

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 17th JANUARY 2017

Present:

Cllrs; Greening, Holliday, Leppard, Norris, Pilcher, Shaw, Stone and Tutt. Together with County Councillor Geoff Lymer and Andrew Hawkins (Community Warden).

1. **APOLOGIES** – District Councillor Scales and PCSO Gretel May. Resignation received from Viv Hale.
Action: Clerk to commence with Casual Vacancy procedure.
2. **DECLARATION OF PERSONAL INTERESTS** – None
3. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCILLOR SURGERY and OTHER SOURCES**
 - Dates of library visits in Grapevine.
 - Litter in Capel Street (thanks expressed to Chris Reed, Roy Mann and any other walkers for assisting in picking up litter to keep our village looking tidy).
4. **MINUTES OF THE MEETING HELD ON 15th NOVEMBER 2016**
The Minutes of the meeting held on 20th December were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Greening, seconded by Cllr. Norris.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management** (Speed Watch Scheme, Speeding and traffic calming - B2011 and Capel Street)
 - Speed Indicator Device received, with handheld device to download data on traffic numbers.
 - On-line registration (video and test) of volunteers underway and work in progress.
 - Equipment training undertaking and can now be cascaded to other users.
 - b) **Bus Shelter Helena Road**
Still waiting Kent County Council decision on grant availability.
 - c) **Kent Association Local Council Award** –
Nomination received. *Action: Cllr: Stone to write citation and Clerk to complete form.*
 - d) **Commemorative Bench**
Estimate received for bench and Capel Groundworks to provide quotes for installation. *Action: Clerk will complete grant application form when received to forward to County Member. Meeting with family member to be arranged.*
 - e) **Waste Bins on New Dover Road (B2011)**
Clerk reported Dover District Council recommended contacting them again in new financial year. *Action: Cllr: Greening to establish sites for installation.*
 - f) **Other**
Quotations being sought from Capel Groundworks for removal of safe in Old Post Office room and removal of posts/sign on playing field that had broken.
6. **PLANNING**
 - a) **Review Planning Committee members**
Agreed by all that planning applications should now be forwarded to every Councillor for comment.
 - b) **Proposed Development Land South of New Dover Road (B2011)**
Action: Clerk to communicate with Jarvis Homes on list of enquiries as follows:
 1. *Name of the Road on the Development? - As it is understood that Developers are responsible for naming any roads. It to be in keeping with others in the Village, i.e. based on Royalty. To hold a competition for residents to suggest the name.*
 2. *Timeline of works? - When it will be started and estimated date for completion?*
 3. *Bridle path agreed upgrade? The procedure and plan for this?*
 4. *Plan for grass cutting of meadow area?*
 5. *Support from Jarvis Homes on the re-location of the 40mph and 30mph zone on B2011 and Old Dover Road? Would like to see the zones extended further along the B2011, rather than just the other end of the Development for Safety reasons. Difficulty experienced on this extremely important part of the Development to reach any agreement with Kent Highways. County Councillor, Cllr: Lymer, agreed he would also be working towards communicating with the department at Kent Highways responsible for new developments.*

Signed Chairman

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Proposed Development Land South of New Dover Road (B2011) continued

6. *Copy of up-to-date plan?*
7. *Jarvis Homes reaction to communication with residents in the form of monthly updates of progress etc., for publication to them.*
- c) **Proposed Development Land junction Winehouse Lane and Capel Street**
Still waiting notification if an Appeal has been submitted.
- d) **Quinn Estates - Land North of New Dover Road (B2011)**
 - Working Party notes received by Councillors and discussed. Thanks expressed to Cllr: Pilcher for producing. *Action: Clerk to send response to this application, as per notes received, proposed by Cllr: Stone, seconded by Cllr: Norris and agreed by all.*
 - With regard to a meeting request from Quinn Estates, it was agreed by all, the Councillors' objection response would be public when submitted to Dover District Council. *Action: Clerk to write to Quinn Estates to ascertain requirements for a meeting and details of what they wish to discuss, so this can be considered further.*
- e) **Other**

Applications granted permission by Dover District Council
149 Capel Street - 16/01211, Erection of a replacement dwelling and detached garage (existing bungalow to be demolished) and creation of vehicular access.

Applications waiting Parish Council decision
Lower Standen Pumping Station, Lower Standen, Alkham Valley Road, Alkham, Dover, CT18 7EW
16/01439, Variation of Condition 2 of planning permission DOV/13/00606 to allow changes to approved plans (application under Section 73).
'The Longview' - Land to the South of Old Dover Road, Capel-Le-Ferne, CT18 7HN
16/01431, Erection of a detached dwelling, creation of parking and associated landscaping.

