

## Dunkirk Parish Council

### Minutes of meeting held at Dunkirk Village Hall on 16 March 2015

Present: John Peto (Chair), Jeff Tutt, Paul Mellett, Vaughan Howland, Sandra May, Phillippa Clarkson, George Bobbin, Louise Blackshaw (Clerk)  
PCSO Joanne Jewiss (for item 3)

Declarations of Interest: None

1. **Apologies:** Don Coles, Andrew Bowles
2. **Notification of Additional Agenda Items:** None

#### 3. **Crime Update:**

PCSO Joanne Jewiss was in attendance and was welcomed to the meeting. The latest crime update was tabled and noted. A discussion took place on crime in the area and the importance of deterrents such as marking of property. It was suggested that the parish council would write to all households informing residents of ways in which they can protect their property and asked Jo whether the Police would be able to provide the marker pens to send out with the letters. Jo will investigate whether this is possible. It was also noted that three neighbourhood watch schemes are currently being set up in Dunkirk through the Medway Neighbourhood Watch Association with involvement from Kent Police.

PCSO Joanne Jewiss left the meeting.

#### 4. **Minutes of the previous meeting**

The minutes of the Council meeting held on 16.2.15 and the Planning Committee on 9.3.15 had been previously circulated and were signed as an accurate record.

#### 5. **Matters arising from the previous minutes**

- (a) Village Sign: Jeff Tutt reported that the two redundant school signs would be decommissioned and removed at the end of March, following which a smaller post would be installed which the village sign will be attached to. There was a cost involved in decommissioning/removing the signs and installing the new post which would be paid by KCC.
- (b) Litter Pick: George Bobbin following up with SBC. It was noted that there is a large amount of litter in the Gate Services area which had not been included in the recent litter pick along the A2.
- (c) Parking Issues: The vehicle parking on the main road opposite Woodmans Hall was still causing concern. The Woodmans Hall Management Committee were investigating two additional spaces along the fence line, however in the meantime the Clerk will contact Jo Jewiss to ask her to advise the resident that as he is parking in a 40mph zone he should leave his vehicle in the direction of travel and with its lights on if parking on the main road.

Gate Services – parking of lorries is getting worse. VOSA have been contacted and asked for further evidence such as photos to be submitted to enable them to follow up.

## 6. Matters for public concern

### (a) Highways Issues

Donkey Bob Hill: repair works are now complete and everyone is pleased with the end result. Gary Gibbs at KCC has been thanked.

(b) White Drain: Jeff Tutt had recently circulated information about the White Drain following the recent drainage works which had taken place near Blean House. The Environment Agency are investigating as there is concern about the quality of the water which is now classed as poor.

(c) Trees on Boughton Hill: the trees hanging over the footpath on the north side are obstructing the pavement and felt to be dangerous as they are laden with ivy. The landowner is away until April. The Clerk to write to the owner.

(d) Bus Shelters: It was felt that all the bus shelters need repair and cleaning. It was agreed to approach the site manager at Manor House to see whether they would take a look and see whether a new shelter (or enhancement to the current structure) would be feasible.

(e) Enforcement Cases: No further update has been received on current cases. Brotherhood Wood – there had been further reports that not all residents are from the gypsy and traveller community which is against the planning condition on the site. To be reported to Enforcement.

## 7. Planning

### (a) Receive Decisions

Appeal Ref APP/V2255/A/14/2222495 - Erection of a data storage facility and permanent historical exhibition - Former RAF Mast - Appeal dismissed and permission refused.

14/506050/FULL & 14/506051/LBC - Steel bracing/strengthening works - Former RAF Mast – Approved.

14/506434/FULL - Removal of Condition 5 (seasonal use) - Red Lion Caravan Park – Refused.

14/504246/OUT - Outline application for erection of detached single storey dwelling - Land Adjoining The Firs Dunkirk Road South – was not determined at Planning Committee as Appeal had been lodged. Additional/amended comments due by 13/4/15 – to be discussed further before submitting.

### (b) Consider Applications:

15/500686/FULL - Demolition of dilapidated bungalow and construction of 8 No. 3-bedroom semi-detached dwellings – Longview, The Crescent Boughton. Within Boughton parish but on the boundary of Dunkirk. It was felt that the proposal would have an impact on traffic on neighbouring roads and there were concerns about access and density of the site. Agreed to send in comments once it has been discussed at Boughton Parish Council's Planning Committee.

## 8. Finance

(a) Finance Report: The report and monthly cash account had previously been circulated and were taken as read.

(b) Payments: The following payments were approved.

Cheque 1128	HMRC	PAYE for Clerk	174.80
Cheque 1127	L Blackshaw	Clerk wages & office allowance	283.04
Cheque 1129	D Brice (Timber Tasks)	Removal and disposal of dead tree branches in Churchyard (contribution)	80.00
Cheque 1130	Five Arrows Business Finance	Streetlight repairs - Woodside & Stoney Road	136.20
Cheque 1131	ACRK	Annual membership subscription	35.00
Cheque 1132	Neighbourhood Watch	Signage for neighbourhood watch	30.00
DDR	EDF	Electricity Bill	245.68
<b>Total</b>			<b>984.72</b>

(c) Donations

WW1 Website. Agreed to submit an application to the Swale WW1 Centenary Grant Scheme which will cover the cost to a maximum of £750.

Neighbourhood Watch: It was proposed (JT), seconded (PC) and unanimously agreed to pay a donation of £30 towards signage for the neighbourhood watch scheme (approved in payments listed above).

(d) Audit Arrangements

The Smaller Authorities (Transparency Requirements) (England) Regulations 2015 are now in place which means changes to the audit procedures. The external audit will no longer be required but the Annual Return will still need to be completed and the new Transparency Code complied with.

The internal audit is still required - it was proposed, seconded and unanimously agreed to appoint David Buckett to undertake the internal audit.

It was proposed, seconded and agreed for the Clerk to attend the Audit Workshop being run by KALC (£25), which will give further details on the new arrangements and in particular the requirements for the transparency code.

## 9. Neighbourhood Plan

A good response had been received to the call for sites for inclusion in the plan and these will now be assessed for suitability. A conservation character assessment on The Street and two other areas is being undertaken by SBC on 18 March.

## 10. Elections

The nomination packs for the Parish & Town Council elections being held on 7 May were handed out. To be completed and returned, in person, between 23/3/15 – 9/4/15.

## 11. Correspondence

The following items of correspondence had been received, and had been previously circulated by email:

05/03/2015	KALC	NALC - Star Councils Award Scheme
08/03/2015	Andrew Bowles	Monthly Newsletter
11/03/2015	Computer Buddy	Flyer detailing free computer buddy IT coaching sessions in Faversham
12/03/2015	KALC	Rural Housing Policy Review

The following items were tabled:

Oast to Coast – Spring 2015 edition

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

ANPR – cameras – JT reported that he had received a positive response to the correspondence received and the people he had spoken to are generally in favour of the cameras. The clerk to write to SBC to support the proposal.

Chief Inspector Tony Henley has agreed to attend the next parish council meeting on 20 April to discuss crime in Boughton and Courtenay ward. The Chairmen from the other parishes in Boughton and Courtenay to be invited to attend.

The meeting closed at 9.50pm.

**Date of Next meeting:** Monday 20 April

Louise Blackshaw  
Clerk to Dunkirk Parish Council

Signed

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Chairman

Date

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