

CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council - Maureen Leppard

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A MEETING OF THE PARISH COUNCIL WILL BE HELD ON
TUESDAY, 16th JANUARY 2018, AT 7.30PM
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE

AGENDA

1	To RECEIVE Apologies for absence
2	To RECEIVE any Public Address to Councillors & Surgery Feedback (<i>10-15 minutes</i>)
3	To APPROVE Minutes of the meeting held on 19 th December 2017 (<i>attached</i>)
4	To DECLARE any personal interests in items on Agenda
5	To DISCUSS matters arising from minutes or not covered elsewhere on agenda <ul style="list-style-type: none"> a) <i>Form a Sub-Committee 1914-1918 Nation's Tribute 100 years Remembrance - Sunday, 11/11/18</i> b) <i>Village Questionnaire</i> <ul style="list-style-type: none"> ➤ <i>Confirm page 11 arrangements (attached)</i> ➤ <i>Arrange collections and Open Meetings attendance</i> c) <i>Postman Jay</i> d) <i>Other</i>
6	To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> a) <i>Pending</i> b) <i>Other</i>
7	To RECEIVE Delegates and other sub-committee reports not covered elsewhere <ul style="list-style-type: none"> a) <i>Neighbourhood Watch</i> b) <i>Speed Watch</i> c) <i>Capel Cares</i> d) <i>Play Equipment Status</i> e) <i>Village Hall Management Committee</i> f) <i>Highways</i> g) <i>Public Rights of Way</i> h) <i>Training/Workshops/Seminars</i> i) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i> j) <i>Other</i>
8	To RECEIVE and DISCUSS Correspondence
9	To RECEIVE and DISCUSS Draft Budget <ul style="list-style-type: none"> a) <i>Review and confirm salaries 2018/2019 (attached)</i> b) <i>Review and confirm Grapevine advert charges 2018/2019 (attached)</i> c) <i>Agree Parish Precept 2018/2019 (attached)</i>
10	To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
11	To RECEIVE and DISCUSS Any Other Business concerning the Parish <ul style="list-style-type: none"> a) <i>Councillors' comments</i> b) <i>Approve any resolutions for discussion of confidential items in agenda item 13</i>
12	To CONFIRM date of next meeting - (<i>Tuesday, 20th February 2018</i>)
13	To RECEIVE and DISCUSS confidential items

Signed  (Parish Clerk). 09 January 2018

LIST OF ITEMS NOT ON AGENDA – PENDING OR UNRESOLVED

1. Bus Shelters KCC 50% Grant (*Waiting Kent County Council*)
2. New Waste Bins, New Dover Road (*Waiting Dover District Council*)
3. ER252 Bridleway surface to school rear gate for scooters etc. - (*Deferred to a later date*)
4. Stagecoach Bus Service Route - (*Cllr: Scales*)
5. Replace some existing junior play equipment - (*Cllr: Norris and Cllr: Pilcher*)
6. Footpaths South and North New Dover Road - (*Waiting Kent Highways*)

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 19th DECEMBER 2017

Present:

Cllrs; Greening, Holliday, Lake, Leppard, Pilcher and Tutt, together with County Councillor Geoff Lymer.

