

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, 15th JANUARY 2019, 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 18 th December 2018 (<i>Draft 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>Traffic Management</i> <ul style="list-style-type: none"> ▪ <i>Kent Highways Roundels Cost</i> ▪ <i>Wheelie Bin Speed Zone Stickers</i> b) <i>Village Questionnaire and Village Status</i> c) <i>Bus Shelter outside Battle of Britain Memorial Site</i> d) <i>Roadside Planters</i> e) <i>Council Vacancy</i> f) <i>Other</i> |
| 6. | To RECEIVE and DISCUSS Planning Applications |
| 7. | To RECEIVE Delegates and any other working parties or sub-committee reports not covered elsewhere <ul style="list-style-type: none"> a) <i>Neighbourhood Watch</i> b) <i>Play Equipment Status (Report Attached)</i> c) <i>Highways</i> d) <i>Public Rights of Way</i> e) <i>Speed Watch</i> f) <i>Capel Cares</i> g) <i>Grapevine Newsletter</i> h) <i>Village Hall</i> i) <i>Training/Workshops/Seminars</i> j) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i> k) <i>Other</i> |
| 8. | To RECEIVE and DISCUSS Correspondence |
| 9. | To RECEIVE and DISCUSS Draft Budget <ul style="list-style-type: none"> a) Review and confirm salaries 2019/2020 (<i>attached</i>) b) Review and confirm Grapevine advert charges 2019/2020 (<i>attached</i>) c) Agree Parish Precept 2019/2020 (<i>attached</i>) |
| 10. | To RECEIVE, 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 in confidential items in agenda item 12</i> |
| 12. | To CONFIRM date of next meeting - (<i>Tuesday, 19th February 2019</i>) |
| 13. | To RECEIVE and DISCUSS confidential items approved by resolution in item 11b |

LIST OF ITEMS NOT ON AGENDA – PENDING OR UNRESOLVED

1. New Waste Bins, New Dover Road (*Dover District Council*)
2. ER252 Bridleway surface to school rear gate for scooters etc. - (*Deferred to a later date*)
3. Footpaths South and North New Dover Road - (*Kent Highways*)
4. Public Spaces Protection Order 2018 – Dogs on Leads (*Cllr. Scales and DDC*)
5. Training and Development Policy
6. Data Protection Policy
7. New Play Equipment – Expression Swing

Signed  (Parish Clerk).
 8th January 2019

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 18th DECEMBER 2018

Present:

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

Sympathies were addressed to Cllr: Holliday on the passing of his Wife. Donations to Salvation Army noted.

1. **APOLOGIES** – Cllrs: Norris and Shaw. Community Warden Andrew Hawkins.

2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**

a) 107-127 Capel Street – Address to Councillors was received from Alister Hume (Hume Planning Consultancy Ltd). This was to introduce themselves as the new Planning Consultants, appointed by the Odlin Family, for this land adopted in Dover District Council Local Plan. Notification was also received of a Public Exhibition Day to be held on Saturday, 19th January 2019, 10am to 2pm. This will be to gain from the community, specific concerns on design etc. and to take a fresh outlook obtaining collaborative feedback to achieve a suitable design with key constraints on frontage and drainage being taken into account. All DDC documents had been perused and the Planning Consultants will be carrying out their own publicity of the Exhibition, with newspaper adverts, posters and leafleting.

b) Other - None

3. **MINUTES OF THE MEETING HELD ON 20th NOVEMBER 2018**

The Minutes of the meeting held on 20th November 2018 were approved and signed by the Chairman, Cllr: Keith Pilcher, proposed by Cllr: Tutt, seconded by Cllr: Holliday.

4. **DECLARATION OF PERSONAL INTERESTS** – None.

5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**

a) Traffic Management

Kent Highways reply to more roundels on other roads was read. This to be monitored, but all agreed a comparison to consider costs for other roads would be useful.

