

# Full Council Meeting of Dunkirk Parish Council

Minutes of Full Council Meeting held at Dunkirk Village Hall on 19 April 2022 at 7.30pm

## Present:

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

Ward Councillor: Tim Valentine (TV)

And one member of the public

**Declaration:** Any Declarations of Interest by members present to be made at the commencement of the meeting – NS declared interest as the applicant of planning application 505651 and observed the review of this as a member of the public.

1. **Apologies for absence** – received from County Councillor Lehmann, Ward Councillor Gould and Councillor Hewett

2. **Minutes of Full Council meeting 28 March 2022 and Extraordinary meeting 4 April 2022 and matters arising**

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

3. **Correspondence**

The member of the public raised concerns about:

- speeding along London Road, not helped by signage being partially obscured, the 30MPH sign would ideally be placed further back and the HGV prohibitive sign is located at a point where the lorries are already committed to the road by the time drivers see it. The parishioner would like the responsible agency to review all the signage along the road.
- the road signs which were abandoned following the roadworks have still not been cleared. KK advised this has been reported to KCC
- ahead of the Jubilee the member would like the approach to the village to be tidied and feels it is not currently being taken care of and that first impressions matter. This included a request to cut the grass verges, to which members advised that the council was adopting a pollinator-friendly approach which would entail some areas being cut less frequently, whilst acknowledging the balance between this and keeping the village tidy as possible
- a concern was also raised about the ditch behind the bus shelter being cleared in order to fulfil its function as drainage. One member suggested undertaking a cut in Spring whilst the resident an Autumn cut would be more appropriate. **ACTION MB** – review provision for this within the contract specifications recently advertised and consider potentially arranging a cut as a one-off contract

The Chair advised that he had been in correspondence with County Councillor Lehmann to follow up on a complaint the council had made regarding KCC's approach to replacing the damaged vehicle speed activated light.

Cllr Lehmann had raised the matter at Cabinet and a response was received to say there had been a change in national guidance and lights such as these are no longer considered to be safety-critical items and should only be considered where all other measures have been implemented to address known speeding issues.

Being non-safety critical, KCC do not have a budget to replace faulty signs. The response stated the fixing post is left in situ, should a council wish to pursue a replacement, though members commented that that was not the case in Dunkirk as the post has been removed.

The response states any requests to install a new or replacement light are subject to a KCC survey to review any changes in the effectiveness of the light from when it was first installed and that the typical cost to survey, manufacture and install the light is in the region of £8,500.

Members noted this response with disappointment, noting that the parish council is expected to pay for an item which remains an asset of KCC (as they are responsible for highways) and that costs are increased significantly by KCC insisting a) on survey taking place and b) all works being undertaken by their own contractors when the parish council believes it can source such works much more cost effectively.

The Chair updated council to advise that two "CV's" had so far been received for the position of clerk and that the Recruitment Committee would be meeting shortly to begin conducting interviews. The clerk was asked to contact KALC to ask them to advise the deadline for any other applicants to apply was to close in seven days – **ACTION MB**

#### 4. Matters for public concern:

##### a) Highways Issues

###### i. Speeding on Staplestreet Road:

The Chair updated the council to advise that no response had been received from Boughton Parish Council regarding the council's proposal to arrange a virtual meeting to review their approach to address the speeding issues on Staplestreet Road – **ACTION KK** to liaise with Paul or Sarah at Boughton

Another member advised that overgrowing trees were obstructing visibility of the sign near Forrester's Lodge travelling from Canterbury direction. **ACTION MB** – contact Gary Gibb, KCC to see if he is aware of the situation or report online. Another member advised that they had been in contact with RSPB and they have confirmed they are to attend to the overgrown branches along the footpath near Bossenden Wood.

##### b) Footpaths, Verges & Hedges

Regarding the overgrown shrubbery near the pylon, one member advised they had group community project whereby a number of volunteers had agreed to clear the area and maintain it going forward. The council applauded this initiative and members noted it may be asked to contribute to some mulch or similar as a good will gesture in the future. In the meantime, NS to establish if the group can begin work prior to the Jubilee **ACTION NS**. DB advised that he has a meeting with KCC this week regarding the PROW application at Bossenden Wood.

##### c) TPOs – no matters raised

##### d) Streetlights

###### i. Costing for additional LED light

The clerk updated members to advise the cost of the additional streetlight at Horselees Road was just under £300 and that this was in line with that charged for others. No objections were raised and the invoice from the contractor is awaited.

##### e) Playground Equipment and Safety Surfacing – no matters raised. The clerk was asked to update the title of this recurring item to "playing field" going forward **ACTION MB**

#### 5. Planning:

##### a) Received decisions:

**22/500191/FULL** | Creation of a Natural England wildlife pond for Great Crested Newts. | Jays Woods Boughton Hill Woodside Dunkirk Kent ME13 9FL **GRANTED**

**22/501068/FULL** | Demolition of existing derelict Thatch Cottage and replacement with two detached dwellings with cycle and bins stores and associated access parking. | Thatch Cottage Staplestreet Road Boughton Under Blean Kent ME13 9TJ **WITHDRAWN**

**22/500704/SUB** | Submission of details pursuant to condition 3 (50% reduction in dwelling emission rate) of application 19/505582/FULL. | 21 Horselees Road Boughton Under Blean Kent ME13 9TG **APPROVED**

##### b) Consider applications:

**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 meters over highway, (5) Lift Vegetation to 3 meters over footpath and lift any low branches to 5.5 meters 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 meters over highway, (10) Lift vegetation to 3 meters over footpath. cut back ro 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 meters over the high way, 1 x (15) Oak trees lift to 5.5 meters over the highway, 1 x (16) Horse chestnut - lift to 5.5 meters over the highway, 1 x (17) Yew Tree - remove damaged branches and lift to 5.5 meters over highway. | Highwood Lodge Canterbury Road Dunkirk Faversham Kent ME13 9LE

Members further discussed this application where it agreed to request a further extension whilst clarification of the following is sought and for the council to then consider: 1. Has the correct information been uploaded to the portal? 2. Does the information previously uploaded to the portal constitute arboricultural-expert report (as is required) and if not has this been supplied 3. Has the response from the TPO officer been received? **ACTION MB**

**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

A motion to support the application was proposed by JT, seconded by JCL and approved unanimously.