1. **APOLOGIES** – Cllrs: Norris, Shaw, Stone, PCSO Ian Fox, Andrews Hawkins (Community Warden) and District Councillor Frederick Scales.
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**
 - Letter from Roy Blake circulated on traffic congestion Capel Street/Winehouse Lane area due to building works. *Action: To ask Community Warden to monitor in first instance.*
 - *Action: Clerk to contact Dover District Council on loan of reminder speed notices for Capel Street. Advert for Speed-watch volunteer to be publicised again.*
 - Closure of Capel Street (from Hurst Lane/Winehouse Lane) in New Year by Affinity Water for works. Concerns expressed on traffic diversions and farm milk lorry access.
 - Thanks from resident in Beatrice Road for contacting Affinity Water on their compound.
 - Street Light not working in Beatrice Road to be reported.
 - Footpath New Dover Road opposite Jarvis Homes Development attended to, but leaving a trip hazard. *Action: Resident would contact Contractors.*
 - Poppy knitting being carried out by resident noted.
3. **MINUTES OF THE MEETING HELD ON 21st NOVEMBER 2017**
 The Minutes of the meeting held on 21st November 2017 were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Holliday, seconded by Cllr. Tutt.
4. **DECLARATION OF PERSONAL INTERESTS** – None.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 Traffic Management removed from agenda, due to lack of further action being available from Agencies. Reporting of accidents to continue to be listed.
 - a) **Sunday, 11th November 2018 - 1914-1918 Nation's Tribute 100 years Remembrance**
Action: To remain on agenda to form a sub-committee to progress event.
 - b) **Other** - None
6. **PLANNING**
 - a) **Pending Applications**
Applications waiting Dover District Council Decision
 - 17/01324, Erection of dormer roof extensions to front and side roof slopes, 28 Helena Road, Capel-le-Ferne, CT18 7LQ. *Resolved: No valid planning objections, so the Parish Council support this application with the following condition: The proposed alterations need neighbour's input, as the design of the roofs looks a bit odd and there may be an overlooking/privacy issue given the small separation between the rear of 26 and the front of 28 with the front elevation dormer window overlooking 26 Helena Road. The Bathroom windows need to be obscure glass with limited opening.*
 - 17/01190, Erection of a single storey rear extension, rear dormer roof extension with Juliette balcony and 2 front roof lights and replace existing brickwork to all elevations, 145 Capel Street, Capel-le-Ferne, CT18 7HA. *Resolved: Capel-le-Ferne Parish Council feel unable to comment on the plans submitted with this application, due to the confusion that the plans presented, do not reflect the existing. Assuming this is a retrospective application. The plans show the front roof lights to exist already, are they being replaced or is this an error on the drawings? If permitted, it would appear to be the only bungalow on this part of Capel Street with a dormer extension, which can be seen from the rear gardens of neighbouring properties and could create overlooking issues.*

Applications granted by Dover District Council

- 17/00838, Erection of a detached dwelling, formation of vehicular access, driveway and parking, Site Adjacent, 128 Capel Street, Capel-le-Ferne, CT18 7HA.

Sale of properties in Capel Street for access

Councillors were concerned about comments in residents' letter, which was shared with them.

Their initial response was one of monitoring the situation extremely closely and when the Dover District Council's Land Allocation Local Plan Review comes up for consultation this year, to check and respond accordingly if the land at the rear of Capel Street is included.

Other comments made were in agreement, that Capel does not have the infrastructure and likewise, Capel Street is not suitable for access for any large development and this was one of the reasons the Land between 107-127 Capel Street was refused by Dover District Council.

Land junction Winehouse Lane and Capel Street

Public Order Diversion Order received for footpath ER243 (Part).

b) **Review of Dover District Council's Local Plan.**

- Questionnaire ready to go out with February issue of Grapevine. Agreed with Printers and Deliverers.
Action: Open meeting dates to be booked and added.

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

- *Action: Agreed to get Helena Road Bus Shelter cleaned.*

b) **Capel Cares**

- Coffee mornings well attended.
- Community Bus Transport Grant to be considered further

c) **Play equipment**

- January – Zip Wire repairs to be carried out, together with repairs/refurbishment of toddler swings.