20mph Stickers now received for residents to place on wheelie bins. 40mph Stickers to be ordered for New Dover Road.

b) Village Questionnaire

With the absence of Cllr: Norris, *Action/Resolution: Cllr: Pilcher had emailed him for an update.*

c) Bus Shelter outside Battle of Britain Memorial Site

Replacement and changes to shelter outside Battle of Britain. *Action/Resolution: Contractor to be chased by Cllr: Pilcher.*

d) Roadside Planters

These had now been replaced and will be refilled with compost, by Youngs, in Spring.

e) Vacancy – No nominations received to date. *Action/Resolution: To continue advertising and to create some interest by informal approach.*

f) Other - None

6. **PLANNING**

Pending Applications

Applications: Appeals received by Dover District Council

Proposal: Siting of static caravan for permanent residential use, formation of parking

Location: Land to side and rear of the Royal Oak, New Dover Road, Capel-le-Ferne, CT18 7HY

Planning Inspectorate Ref: APP/X2220/W/18/3202263

Applications: granted permission by Dover District Council

- 18/00142, 19 Capel Street, Capel-le-Ferne, CT18 7LZ. Erection of a single storey rear extension (existing conservatory to be demolished).

Signed Chairman

Date 15th January 2019

Applications: waiting Dover District Council Decision

- 18/00819 | Change of use of land to site 30 no. holiday caravans and associated landscaping and access | Land at New Dover Road and Winehouse Lane, Capel-le-Ferne, Folkestone.
- 18/01175, Wayford, 7b Victoria Road, Capel-le-Ferne, CT18 7JS. Erection of a two-storey side extension (existing garage and conservatory to be demolished).
- 18/01132, 16 George Close, Capel-le-Ferne, CT18 7UB. Erection of a single storey rear extension and external door to side elevation.

Applications: waiting Parish Council Decision - None

7. DELEGATES' REPORTS

a) Neighbourhood Watch

- Van being slept in on Old Dover Road being monitored.
- Bike abandoned top of Capel Street has now been removed.
- Unknown visitor looking around property in Old Dover Road investigated further.

b) Play equipment

- Provision of height restriction board for Gym equipment still not installed. *Action/Resolution: Clerk to contact The Great Outdoor Gym Company.*
- Provision of Christmas tree in future years on Playing Field was noted. *Action/Resolution: Can be obtained, erected and installed by Harmer Landscapes and they have an electrician to install lights.*

c) Highways

- Mud on Old Dover from Affinity Water works. *Action/Resolution: Reported to Kent Highways.*
- Salt bins full. None required for Winter this year.
- Reinstatement of banks/verges on Old Dover Road to be monitored. Again a result of Affinity Water works.
- 40mph Changes relating to new development (George Close) – Cllr: Scales reported Jarvis Homes are ready to implement, but Kent Highways not engaging.
- Speed zone in George Close to be questioned. *Action/Resolution: Clerk to contact Dover District Council and/or Kent Highways. County Councillor Lymer to also make enquiries on both issue for George Close development.*

d) Public Rights of Way

- Public Rights of Way very muddy at this time of year and will be monitored.
- Autumn maintenance has been carried out.

e) Speed Watch

- Good response with weekly sessions taking place, which will become less during the winter months due to adverse weather conditions.

f) Capel Cares

- Christmas lunch event held.
- Various volunteers sitting with people giving short respite time for carers.

g) Grapevine Newsletter

- Nothing to report.

h) Village Hall Management Committee

- Nothing to report.

i) Training/workshops/seminars

- NHS Hospital event: 2 Pressure groups in operation; one to keep A & E and all 3 hospitals, one for a main A & E hospital at Canterbury. Meeting discussions included; Complaints hi-jacked meeting; Access to Canterbury hospital if main hospital; Development in Local Plan unknown; No allocations on any website; Interesting profile on Mr Mark Quinn (Developer); Preliminary approach before Consultation.