## 6. Finance:

### a) Finance report

The clerk read through the contents of the report which will be published on the council's website and no comments were made.

### b) Approve payments

A motion to approve the payments requested was proposed by DB, seconded by JC and agreed unanimously.

## 7. Review of current arrangements for the Queen's Platinum Jubilee Celebrations and approval for beacon

The clerk updated the council to advise that attempts to obtain a quotation for a bespoke beacon for use at the Jubilee and other events thereafter, had only produced one quotation at approximately £1,900. A member advised he believed he could source a quote for something similar item for a price in the region of £1,500.

This compares against a price of £490 plus VAT for either of the two beacons being offered by official suppliers as recommended by the national Jubilee organisers.

Members noted their preference for a bespoke piece that would be an asset to the village in the future but reluctantly agreed that the additional cost could not be justified.

A motion for the Chair to purchase the beacon being offered by 21cc Ltd on the basis it is reusable and parts can be interchanged with it was proposed by KK, seconded by NS and approved on a majority with JT and JCL in support and JC and DB abstaining. **ACTION KK** to proceed with purchase, including gas.

NS updated the Council to advise that, together with a working group of volunteers from Boughton had agreed that Dunkirk would organise events on the Thursday and Friday of the Jubilee weekend, with Boughton organising on the Saturday and Sunday.

In addition to the beacon lighting on the Thursday evening, there will be a mobile prosecco and beer van in attendance at the playing field from 7pm.

A dog show will be taking place on the Friday from 2-4pm with a guest from Crufts judging the competition. Local companies had pledged to donate prized and rosettes. An ice cream van and mobile alcohol van will also be in attendance and people will also be able to microchip their pets for free on the day.

NS asked for volunteers to assist with setting up from midday on the Friday.

JCL offered to organise the parking area **ACTION JCL**

Members thanked NS for efforts in organising these events so far.

## 8. Review of Council governance procedures

Ahead of the internal audit taking place later that week, the clerk advised the council that its existing policies remained current but were due to be reviewed at the next Full Council meeting.

The clerk queried if the existing Asset Register should be updated to include values but was advised this was not necessary. A motion to agree that the 2019 Asset Register remains current except for the addition of another streetlight was proposed by JT, seconded by JC and agreed unanimously.

**ACTION MB** clerk to update the register and inform insurers of the additional item to be insured.

**9. Review of vacancy for the position of clerk and Responsible Financial Officer**

The Chair suggested that the council should aim for the new clerk to start in their role a week or two before the current clerk leaves to ensure a smooth handover process and a motion to agree this was proposed by JT, seconded by NS and agreed unanimously.

**10. Repairs to bus shelters**

The clerk updated council to advise of a quotation for £450 to repair the damaged seat in the bus shelter at the bottom of Boughton Hill.

JCL agreed to obtain a second quotation for comparison purposes for the next council meeting **ACTION JCL** but overall members were disinclined to proceed in view of the cost relative to the overall value of the shelter.

Members discussed the bus shelter provision within the village more widely and agreed that none of these are in keeping with the village.

JCL agreed to liaise with Rough Common parish, who had recently installed some new wooden shelters, to establish approximate prices as a guide, should the council decide to replace any or all of the shelters along similar lines in due course.

**ACTION JCL**

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

KK updated members regarding the Apsley Trust of which he is the treasurer and a trustee. It was stated that there are still complications regarding account signatories and that he was due to have a meeting with other trustees shortly.

He is aware of one potential beneficiary for a donation which will be considered in due course.

Parish Magazine – KK to respond to publishers and include the warning note regarding parking near the pylon.

Parish Sign – KK advised he was still reviewing this.

Speaker for Annual Parish Meeting –the council was disappointed to note the police inspector declined the council's invitation to speak at the meeting and other arrangements are now being considered.

Update on playing field access – JCL to send copy deeds to other party and arrange for them to liaise with his solicitor who is to review documents on behalf of all parties. **ACTION JCL**

One member advised that local data suggestion the Covid vaccination rate in the area was lower than in neighbouring areas. The Chair agreed to include a reminder of the availability of the vaccine in the parish magazine **ACTION KK**


JC noted with regret that Sandra May, who had offered many years of service to the council, had recently passed away and members offered their condolences to her family.

The meeting was closed at 9.55pm

Date of next meetings:	Full Council:	18 April 2022
	Annual General Meeting:	3 May 2022
	Annual Parish Meeting:	3 May 2022
	Planning Committee meeting:	3 May 2022

Matthew Bullen,  
Clerk to Dunkirk Parish Council

Signed  
Chair

  
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Date

16/05/22  
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Signed  
Vice-Chair

  
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Date

16/5/22  
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**PLEASE VISIT OUR WEBSITE FOR ALL THE LATEST NEWS IN AND AROUND THE VILLAGE: [www.dunkirkpc.org.uk](http://www.dunkirkpc.org.uk)**