. The sites used would also need to be pre-approved by the Police. Cllr Clifford knew someone who knows the scheme **Action:** Cllr Clifford to ask if their contact would come along to the next full meeting and details added to the newsletter to encourage the public to attend.

10. **Planning:**

A. Received decisions: None

B. Consider applications: None

C. Enforcement:

- i) Cllr Gould mentioned that the Swale Chief Executive, Larissa Reed would be in contact with us regarding updates on enforcement.

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

**11. Finance:**

A. Finance report

The clerk read through the contents of the Finance Report which was approved and signed by the Chair. The Clerk had provided an update that the cash reconciliation spreadsheet had been update to include the bank reconciliation as well as other pertinent financial information in order that it was all in one place.

B. Approve payments

A motion to approve all items for payment was unanimously agreed.

| A/C Name                  | Invoice No. | Chq No | Description                   | Net            | VAT          | Gross          |
|---------------------------|-------------|--------|-------------------------------|----------------|--------------|----------------|
| Rebecca Parr              |             | 1614   | Salary 13/06/22- 10/07/22     | 621.60         | 0.00         | 621.60         |
| Rebecca Parr              |             | 1614   | tax refund                    | 155.40         | 0.00         | 155.40         |
| Rebecca Parr              |             | 1615   | Office Expenses               | 20.00          | 0.00         | 20.00          |
| Rebecca Parr              |             | 1615   | Expenses - eSim               | 26.57          | 0.00         | 26.57          |
| Rebecca Parr              |             | 1615   | Microsoft One Drive back up   | 49.99          | 10.00        | 59.99          |
| <b>Rebecca Parr Total</b> |             |        |                               | <b>873.56</b>  | <b>10.00</b> | <b>883.56</b>  |
| Eon (now N-Power)         | IN04042802  | 1616   | Electricity 1/06/22- 30/06/22 | 55.94          | 2.80         | 58.74          |
| G Doy                     |             | 1617   | Grass Cutting - June          | 70.00          | 0.00         | 70.00          |
| K Kemp                    | 7835948     | 1618   | Namesco upgrade               | 62.30          | 12.46        | 74.76          |
| Prime One                 | PRM/1264    | 1619   | Street lighting July          | 211.43         | 42.28        | 253.71         |
| <b>Total</b>              |             |        |                               | <b>1273.23</b> | <b>67.54</b> | <b>1340.77</b> |

C. Online Banking

The Clerk had now received all the personal information required from the councillors **Action:** The Clerk is to contact Lloyds Bank to apply for online banking.

D. Pensions Regulator

A request by the Pensions Regulator had been received to verify our position as part of the standard 3 year requirements. **Action:** The Clerk is to investigate and respond accordingly.

**12. Review of existing Council policies**

A. Standing Orders

The council agreed to adopt the model standing orders. **Action:** The Clerk is to prepare and circulate.

B. Financial Regulations

The council agreed to adopt the revised wording incorporating online banking. The council agreed for a s101 delegation where a maximum payment limit of £1k is to be applied. **Action:** The Clerk is to update and incorporate accordingly and circulate ahead of the next meeting also incorporating a Chair's discretion of £100

C. Communication and Social Media Policies

Agreed for another year.

D. Statement of Internal Control.

Agreed for another year.

E. Privacy Notice

The Chair raised the need to amend the wording in respect of Brexit. The GDPR remains under Adequacy Rules until at least 2025 or until legislation is changed by the United Kingdom Government. **Action:** The Clerk is to amend the wording according and the council agreed to accept for a further year.

F. Subcommittees.

i) Planning – No changes required to the existing set-up.

ii) Finance/Fundraising – The Chair asked for a new committee to be formed to assist with grant opportunities and fundraising for projects around the parish. The committee would meet to discuss ideas and opportunities and report back to the full council. It was agreed for the following councillor on this committee: Cllr Coleman; Cllr Smith; Cllr Clifford and Cllr Hewett.

**13. Administration**

G. Laptop Back-up

The Clerk confirmed that the laptop had now been backed up to One Drive. The council considered that a hard drive bank up was still appropriate. It was agreed for the Clerk to purchase a Seagate portable hard drive (1 TB - £39.99). **Action:** The Clerk is to purchase the hard drive and claim back the cost on expenses.

**14. Councillors Reports**

- A. It was discussed regarding a Jubilee Hedge on the playing field and whether a community project where residents could donative a native tree. Cllr Hewett confirmed that obtaining grants from elsewhere were extremely complex. The council agreed to the idea as long as the long view was not interrupted and a notice will go into the newsletter.
- B. Concerns were raised regarding the cladding added to the house in Courtney Road. **Action:** The councillors would investigate the planning conditions accordingly.

**15. August Council Meeting**

It was discussed and agreed that a full council meeting would be held in August.

**16. Items to be placed on July's full meeting**

Matters Arising


- 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

The Chair closed the meeting at 10.30pm

|                        |                     |                |
|------------------------|---------------------|----------------|
| Date of next meetings: | Planning Committee: | 1 August 2022  |
|                        | Full Council:       | 15 August 2022 |

Rebecca Parr,  
Clerk to Dunkirk Parish Council

Signed  
Chair



.....

Date

15/08/22  
.....

PLEASE VISIT OUR NEW WEBSITE FOR ALL THE LATEST NEWS IN AND AROUND THE VILLAGE: [www.dunkirkpc.org.uk](http://www.dunkirkpc.org.uk)