d) **Village Hall Management Committee**

- Awaiting delivery of Defibrillator. Contact will then be made with Management Committee to arrange installation on outside wall of Village Hall. *Action: Cllr: Keith Pilcher.*
- Section 106 Application or CIL monies. *Action: Councillors agreed they felt not in a position to advise on apply, but for Management Committee to make contact with District Councillor Frederick Scales and/or Adrian Fox for more information.*

e) **Highways**

- *Action: Cllr: Lymer to make enquiries regarding installation of wooden posts along the B2011 to stop grass verge parking.*
- *Action: Report to Kent Highways: Crumbling surface Capel Street/B2011 and Potholes Old Dover Road/B2011.*
- Cllr: Lymer reported new appointment in January to Kent Highways of Kelly Garrett as point of contact.
- B2011 40mph Repeater signs to be requested. *Action: Clerk to request when new Kent Highway Manager appointment in place.*
- No roundabout sign (Dover bound) approaching Courtwood Roundabout. *Action: Cllr: Lymer to investigate.*

f) **Public Rights of Way** - No report.g) **Training/workshops/seminars**

- Cllr: Lake reported on an interesting seminar on Crime Prevention highlighting: CCTV broader surveillance around villages, Fire and other services and on-going Police Crime Commissioner Survey.

h) **District Councillor Lymer**

- Kent County Council cut backs as much as possible without harm to community, following reported £62 million deficit.
- Bus Company and routes queried on what funds from KCC are used for, especially considering when taking off some routes. A Consultation will be held 2018 and hopefully a working together partnership with companies will be forthcoming. *Action: Maybe add change of route to take in Blackbull Road., Hospital and Train Station access.*

i) **District Councillor Lymer continued**

- Community Transport Grant – West Hougham to make a “main bid”. Agreed that Capel Parish Council would support this action, hopefully encouraging a working liaison with all three Parishes using, possibly Capel Cares to make use, plus children/youth use, catering and language groups. Idea would be to work on a timetabling, proportionate co-ordinator/driver paid person and to self-fund.
Action: All Councillors present agreed to support this.
- Precinct in Dover being approved.
- Minimum of £300 only Members Grant funding will be considered in future applications.

j) **Other** – None.8. **CORRESPONDENCE - List of email items received attached and/or previously forwarded.****Other items received:**

1. Thank you Card from Ruby and Terry Cook for lights on signs (Affinity Water road signs)
2. Christmas Card from Charlie Elphicke MP
3. Christmas Messages from, Came and Company Insurance and Kent Police Speed Watch
4. Viking Best Seller brochure
5. Viking December Sales brochure

9. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

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

To/From Whom	Particulars of Payment	TOTAL EXPENSES	TOTAL RECEIPTS	Cheque BACS DD SO	BANK A/Cs	Statement No:	Reconciliation
Brought Forward			14,674.37				
KALC	Defibrillator and Case	1128.00 540.00		1542			
KALC	Training Fees	144.00		1543			
Nat West	Interest		0.50	DD			
Various	Adverts		198.00	100409			
StreetZ2toStreetZ	Advert		18.00	SO		Equipment	6,000.00
NSL Security	CCTV New Hard Drive	132.00		BACS		Other	5,038.30
Harmer & Sons	Grass Cutting	486.00		BACS	Reserve A/c	227	11,038.30
Dover District Council	Grapevine Printing	382.92		BACS	Current	797	1,424.14
Viking	Ink Cartridges and Notebooks	82.03			Project	20	728.43
Mr D Reed	Litter Collection	83.33		BACS	Cash		32.00
Mrs M Leppard	Salary £352.26 Broadband £11.10	363.36		BACS			13,222.87
		3,341.64	14,890.87			Less Un-Reconciled	1,673.64
			11,549.23				11,549.23

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

- Add to agenda: Delegate for Speed Watch. Cllr: Greening agreed to be Delegate/Co-ordinator for weekend sessions. Member required for weekdays.

b) **Approve resolution to discuss any confidential issues in agenda item 12.** None.11. **DATE OF NEXT MEETING** – Tuesday, 16th January at 7.30pm.12. **CONFIDENTIAL ITEMS** - None.

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The collated and combined results will form the basis of the Capel Village Plan, as a vision for the future and will in due course be published on the www.capel-le-fernepc.kentparishes.gov.uk website.

Delivery of any future vision in Capel is dependent on available finance.

