

CAPEL-LE-FERNE PARISH COUNCIL


Clerk to the Council - Maureen Leppard
 Website: www.capel-le-fernepc.kentparishes.gov.uk
 Email: maureen.leppard@btinternet.com



39 Victoria Road, Capel-le-Ferne,
 Folkestone, Kent. CT18 7LT
 Tel: 01303 259564
 Mobile: 07813704142

A MEETING OF THE PARISH COUNCIL WILL BE HELD ON
TUESDAY, 17th JANUARY 2017, AT 7.30PM,
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE
AGENDA

1	To RECEIVE Apologies for absence
2	To DECLARE any personal interests in items on Agenda
3	To RECEIVE any Public Address to Councillors & Surgery Feedback (<i>10-15 minutes</i>)
4	To APPROVE Minutes of the meeting held on 20 th December 2016 (<i>attached</i>)
5	To DISCUSS matters arising from minutes not covered elsewhere on agenda <i>a) Traffic Management (Speed-Watch Scheme and 20mph on-road signage)</i> <i>b) Bus Shelter, Helena Road</i> <i>c) Kent Association of Local Councils Award</i> <i>d) Commemorative Bench</i> <i>e) Waste Bins on New Dover Road</i> <i>f) Other</i>
6	To RECEIVE and DISCUSS Planning Applications <i>a) Review Planning Committee members</i> <i>b) Proposed Development Land South of New Dover Road (B2011)</i> <i>c) Proposed Development Land junction Winehouse Lane and Capel Street</i> <i>d) Quinn Estates - Land North of New Dover Road (B2011)</i> <i>e) Other</i>
7	To RECEIVE Delegates and other sub-committee reports not covered elsewhere on agenda <i>a) Neighbourhood Watch (Cllr: Shaw/Community Warden/PCSO)</i> <i>b) Play Equipment Status (Cllr: Pilcher)</i> <i>c) Village Hall Management Committee (Cllr: Stone)</i> <i>d) Highways (Cllr: Tutt)</i> <i>e) Public Rights of Way (Cllr: Hale)</i> <i>f) Training/Workshops/Seminars</i> <i>g) District Councillor Scales and/or County Councillor Geoff Lymer</i> <i>h) Other</i>
8	To RECEIVE and DISCUSS Correspondence
9	To RECEIVE and DISCUSS Draft Budget <i>a) Review and confirm salaries 2017/2018 (attached)</i> <i>b) Review and confirm Grapevine advert charges 2017/2018 (attached)</i> <i>c) Agree Parish Precept 2017/2018 (attached)</i>
10	To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
11	To RECEIVE and DISCUSS Any Other Business concerning the Parish <i>a) Councillors' comments</i> <i>b) Approve any resolutions for discussion in confidential items in agenda item 13</i>
12	To CONFIRM date of next meeting - (<i>Tuesday, 21st February 2017</i>)
13	To RECEIVE and DISCUSS any confidential items from resolution approval item 11b

Signed .  (Parish Clerk). 10th January 2017

	<p>LIST OF ITEMS - (PENDING)</p> <ol style="list-style-type: none"> 1. A20 Traffic Assessment Phase - (<i>Waiting viable speed installation work</i>) 2. 2017 Event Working Party 3. ER252 Bridleway surface to school rear gate for scooters etc. - (<i>Deferred to a later date</i>) 4. Stagecoach Bus Service Routes - (<i>Cllr: Scales</i>) 5. Planning: Satmar - (<i>Waiting DDC Enforcement Officer input</i>) 6. Replace some existing junior play equipment - (<i>Cllr: Norris and Cllr: Pilcher</i>) 7. Footpaths South and North New Dover Road - (<i>Waiting Kent Highways</i>) 8. Review of Resilience Plan – (<i>May 2017</i>) 9. Donations to Organisations (<i>February Agenda</i>)
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MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 20th DECEMBER 2016

Present:

Cllrs; Greening, Holliday, Leppard, Pilcher, Shaw, Stone and Tutt. Together with Cllr. Frederick Scales and Andrew Hawkins (Community Warden).