Signed Chairman
 Date 15th January 2019

j) District Councillor Frederick Scales

- Apologies received for non-attendance at last two meetings.
- Hancocks USA Diner reported to open in St James, Dover.
- Self-storage facilities being provided at Whitfield.
- Dover District Council and Kent Police joint campaign to check waste licence certificates.
- £2.5 million (Norman House, Deal) project to support housing units.
- New Leisure Centre due to open end of February.
- Engaging architect to lead restoration of areas.
- Political make-up changed with a progressive party of 2 members.

County Councillor Geoff Lymer

- Highways England carrying out surveys on A2 and A20, nothing to do with compulsory purchase. Looking for overnight lorry parks.
- Nothing on meters on laybys.

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

1. Christmas Card from Charlie Elphicke MP.
2. Christmas Wishes from Capel Groundworks.
3. Viking magazines; 2 x December Sales; Own Brand Essentials.

9. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Tutt, seconded by Cllr: Leppard and agreed by all. 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 | | | 33,892.96 | | | | |
| Smart-Wheelie | 20mph Zone Stickers | 279.50 | | BACS | | | |
| Grapevine Buffet | Hall rent | 24.00 | | BACS | | | |
| Dover District Council | Grapevine Printing | 382.92 | | BACS | | | |
| Nat West | Interest | | 3.70 | INT | | | |
| Royal Oak | Advert | | 40.00 | BACS | | | |
| Greenview Nursery | Advert | | 60.00 | BACS | | | |
| Streetz2StreetZ | Advert | | 18.00 | BACS | | | |
| Capel Renovations | Advert | | 28.00 | BACS | | | |
| Capel Preschool | Poppy Wreath | | 17.00 | Cash | | | |
| St Radigunds Church | Poppy Wreath | | 15.00 | Q | | | |
| B Young Grounds Maintenance | Removal Planters | 72.00 | | BACS | | | |
| William Colvin | Planters | 360.00 | | Q | | | |
| Smart-Wheelie | 40mph Stickers | 89.00 | | BACS | Cash/Chq in Hand | | 356.56 |
| Staff | Salaries | 479.76 | | BACS | Reserve A/c | 239 | 21,102.32 |
| Expenses | Computer Repair (£130) | 130.00 | | CASH | Current | 857 | 1,169.49 |
| Expenses | Fan Heater (£31.44) | 31.44 | | | Project | 22 | 10,728.43 |
| Expenses | Broadband (Nov, £11.10) | 11.10 | | | | | 33,388.24 |
| | | 1,859.72 | 34,074.66 | | Less Un-Reconciled | | 1,141.86 |
| | | | 32,214.94 | | | | 32,214.94 |

| | |
|----------------|------------------|
| Project | 10,728.43 |
| Other | 21,486.51 |
| TOTAL | 32,214.94 |

Signed Chairman
Date 15th January 2019

10. MATTERS CONCERNING THE PARISH

a) **Councillors' comments**

- Accidents at top of Dover Hill a cause for concern, with 6 in the last two weeks. Cllr: Pilcher notified meeting he had emailed Dick Pascoe (County Councillor for Folkestone and Hythe District) to arrange another meeting.
- Noted: Town Sprucers had done a wonderful job in clearing Dover Hill.

b) **Approve resolution to discuss any confidential issues in agenda item 12.** None.