The results will also be presented to the Parish Council and Dover District Council.

No results, conclusions or demographic data will be associated with any one specific household in Capel. Your views and comments will therefore be treated as confidential.

You may return your completed Questionnaire:

- **Online at www.capel-le-fernepc.kentparishes.gov.uk**
- **By a Councillor collecting from your door between 10th to 20th February 2018.**
- **Delivering it to Mrs Maureen Leppard, Clerk to the Council at 39 Victoria Road, Capel, CT18 7LT by the 20th February 2018.**
- **By handing it to a Councillor at the Farmers' Market on, Tuesdays, 13th and 20th February 2018. 10am to 12.30pm.**
- **There will also be two sessions, at the Village Hall (small room), Lancaster Avenue, Capel-le-Ferne, CT18 7LX, when Councillors will be available to answer questions on:**
 - **Monday, 12th February 2018. 6pm to 8pm**
 - **Saturday, 17th February 2018. 2pm to 4pm.**

				Hours per week <i>Apr 2018 Minimum Wage</i> <i>£7.83 per hour</i>
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	5000.00	13.35 hours per week
2018 – 2019	Mrs M Leppard	Clerk		

				Hours per week <i>Oct 2016 Minimum Wage</i> <i>£7.83 per hour</i>
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	1000.00	2.67 hours per week
2018 – 2019	Mr D Reed	Litter Clearer		

<p><u>GRAPEVINE ADVERTISING</u> <u>from 1st April 2017</u> <u>This space could be advertising your commercial</u> <u>/business venture or,</u> <u>non-village organisation event.</u> Size 9cm x 3.5cm - £13 Size 9cm x 7cm - £20 Size 9cm x 13cm - £28 Size 20cm x 13cm - £40.00 (½ page)</p>
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CAPEL-LE-FERNE PARISH COUNCIL - DRAFT BUDGET 2018/2019

EXPENSES	ESTIMATE 2017/2018	PROBABLE 2017/2018	ESTIMATE 2018/2019
ADMINISTRATION			
Clerk's Salary	5000	5000	5000
Stationary expenditure (<i>Ink cartridges, paper etc</i>)	700	450	500
Member's Expenses (<i>Memorial Day</i>)	100	100	100
Election Expenses	0	0	0
Rent - Hire of Halls for meetings	400	550	600
Audit Fee	250	240	280
Insurance Premium	1400	1285	1400
Training	200	336	350
Legal Expenses (<i>Playing Field Lease</i>)	0	0	0
Other expenses (<i>KALC Membership, Online Security, Auditor's Gift, Tablecloth and badges, CCTV Repairs, Tel/Broadband, Defibrillator and Case</i>)	1000	2300	3000
ADMINISTRATION TOTAL	9050	10261	11230
LAND HOLDINGS			
Playing Field - rent	450	450	450
Playing Field & B2011 Mowing /bulb raking and planting	3600	3240	4000
Cut back and removal of trees	650	0	500
LAND HOLDINGS TOTAL	4700	3690	4500
PLAY EQUIPMENT AND SEATS ETC			
Repairs and improvements (<i>Refurbishment, Bench, MUGA Lines, Memorial tidy, Signs, Bus Shelter, Gravel Petanque Court, Zip-wire, Toddler Swings</i>)	6000	8800	8000
Annual Inspection	300	315	325
PLAY EQUIPMENT AND SEATS ETC TOTAL	6300	9115	8325
Noticeboards	0	0	0
Grants - global sum (S137) (<i>Wreaths and donations</i>)	200	1772	2000
Litter Clearance	1000	1000	1000
Village Newsletter	5000	5200	5500
Events	500	0	0
Project (New Up-to-date Play Equipment & Goal Posts)	3000	0	3000
OTHER TOTAL	9700	7972	11500
LESS INCOME			
Transparency Code Grant	0	180	0
Bus Shelter and Bench Grants	0	3101	0
Refund and Tree work payment	0	0	0
Events/History Book Sales	0	55	0
Bank Interest	10	3	10
Grapevine Paid Adverts & History Book Sales	3500	2600	3500
LESS INCOME TOTAL	3510	5939	3510
TOTAL	26,240	25,099	32,045
	ESTIMATE 2017/2018	PROBABLE 2017/2018	ESTIMATE 2018/2019