1. **APOLOGIES** – Cllrs: Shaw, County Councillor Lymer and PCSO Gretel May,
2. **DECLARATION OF PERSONAL INTERESTS** – None
3. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCILLOR SURGERY and OTHER SOURCES**
 - Hint of the month box for Grapevine to be provided by a resident.
 - Food bank box for Village Hall use. Contact to be made with organiser of Dover Soup kitchens.
 - St Mary's Churchyard cutting. Enquiry to be made on cost with contractors Harmer Landscapes for information purposes.
 - Grass verge cutting Alexandra Road/Beatrice Road junction reported.
4. **MINUTES OF THE MEETING HELD ON 15th NOVEMBER 2016**
 The Minutes of the meeting held on 15th November were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Greening, seconded by Cllr. Stone.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management (Speed Watch Scheme, Speeding and traffic calming - B2011 and Capel Street)**
 Speed Watch equipment now purchased. *Action: Clerk to contact Kent Police Alan Watson in New Year to re-attend and demonstrate machine to volunteer users and Community Warden. Advert to be placed in Grapevine for more volunteers.*
 - b) **Bus Shelter Helena Road**
 Kent County Council decision on grant to be made in January, depending on amount of applications received.
 - c) **Kent Association Local Council Award** – nominations by next meeting.
 - d) **Commemorative Bench**
 Style of bench received from County Councillor Lymer and agreed by Parish Councillors.
Action: Awaiting application form for grant from Kent County Councillor Lymer.
 Arrangements to be made for official ceremony to include piper Ben Mulberry.
 Meeting to be held with family member in New Year.
 - e) **Waste Bins on New Dover Road (B2011)**
 Dover District Council contacted, but no spare bins available. Cost to purchase £200, plus a further cost to empty. Placed on next year's programme of replacements/installations.
Action: Clerk to enquire on timeline for replacement programme. Cllr: Greening to identify locations of bins required.
 - f) **Other**
6. **PLANNING**
 - a) **Proposed Development Land South of New Dover Road (B2011)**
 The Appeal had been allowed and Planning Permission granted by Government Inspector.
Action: Councillors requested Clerk to re-establish communication link with Jarvis Homes, to clarify some aspects of the development. One feature to be the name of the street with a view of a possible competition via the Grapevine. Clerk to also make contact with Kent Highways regarding the 40mph relocation and funding available from Developer.
 - b) **Proposed Development Land junction Winehouse Lane and Capel Street**
 May now be subject to an Appeal.
 - c) **Quinn Estates - Land North of New Dover Road (B2011)**
 No application received to date. Area of Outstanding Natural Beauty advice was required. Enquiries to be made via lobby group Campaign to Protect Rural England (CPRE). *Action: Cllr: Stone agreed to contact group and pursue further. All agreed.*

6. **PLANNING continued**d) Other

Applications granted permission by Dover District Council

- 16/01150 | Erection of a single storey side and rear extension (existing extension to be demolished) | 41 Victoria Road, Capel-le-Ferne, CT18 7LT
- 16/00919 | Extension of existing car park, construction of new car park and access road | Battle Britain Memorial, New Dover Road, Capel-le-Ferne, CT18 7JJ

7. **DELEGATES REPORTS**a) Neighbourhood Watch

- Distraction burglaries reported in Deal area by ADT Engineers.
- Capel Cares launch meeting well attended. Next meeting in January when plans will be discussed and details collated for information purposes. Safeguarding would be under the heading of the Church. Coffee mornings of those interested to start. Work in progress.

b) Play equipment: - Nothing to reportc) Village Hall Management Committee

- Established that the Village Hall will cope with new housing development. Extension or more build may be necessary for storage. Funds from Developers may be a possibility and Management Committee to prepare a plan for future use.
- List of maintenance items includes enhancing and updating disabled access.
- Funding to be sought as and when maintenance repairs required.
- Hall under pressure for storage areas.

d) Highways –

- Snow Wardens – no training required.
- Warden kits to be kept at home. Delivery and storage still to be agreed. Provision of wheel barrows. *Action: Clerk to make further enquiries of DDC.*
- Cauldham Close/Capel Street lining still to be carried out. *Action: Clerk to enquire of Kent Highways on a date for this work.*
- Highways England contractor contacted on A20 works scheduled and closure of A20 and diversions on B2011. Hopefully more 40mph signs will be provided when works start. Letter received from Charlie Elphicke MP, who has also written to Highways England.

e) Public Rights of Way - Nothing reported.f) Training/workshops/seminars – Nothing for the local area – only north of County.g) District Councillor Scales reported:

- Money to be found by investment to run existing services.
- New store expected to open in Whitfield.
- St James' Development – new contractor.
- Sports Centre – still chasing pool size and flooring.

h) Other - None.8. **CORRESPONDENCE****Other items received:**

List of email items received attached and/or previously forwarded.

1. NALC Policy on Dependants' Carers' Allowance.
2. Battle of Britain Memorial Trust title change.
3. KCC Volunteer Support Warden Scheme.
4. NALC Appointments of Audit Appointments
5. Christmas Cards from: Roy & Jayne Blake and Charlie Elphicke.
6. The Silver Line leaflets – helpline for elderly.
7. Evolution Skate-park leaflets.
8. Kent and Medway NHS Connected Winter Newsletter Magazine.
9. East Kent Trading Co., Ltd., Interest in Landscaping letter.
10. DDC, Energy Deal – Collective Energy Switching Scheme Posters and letter.

9. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr. Norris seconded by Cllr. Tutt and signed by the Chairman, Cllr. Pilcher, having been confirmed by Clerk/Responsible Finance Officer.

To Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSE	TOTAL RECEIPTS	BANK A/Cs	Reconciliation
Brought Forward					16,211.17		
Nat West	Interest	0.78			0.78		
Robert Acto Bago	Litter Pliers	56.00	11.20	67.20			
Various	Adverts	252.00			252.00		
Nat West	Interest	0.25			0.25		
StreetZ2StreetZ	Advert	18.00			18.00		
C A Traffic	Clever SID	1100.00	220.00	1320.00			
Dover District Council	Grapevine Printing	382.92		382.92			
Viking	Ink Cartridges	44.45	8.89	53.34			
Harmer Landscapes	Nov Grass Cutting	393.75	78.75	472.50			
Mr D Reed	Litter Clearance	79.16		79.16			
Mrs M Leppard	Salary	317.16		317.16			
Mrs M Leppard	Tel/Broadband	11.10		11.10			
Mrs M Leppard	Expenses: Refreshments NHW, Xmas Tablecloth, Napkins & Plates Auditors Bottle Gift Youth Club Snail Race Sponsor	28.35 7.00 6.50 5.00		46.85			
		2702.42	318.84	2750.23	16482.20		
						Cash	23.28
						Reserve	14,795.96
						Current	972.80
						Project	728.43
							16,520.47
							2788.50
					13,731.97		13,731.97

10. **MATTERS CONCERNING THE PARISH**a) Councillors' comments

- Christmas Cards – exchange optional rather than charity donation noted.
- Parking of delivery vehicles for 9 Clarence Road for building works a cause for concern as some have been parking on B2011. *Action: To be monitored.*
- If a meeting with Jarvis Homes and/or Kent Highways is arranged, Cllr: Tutt requested to attend, regarding contribution to moving 40mph sign.

b) Approve resolution to discuss any confidential issues in agenda item 12 – None.11. **DATE OF NEXT MEETING** - Tuesday, 15th January 2017. (Cllr: Holliday possible apologies).12. **CONFIDENTIAL ITEMS** – None.

Hours per week
Oct 2016 Minimum Wage
£7.20 per hour

2014 – 2015	Mr D Reed	Litter Clearer	880.00	2.60 hours per week
2015 – 2016	Mr D Reed	Litter Clearer	900.00	2.66 hours per week
2016 – 2017	Mr D Reed	Litter Clearer	950.00	2.54 hours per week
2017 – 2018	Mr D Reed	Litter Clearer		

2014 – 2015	Mrs M Leppard	Clerk	4350.00	12.87 hours per week
2015 – 2016	Mrs M Leppard	Clerk	4350.00	12.87 hours per week
2016 – 2017	Mrs M Leppard	Clerk	4550.00	12.15 hours per week
2017 – 2018	Mrs M Leppard	Clerk		

Agenda item No: 9b

Size
20cm x 13cm
7" x 5"
(½ page)
£40.00

Size
9cm x 13cm
3" x 5"
(¼ page)
£25.00

Size
9cm x 7cm
3" x 2"
£18.00

Size
9cm x 3.5cm
3" x 1.5"
£12.00

CAPEL-LE-FERNE PARISH COUNCIL - DRAFT BUDGET 2017/2018

<u>EXPENSES</u>	ESTIMATE 2016/2017	PROBABLE 2016/2017	ESTIMATE 2017/2018
ADMINISTRATION			
Clerk's Salary	4350	4550	4550
Postage & other expenditure (<i>Ink cartridges, paper etc</i>)	300	653	700
Member's Expenses	100	0	100
Election Expenses	0	0	0
Rent of Village Hall	400	300	400
Audit Fee	200	200	250
Insurance Premium	1400	1246	1400
Training	200	0	200
Legal Expenses (<i>Playing Field Lease</i>)	0	0	0
Other expenses (<i>KALC Membership, Online Security, Gift Flowers, Tel/Broadband, Litter pliers</i>)	1000	663	1000
ADMINISTRATION TOTAL	7950	7612	8600
LAND HOLDINGS			
Playing Field - rent	450	450	450
Playing Field & B2011 Mowing /bulb raking and planting	3400	3599	3600
Cut back and removal of trees	400	640	650
LAND HOLDINGS TOTAL	4250	4689	4700
PLAY EQUIPMENT AND SEATS ETC			
Repairs and improvements (<i>Refurbish, tarmac repairs, 3 year maintenance, bus shelter reposition</i>)	2000	6940	6000
Annual Inspection	250	256	300
PLAY EQUIPMENT AND SEATS ETC TOTAL	2250	7196	6300
Noticeboards	50	0	0
Grants - global sum (S137) (<i>Wreaths and donations</i>)	200	305	200
Litter Clearance	900	950	950
Village Newsletter	4500	4966	5000
Events	500	462	500
Project	0	0	0
OTHER TOTAL	6150	6683	6650
<u>LESS INCOME</u>			
Transparency Code Grant	0	173	0
Bus Shelter Grant	0	2036	0
Refund and Tree work payment	0	655	0
Events	0	90	0
Bank Interest	10	10	10
Grapevine Paid Adverts & History Book Sales	2000	3900	3500
LESS INCOME TOTAL	2010	6864	3510
TOTAL	18,590	19,316	22,740
	ESTIMATE 2016/2017	PROBABLE 2016/2017	ESTIMATE 2017/2018

