

# Dunkirk Parish Council – Full Council Meeting

## Minutes of meeting held at Dunkirk Village Hall 7.30pm 21 June 2021

### Present:

Parish Councillors: Jeff Tuff (JT) Chair, Julie Coleman (JC) Vice Chair, Steve Hitch (SH), Daniel Brice (DB), Kevin Kemp (KK) and Jason Clifford (JCL), Matthew Bullen (MB) clerk to Dunkirk Parish Council

Ward Councillor: Alistair Gould (AG)

Four members of the public

**Declarations:** Any Declarations of Interest by members present to be made at the commencement of the meeting: Councillor Kemp declared an interest in respect of planning application 21/502745/FULL

1. **Apologies for absence** – apologies received from County Councillor Lehmann
2. **Minutes of the previous meetings of Full Council 17 May 2021 and Planning Committee 7 June 2021 and matters arising**  
– the Minutes were approved as a true record and signed by the Chair with no matters arising.
3. **Matters for public concern:**
  - a) Highways Issues
    - One member advised that 5 trees had been damaged, on the A2 opposite BHW including one which has split causing it to lean. The Chair advised that this area was the responsibility of Highways England and that he would report this on behalf of the Council – **ACTION JT**
    - Another member advised the dangerous tree on Dunkirk Road South had now been cut down
  - b) Footpaths, Verges & Hedges
    - A member of the public asked for the bushes outside the village hall to be cut back and other members agreed the areas around the village hall could do with trimming back – **ACTION MB** to write to village hall operators
  - c) TPOs
    - One member queried if there had been any further response from Swale Borough Council regarding the issues in Poundfall Wood? Swale had previously provided a response which the Council objected to and AG agreed to take this up again **ACTION MB** – to check previous correspondence and support Councillor AG in this process
  - d) Streetlights
    - Councillors had previously been asked to consider the timings for which the streetlights should be dimmed and upon further discussed it was agreed that we would ask the Contractor to consider this based on their experience – **ACTION MB** – to write to the contractor to review the current arrangements and change to be similar to other parishes and these can be changed on a lamp by lamp basis if requests are made to the Council
  - e) Playground Equipment and Safety Surfacing
    - the Chair and Vice Chair agreed that, now that Covid-restrictions are beginning to ease, it would be a good time to review this area again, including the possibility of a public consultation
4. **Planning:**
  - a) **Received decisions:** None

Although no received decisions had received prior to the Agenda for this meeting being issued, one decision had since been received regarding planning applications 20/505357/FULL and 20/505358/LBC which would be formally noted at the next meeting of the Council.

However in the interim, the Chair was disappointed to note that a planning application, which had previously been approved by the Council, had subsequently been amended and then approved by Swale Borough Council without having referred the matter back to the Council for further consideration.

The Chair asked AG to liaise with Swale Borough Council to take up the matter with them as the Council should have had the opportunity to be re-consulted **ACTION AG**

**b) Consider applications:**

- i. **21/502317/FULL** | Change of use of a residential property (C3) into a residential institution (C2). | 59 Horselees Road Boughton Under Blean Faversham Kent ME13 9TE

The Chair noted that the Clerk had written to Swale Borough Council requesting more information about the planning application. A "supporting statement" had since been provided by the applicant but this was still considered to be lacking in detail and a further request for information had been made without response.

Members noted that as the application related to a proposed commercial operation, there should be a business plan available in support of it. There had been no information provided about the hours of operation nor whether this was a proposal which had been supported by KCC or any other authorities overseeing the care sector. There has been no comment about how the welfare of residents would be protected and the provisions intended to ensure this is an appropriate facility so there is a potential welfare issue too if this is not understood from the beginning.

Members of the public also raised concerns about the lack of information supporting the application. Is the application intended to be a charitable concern? What will the staffing arrangements and traffic movements be like? Although the application states there are 6 parking spaces, in reality this would involve 4 of those spaces being double-parked and if staff are coming and going, would they realistically park in that manner or use the road which already has a lot of parked cars on it.

The Chair proposed a motion to object to the application due to the lack of supporting information. An objection would mean the application would go to committee and the Chair advised that he would write to Swale Borough Council to request this additional information be obtained in advance of that meeting. This motion was proposed by JT, seconded by KK and agreed unanimously. **ACTION JT**

- ii. **21/502745/FULL** | Erection of a two storey side extension. Red Lion London Road Dunkirk Faversham Kent ME13 9LL

Having declared his interest in this application prior to the meeting, Councillor Kemp, speaking in a personal capacity on behalf of the applicant, stated:

1. The extension was required due to a growing family, which included a boy and a girl who would require separate bedrooms
2. That an entrance was to be created at the rear of the property in order for the family to gain access to the private areas of the property without having to go through the bar area, as is currently the case
3. That pre-planning advice had been sought in which it had been stated that all proper planning policies had been looked at and gone through and that the application should be likely to succeed provided that 1. suitable materials are used in the construction and 2. that the premises are used solely for the reasons described and not for the created of a second dwelling.