	Balance brought forward from 2016/2017	13,644
	10,796 Reserve	
	2,120 Current	
	728 Project	
	Rate Precept 2017/2018	26,240
	TOTAL INCOME	39,884
LESS	Expenditure (probable) in 2017/2018	25,099
	Balance carried forward to 2018/2019	14,785
LESS	Expenditure (estimate) for 2018/2019	32,045
	Balance to be met by Rate Precept 2018/2019	DR: 17,260

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PLEASE READ FOLLOWING NOTES AND CALCULATIONS

			2017/18	2018/19
a		Total Resource Requirement	26,240.00	32,045.00
b		Grant from Dover District Council	245.88	0.00
c	= a - b	Town / Parish Precept Required	25,994.12	32,045.00
d		Tax Base	626.51	660.51
e	= c ÷ d	Band D Council Tax Charge	41.49	48.52
		Percentage Council Tax Increase	20.85%	20%

Please Note:

- 1) As detailed below - In requesting only the Total Resource Requirement i.e. Expenditure estimate for 2018/2019 of £32,045.00, will increase **Band D Council Tax Charge from £41.49 to £48.54**
- 2) In requesting any other amount, amounts will be: % examples
 - a) £28,756 – Increase of **Band D Council Tax Charge from £41.49 to £43.56 (£2.07 or 5%)**
 - b) £30,129 – Increase of **Band D Council Tax Charge from £41.49 to £45.64 (£4.15 or 10%)**
 - c) £31,496 – Increase of **Band D Council Tax Charge from £41.49 to £47.71 (£6.22 or 15%)**
 - d) £32,045 – Increase of **Band D Council Tax Charge from £41.49 to £48.54 (£7.05 or 17%)**
 - e) £32,869 – Increase of **Band D Council Tax Charge from £41.49 to £49.79 (£8.30 or 20%)**

<u>Current Position 2017/18</u>					
	Council Tax	Taxbase	Precept	Grant	Total Resources
Capel-Le-Ferne	£ 41.49	626.51	£ 25,994	£ 246	£ 26,240
Example 1 Keeping the Council Tax the same					
	Council Tax	Taxbase	Precept/Resources		
Capel-Le-Ferne	£ 41.49	660.15	£ 27,390		
In example 1, Precept/Resources have been increased by £1150 because the government grant has been reduced to zero, and the taxbase has changed					
Example 2 Keeping Total Resources the same					
	Council Tax	Taxbase	Precept/Resources		
Capel-Le-Ferne	£ 39.75	660.15	£ 26,240		
In example 2, Keeping the Resources the same results in a £1.74 annual reduction in Council Tax. The level of resources has been maintained as for 2017/18					
Example 3 Increasing Council Tax by 1.99%					
	Council Tax	Taxbase	Precept/Resources		
Capel-Le-Ferne	£ 42.32	660.15	£ 27,938		
In example 3, the Council Tax has been increased by 1.99% or £0.83 annual increase in Council Tax.					
Example 4 Increasing Council Tax by alternative % 20.00%					
	Council Tax	Taxbase	Precept/Resources		
Capel-Le-Ferne	£ 49.79	660.15	£ 32,869		
In example 4, the Council Tax has been increased by the proposed percentage or £8.3 annual increase in Council Tax.					
Example 5 Setting a Revised Level of Precept/Resources 32,045					
	Council Tax	Taxbase	Precept/Resources		
Capel-Le-Ferne	£ 48.54	660.15	£ 32,045		
In example 5, the Precept/Resources you have specified result in an annual change of £7.05 in Council Tax.					