11. DATE OF NEXT MEETING – Tuesday, 15th January 2019 at 7.30pm.

12. CONFIDENTIAL ITEMS None.

DRAFT

Signed Chairman
Date 15th January 2019

| Recreational Facility Report | | | | | | | Date Inspected 08/01/19 | | |
|--|----------------------------|-----------|--------------|-------|-----------|---------------------|-------------------------|------------------|-------------|
| | Item | Structure | Moving Parts | Paint | Surfacing | Free from Vandalism | Signage | Area Cleanliness | Fit for Use |
| Skate | Beatrice Rd end Ramp | √ | √ | √ | x | √ | √ | √ | √ |
| | Centre Ramp | √ | √ | √ | √ | √ | √ | √ | √ |
| Park | Elizabeth Drive end Ramp | √ | √ | √ | x | √ | √ | √ | √ |
| | Grind Rail | √ | √ | √ | √ | √ | √ | √ | √ |
| | Bench | √ | √ | √ | √ | √ | √ | √ | √ |
| | Perimeter Fence | √ | N/A | √ | N/A | √ | X | √ | √ |
| Graffiti problems in a number of places. | | | | | | | | | |
| | Item | Structure | Moving Parts | Paint | Surfacing | Free from Vandalism | Signage | Area Cleanliness | Fit for Use |
| Childrens | Roundabout | √ | √ | √ | √ | √ | N/A | √ | √ |
| Play | Todler Swings | √ | √ | √ | √ | √ | N/A | √ | √ |
| | Junior Swings | √ | √ | √ | √ | √ | N/A | √ | √ |
| Area | Alpine Crossing | √ | √ | √ | √ | √ | N/A | √ | √ |
| | Multiplay | √ | √ | √ | √ | √ | N/A | √ | √ |
| | Balance Bar | √ | √ | √ | √ | √ | N/A | √ | √ |
| | Giant Steps | √ | √ | √ | √ | √ | N/A | √ | √ |
| | Perimeter fence | √ | N/A | √ | N/A | √ | √ | √ | √ |
| | Item | Structure | Moving Parts | Paint | Surfacing | Free from Vandalism | Signage | Area Cleanliness | Fit for Use |
| | Step Up & Senior Treadmill | √ | √ | √ | √ | √ | √ | √ | √ |
| | Pull Down & Shoulder Press | √ | √ | √ | √ | √ | √ | √ | √ |
| | The Bench | √ | √ | √ | √ | √ | N/A | √ | √ |
| | Junior Recumbent Bike | √ | √ | √ | √ | √ | N/A | √ | √ |
| Outdoor | Senior Recumbent Bike | √ | √ | √ | √ | √ | N/A | √ | √ |
| | Hand Bike | √ | √ | √ | √ | √ | N/A | √ | √ |
| Gym | Leg Press | √ | √ | √ | √ | √ | √ | √ | √ |
| | Junior Cross Trainer | √ | √ | √ | √ | √ | N/A | √ | √ |
| Equipment | Senior Cross Trainer | √ | √ | √ | √ | √ | N/A | √ | √ |
| | Senior Fitness Bike | √ | √ | √ | √ | √ | √ | √ | √ |
| | Junior Fitness Bike | √ | √ | √ | √ | √ | √ | √ | √ |
| | Chest Press | √ | √ | √ | √ | √ | √ | √ | √ |
| | Seated Row | √ | √ | √ | √ | √ | √ | √ | √ |
| | Leg Press & Oblique | √ | √ | √ | √ | √ | √ | √ | √ |
| | Welcome Sign | √ | N/A | √ | N/A | √ | √ | √ | √ |