Councillor Kemp left the room whilst the application was discussed. Other Councillors agreed that it appeared that planning guidelines had been followed and that the proposed extension was in keeping with the existing property. A motion to support the application subject to the following conditions being applied was proposed by DB, seconded by JC and agreed unanimously:

1. That suitable materials which are consistent with the existing property are used in the construction
2. That the property must be maintained as a single dwelling once the works have been completed

- iii. **21/502877/FULL** | Erection of 1no. detached dwelling house with associated access, parking and landscaping. | Land Adjacent To 72 Courtenay Road Dunkirk Kent ME13 9LH

One member commented that the proposed building was attractive, in keeping with the surroundings and with good landscaping proposed.

Another noted that the application was strictly speaking outside the village envelope but there are however other properties surrounding it and could therefore reasonably be considered to be "in fill".

Others commented that a "self-build" project should be welcomed and that the village should be welcoming developments of this nature.

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

**5. Finance:**

**a) Finance report**

The Clerk read through the contents of the June Finance Report

**b) Approve payments**

The clerk requested approval for payment of the items referred to in the Report which was agreed unanimously.

The Chair also commented that invoice for the Churchyard works had not been settled previously as the invoice had only recently been received. The contractor had also suggested that their charges would be reviewed, although the Chair believes there is an agreement in place to maintain all the existing charges until all cutting contracts are reviewed in March 2022.

**6. 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.**

The clerk reminded councillors that the existing Statement had only recently been reviewed and a motion to agree the existing statement remained appropriate was proposed by JT, seconded by KK and agreed unanimously.

**7. To approve the Annual Governance Statement for 2020-21, Section 1 of the AGAR for the year ending 31 March 2021.**

The clerk read each of the statements in the Governance Statement to the Council and a motion to confirm the Council agrees with each of these statements was proposed by JT, seconded by JC and agreed unanimously.

One member queried the position with regards to the financial arrangements for the previous Clerk, following his departure. The Chair offered to write to his representative to advise that the matter would be closed if no response is received before the next Full meeting of the Council. **ACTION JT**

One member queried if the annual check of contractor's insurances had been reviewed recently and the Clerk agreed to ensure this was the case **ACTION MB**

**8. To approve the Accounting Statements for 2020-21, Section 2 of the AGAR for the year ending 31 March 2021 and the supporting Bank Reconciliation as at 31 March 2021 and the explanation of the significant variations from last year (2019-20) to this year (2020-21).**

A motion to agree the Accounting Statements and supporting documents was proposed by KK, seconded by JC and agreed unanimously.

**9. To confirm that the Council meets the criteria for exemption for 2020-21 and can certify itself as exempt from the "limited assurance review".**

JT proposed a motion to agree the Council meets the criteria for exemption which was seconded by SH and agreed unanimously.

**10. To give thanks to Councillor Hitch who is to step down from Dunkirk Parish Council**

The Chair placed on record his sincere thanks to Councillor Hitch for all the work he had done for the Council and the residents of Dunkirk. The Chair also thanked him for the support and guidance he had offered to Councillors during his time. Councillor Hitch said he had enjoyed his 5 years on the Council and that he would be pleased to get involved with any projects the Council undertakes in the future.

**11. Review of councillor vacancies at Dunkirk Parish Council**

The Clerk advised that with the resignation of SH, there are now two vacancies for the office of Councillor on Dunkirk Parish Council and that 3 people had so far expressed an interest in joining the Council.

Assuming no by-election is called, the Clerk detailed a possible application process for appointing two councillors on a co-opted basis. If approved, the formal notice of vacancies, together with details of the application process would be placed on the noticeboards, website and Facebook page.

The proposal was agreed unanimously with a request that the Clerk make contact with each person who had previously expressed an interest in joining the Council to inform them of the position.

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

Litter picking – in view of the postponement of the further easing of Covid-restrictions until 19 July, the Chair advised that this was now unlikely to take place until the end of July.

Brotherhood Wood – one member advised that a parishioner had raised concerns about a fire in Brotherhood Wood. Members noted that if anything that is untoward or potentially harmful to life or the environment is noted then the police should be notified and such notifications should be handled in confidence.

“Glamping” on Denstroude Road – one member raised concerns about this apparent new hospitality venture and queried what licences and other aspects such as hygiene arrangements were in place to ensure this was being run appropriately. Concerns were also raised about the effect this was having on the roads, with many visitors seen walking in the roads, whilst many of the farming gateways were being blocked by traffic using the site.

Red Lion Caravan Park – the Chair advised that a resident had been in contact asking if they could sell the property to someone who has connections locally in Boughton. This could be construed as being outside the remit of the Section 106 however they do have family based locally so it was agreed with other councillors that this was in order and that we would write to Swale Borough Council to authorise the release of the sale.

The Chair closed the meeting at 9.10pm

Date of next meeting:	Planning committee:	5 July 2021
	Full Council:	19 July 2021

Matthew Bullen,  
Clerk for Dunkirk Parish Council

Signed

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Chairman

Date

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19/7/2021