	Balance brought forward from 2015/2016	6,925.63
	4,661.68 Reserve	
	1,535.52 Current	
	728.43 Project	
	Rate Precept 2016/2017	21,628.00
	TOTAL INCOME	28,553.63
LESS	Expenditure (probable) in 2016/2017	19,316.00
	Balance carried forward to 2017/2018	9,237.60
LESS	Expenditure (estimate) for 2017/2018	22,740.00
	Balance to be met by Rate Precept 2017/2018	DR - 13,502.40

PLEASE READ FOLLOWING NOTES AND CALCULATIONS

			2016/17	2017/18
a		Total Resource Requirement	21,628.00	22,740.00
b		Grant from Dover District Council	422.41	245.88
c	= a - b	Town / Parish Precept Required	21,205.59	22,494.12
d		Tax Base	617.71	626.51
e	= c ÷ d	Band D Council Tax Charge	34.33	35.90
		Percentage Council Tax Increase	19.99%	5%

Please Note:

- 1) As detailed below - In requesting only the Total Resource Requirement i.e. Expenditure estimate for 2017/2018 of £22,740.00, will increase **Band D Council Tax Charge from £34.33 to £35.90**
- 2) In requesting any other amount, amounts will be:
 - a) £22,832 – Increase of **Band D Council Tax Charge from £34.33 to £36.05 (£1.72 or 5%)**
 - b) £23,903 – Increase of **Band D Council Tax Charge from £34.33 to £37.76 (£3.43 or 10%)**
 - c) £24,980 – Increase of **Band D Council Tax Charge from £34.33 to £39.48 (£5.15 or 15%)**
 - d) £26,058 – Increase of **Band D Council Tax Charge from £34.33 to £41.20 (£6.87 or 20%)**

<u>Current Position 2016/17</u>							
		Council Tax	Taxbase	Precepts		Grant	Total Resources
Capel-Le-Ferne	£	34.33	617.71	£	21,206	£	21,628

<u>Example 1 Keeping the Council Tax the same</u>							
		Council Tax	Taxbase	Precept		Grant	Total Resources
Capel-Le-Ferne	£	34.33	626.51	£	21,508	£	21,754

In example 1, total resources have been increased by £126 because, although the government grant has been reduced, the taxbase has changed

<u>Example 2 Keeping total resources the same</u>							
		Council Tax	Taxbase	Precept		Grant	Total Resources
Capel-Le-Ferne	£	34.13	626.51	£	21,383	£	21,628

In example 2, the precept results in a £0.2 annual reduction in Council Tax. When combined with the grant, the level of resources has been maintained as for 2016/17

<u>Example 3 Increasing Council Tax by 1.99%</u>							
		Council Tax	Taxbase	Precept		Grant	Total Resources
Capel-Le-Ferne	£	35.01	626.51	£	21,934	£	22,180

In example 3, the Council Tax has been increased by 1.99% or £0.68 annual increase in Council Tax.

<u>Example 4 Increasing Council Tax by alternative %</u>							
		Council Tax	Taxbase	Precept		Grant	Total Resources
Capel-Le-Ferne	£	36.05	626.51	£	22,586	£	22,832

In example 4, the Council Tax has been increased by the proposed percentage or £1.72 annual increase in Council Tax.

<u>Example 5 Setting a Revised Level of Total Resources</u>							
		Council Tax	Taxbase	Precept		Grant	Total Resources
Capel-Le-Ferne	£	35.90	626.51	£	22,494	£	22,740

In example 5, the resources you have specified result in an annual change of £1.57 in Council Tax.

Note - the above figures are illustrative only