7. **DELEGATES REPORTS**

- a) **Neighbourhood Watch**
 - Cllr: Shaw reported: Capel Cares – work in progress. 30 Volunteers listed. Regular monthly Coffee mornings organised to ascertain “who needs help and support”.
 - Community Warden reported: Continuation on following up on reported incidents and/or enquiries made and work in progress to reinstate Speed Watch Scheme in the village.
- b) **Play equipment**
Report circulated to Councillors.
Comments noted on items requiring attention, including the Goal Posts that require refurbishments.
Action: Cllr: Pilcher to contact contractor for advice and quotation. Amount to be included in next year's budget for this.
- c) **Village Hall Management Committee**
No meeting – no report.
- d) **Highways** – Cllr: Tutt reported:
 - Snow Warden Scheme not working, due to lack of resources from Dover District Council.
 - New development - 40 and 30 mph relocation. *Action: County Cllr: Lymer to undertake meeting with Kent Highways representative as an initial input. Cllrs: Tutt and Pilcher to be notified of any progress.*
 - Concerns expressed by Councillors on increase of accidents on B2011. *Action: Cllr: Greening to work towards seeking recorded data to use in evidence. Contact to be made in the first instance with Dover and Shepway District Kent Highways for a meeting and advice on how to make the B2011 a safer road.*
- e) **Public Rights of Way** - Nothing reported.
- f) **Training/workshops/seminars** – Nothing for the local area – only north of County.
- g) **County Councillor Lymer reported:**
 - Asylum seeking children effect on Kent County Council budget. Possibility Central Government refunding.
 - Adult Social Care remains an agenda item for Kent County Council.
 - Arrangements being pursued for Highway litter pick on A20.
 - Pot-hole repairs with self-sealing substance not working. *Action: Being monitored.*

Signed Chairman

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h) **County Councillor Lymer reported: continued**

- As discussed previously, measurements relayed to Councillor for a carry case to house the new Speed Indicator Device equipment. *Action: Cllr: Lymer would investigate further*

i) **Other** - None.**8. CORRESPONDENCE**

Membership for Action with Communities in Rural Kent – Not agreed.

Pension Regulators – enrolment declaration made. Does not affect present staff circumstances.

Other items received:

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

1. Wicksteed Playgrounds – January Sale leaflet.
2. Clerks and Councils Direct magazine.
3. Greenbarnes – Noticeboards and Poster Cases booklet.
4. NALC developments and meetings.
5. Rural Kent Membership renewal form 2017/2018.
6. Bus Stops Pole Replacements Project and Timetable changes.

9. DRAFT BUDGETa) **Review and confirm salaries 2017/2018** - The following was agreed by all:

Litter Clearance increase to £1,000 per annum.

Clerk's Salary increase to £5,000 per annum

b) **Review and confirm Grapevine advert charges 2017/2018** - The following was agreed by all:

No Change.

c) **Agree Parish Precept 2017/2018** - The following was agreed by all:

An amount of £3,000 was agreed to be input into budget for project work on play equipment.

An increase for a Total Resource Requirement of £26,240. This would result in a Band D Council Tax Charge of £41.49 per annum (20.85% increase).

10. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

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

To Whom	Particulars of Payment	TOTAL EXPENSE	TOTAL RECEIPTS	Cheque BACS DD SO	BANK A/Cs	Date	Statement No:	Reconciliation
Brought Forward			13,731.97					
HMRC	PAYE	185.97		DD				
Dover District Council	Playing Field Rent	112.50		SO				
Thomas & Partners	Advert		40.00	BACS				
Wendy Gee	Advert		28.00	BACS	Cash			23.28
StreetZ2StreetZ	Advert		18.00	BACS	Reserve	29.11.16	219	11,795.96
Village Hall Management	Rent - Speedwatch	9.00		BACS	Current	01.12.16	752	994.30
Mr D Reed	Litter Clearance	79.16		BACS	Project	29.01.16	20	728.43
Mrs M Leppard	Salary	317.16		BACS				13,541.97
		703.79	13,817.97			Less Un-Reconciled		427.79
			13,114.18					13,114.18

11. MATTERS CONCERNING THE PARISHa) **Councillors' comments** - Noneb) **Approve resolution to discuss any confidential issues in agenda item 13** – None.**12. DATE OF NEXT MEETING** - Tuesday, 21st February 2017.**13. CONFIDENTIAL ITEMS** – None.

Signed Chairman

Date 21st February 2017