| | Item | Stucture | Moving Parts | Paint | Surfacing | Free from Vandalism | Signage | Area Cleanliness | Fit for Use |
|--|---|---------------------|--------------|-------|-----------|---------------------|---------|------------------|-------------|
| Surrounds | Youth Shelter | √ | N/A | √ | √ | √ | N/A | √ | √ |
| | Picnic Tables and Bench | √ | N/A | √ | √ | √ | N/A | √ | √ |
| | BMX Double Ramp | √ | N/A | √ | X | √ | N/A | √ | √ |
| | BMX Duck Under Hurdle | √ | N/A | √ | N/A | √ | N/A | √ | √ |
| | BMX Jump Ramp | √ | N/A | √ | √ | √ | N/A | √ | √ |
| | BMX Slalom Poles | √ | N/A | √ | N/A | √ | N/A | √ | √ |
| | MUGA | X | N/A | √ | √ | √ | √ | √ | √ |
| | Petanque court | √ | N/A | √ | √ | √ | √ | √ | √ |
| | Litter Bins | √ | N/A | √ | N/A | √ | N/A | √ | √ |
| | Defibrillator | Batteries installed | | | 27/03/18 | Check Unit | √ | Check Pad Date | √ |
| Comments | | | | | | | | | |
| BMX DOUBLE RAMP Surface worn on double ramp but not serious. Some undergrown needs cutting back One or two patches of corrosion at ground level on MUGA fence posts | | | | | | | | | |
| Zip Wire Petanque Court | Item | Stucture | Moving Parts | Paint | Surfacing | Free from Vandalism | Signage | Area Cleanliness | Fit for Use |
| | Wire Tension | √ | N/A | √ | N/A | √ | N/A | N/A | √ |
| | Running Gear | √ | √ | √ | N/A | √ | N/A | N/A | √ |
| | Zip Wire Seat | x | N/A | √ | N/A | √ | N/A | N/A | √ |
| | Rubber Tyre Stops | √ | N/A | √ | N/A | √ | N/A | N/A | √ |
| | Ramps and Platforms | √ | N/A | √ | N/A | √ | N/A | N/A | √ |
| | Support Structures | √ | N/A | √ | N/A | √ | N/A | N/A | √ |
| | Groud Mats | √ | N/A | √ | √ | √ | √ | √ | √ |
| | Petanque Court | N/A | N/A | N/A | √ | √ | N/A | √ | √ |
| Comments | Concerns about retaining pin on seat chain, expert advice needed. | | | | | | | | |

1 of 2

CAPEL-LE-FERNE PARISH COUNCIL - DRAFT BUDGET 2019/2020

| <u>EXPENSES</u> | ESTIMATE 2018/2019 | PROBABLE 2018/2019 | ESTIMATE 2019/2020 | |
|---|-------------------------------|-------------------------------|-------------------------------|---------------|
| ADMINISTRATION | | | | |
| Salaries | 6,000 | 5,633 1,100 | 5,835 1,100 | |
| Stationary expenditure (<i>Ink cartridges, paper, printer etc</i>) | 500 | 705 | 750 | |
| Member's Expenses (<i>Memorial Day</i>) | 100 | 100 | 100 | |
| Election Expenses | 0 | 0 | 1,500 | |
| Rent - Hire of Halls for meetings | 600 | 350 | 450 | |
| Audit Fee | 280 | 200 | 250 | |
| Insurance Premium | 1,400 | 1,405 | 1,500 | |
| Training | 350 | 72 | 350 | |
| Legal Expenses (<i>Playing Field Lease</i>) | 0 | 0 | 0 | |
| Other expenses (<i>KALC Membership, Traffic Survey, Computer Repairs, Fan Heater, Online Security, Auditor's Gift, Tel/Broadband</i>) | 3,000 | 2,500 | 3,000 | |
| ADMINISTRATION TOTAL | 11,230 | 11,965 | | 14,835 |
| LAND HOLDINGS | | | | |
| Playing Field - rent | 450 | 450 | 450 | |
| Playing Field & B2011 Mowing /bulb raking | 4,000 | 3,713 | 4,000 | |
| Cut back and removal of trees | 500 | 0 | 500 | |
| LAND HOLDINGS TOTAL | 4,500 | 4,163 | | 4,950 |
| PLAY EQUIPMENT AND SEATS ETC | | | | |
| Repairs and improvements (<i>Refurbishment, Bench, Signs, Bus Shelter</i>) | 8,000 | 2,432 | 3,000 | |
| Annual Inspection | 325 | 263 | 325 | |
| PLAY EQUIPMENT SEATS ETC TOTAL | 8,325 | 2,695 | | 3,325 |
| Noticeboards | 0 | 565 | 0 | |
| Grants - global sum (S137) (<i>Wreaths and donations</i>) | 2,000 | 450 | 2,000 | |
| Village Newsletter | 5,500 | 5,600 | 6,000 | |
| Events | 0 | 85 | 0 | |
| Project (£10,000 in hand for traffic management project) | 3,000 | 455 | 10,728 | |
| OTHER TOTAL | 11,500 | 7,155 | | 18,728 |
| <u>LESS INCOME</u> | | 25,978 | | 41,838 |
| Events/History Book Sales | 0 | 75 | 0 | |
| Bank Interest | 10 | 17 | 20 | |
| Grapevine Paid Adverts & History Book Sales | 3,500 | 3,891 | 4,000 | |
| LESS INCOME TOTAL | 3,510 | 3,983 | | 4,020 |
| TOTAL | 32,045 | 21,995 | 37,818 | 37,818 |
| | ESTIMATE 2018/2019 | PROBABLE 2018/2019 | ESTIMATE 2019/2020 | |

PLEASE READ FOLLOWING NOTES AND CALCULATIONS

| | | | |
|------|--|--------|----------------|
| | Balance brought forward from 2017/2018 | | 13,658 |
| | | 10,039 | Reserve |
| | | 2,891 | Current |
| | | 728 | Project |
| | Rate Precept 2018/2019 | | 32,045 |
| | TOTAL INCOME | | 45,703 |
| LESS | Expenditure (probable) in 2018/2019 | | 21,995 |
| | Balance carried forward to 2019/2020 | | 23,708 |
| LESS | Expenditure (estimate) for 2019/2020 | | 37,818 |
| | | | -14,110 |
| | <i>Less Project Balance in hand £10,728.00</i> | | 10,728 |
| | Balance to be met by Rate Precept 2019/2020 | | -3,382 |

| | | | 2018/19 | 2019/20 |
|---|---------|---------------------------------------|---------------|---------------|
| a | | Total Resource Requirement | 32,045 | 37,818 |
| b | | Grant from Dover District Council | 0 | 0 |
| c | = a - b | Town / Parish Precept Required | 32,045 | 37,818 |
| d | | Tax Base | 660.51 | 660.51 |
| e | = c ÷ d | Band D Council Tax Charge | 48.52 | 57.37 |
| | | Percentage Council Tax Increase | 20% | 18.2% |

Please Note:

- 1) As detailed below - In requesting only the Total Resource Requirement i.e. Expenditure estimate for 2019/2020 of £37,818 will be example d). In requesting any other amount, amounts will be: % as in examples below.
- a) £32,869 – Increase of **Band D Council Tax Charge from £48.54 to £50.97 (£2.43 or 5%)**
- b) £35,245 – Increase of **Band D Council Tax Charge from £48.54 to £53.39 (£4.85 or 10%)**
- c) £36,850 – Increase of **Band D Council Tax Charge from £48.54 to £55.82 (£7.28 or 15%)**
- d) £37,818 – Increase of **Band D Council Tax Charge from £48.54 to £57.29 (£8.75 or 18%)**

| Date | Name | Description | Amount per annum | Hours per week |
|-----------|-----------|----------------|------------------|----------------|
| 2018-2019 | Mr D Reed | Litter Clearer | 1099.92 | |
| 2019-2020 | Mr D Reed | Litter Clearer | | |

| Date | Name | Description | Amount per annum | Hours per week |
|-----------|---------------|-------------|------------------|---------------------------|
| 2018-2019 | Mrs M Leppard | Clerk | 5538.00 | 10 hours per week - SCP21 |
| 2019-2020 | MrsM Leppard | Clerk | 5834.86 | 10 hours per week - SCP22 |

COMMERCIAL ADVERTISING CHARGES FOR CAPEL-LE-FERNE GRAPEVINE**2018 – 2019 (As from 1st April 2018) Charge for one monthly issue****Cheques payable in advance to Capel-le-Ferne Parish Council. Please state how many issues required.****Size 9cm x 13cm****3" x 5"****($\frac{1}{4}$ page)****£28.00****Size****9cm x 7cm****3" x 2"****£20.00****Size****9cm x 3.5cm****3" x 1.5"****£13.00****Size****20cm x 13cm****7" x 5"****($\frac{1}{2}$ page)****£40.00**