

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, 19th JANUARY 2016, 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 (*10-15 minutes*)
4. To APPROVE Minutes of the meetings held on 15th December 2015 (*draft attached*)
5. To DISCUSS matters arising from minutes not covered elsewhere on agenda
 - a) *Bus Shelter outside Battle of Britain Memorial Trust (Cllr: Tutt)*
6. To RECEIVE Delegates and other sub-committee reports not covered elsewhere on agenda
 - a) *Neighbourhood Watch (Community Warden/PCSO/Cllr: Shaw)*
 - b) *Play Equipment Status (Cllr. Pilcher - report attached)*
 - c) *Village Hall Management Committee (Cllr: Stone – report attached)*
 - d) *Highways (Cllr: Tutt)*
 - e) *Public Rights of Way*
 - f) *Annual Playing Field Event Updates - 2015 and 2016*
 - g) *Training/Workshops/Seminars*
 - h) *District Councillor Scales and/or County Councillor Geoff Lymer*
 - i) *Other*
7. To RECEIVE and DISCUSS Correspondence
8. To DISCUSS Draft Budget and Agree Final Precept 2016/2017 (*attached*)
 - a) *Review and confirm Grapevine advert charges 2016/2017 (attached)*
 - b) *Review and confirm salaries 2016/2017 (attached)*
9. To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
10. To RECEIVE and DISCUSS Planning Applications
 - a) *Proposed Development Land South of New Dover Road (B2011)*
11. To RECEIVE and DISCUSS any other business concerning the Parish
 - a) *Councillors' comments*
 - b) *Approve any resolutions for discussion in confidential items in agenda item 13*
12. To CONFIRM date of next meeting - (*Tuesday, 16th February 2016*)
13. To RECEIVE and DISCUSS confidential items

LIST OF ITEMS - (UNRESOLVED)

1. Traffic management prioritised projects;
 - a) *Capel Street traffic calming & 20mph speed limit, - (Waiting Kent County Council feasibility)*
 - b) *Speeding B2011*
 - c) *A20 Traffic Assessment Phase, - (Waiting Highways England 6 months decision)*
2. *ER252 Bridleway surface to school rear gate for scooters etc. - (Referred to a later date)*
3. *Stagecoach Bus Service Routes and Shelters - (Cllr: Scales and waiting installation date)*
4. *Planning: Satmar - (Waiting DDC Enforcement Officer input)*
5. *St Mary's Churchyard - (Waiting Parochial Church Council further input)*
6. *Replace some existing junior play equipment - (Cllr: Norris and Cllr: Pilcher)*
7. *Footpaths South and North New Dover Road - (Waiting Kent Highways)*
8. *Casual Vacancy (February 2016 Agenda item)*


 Signed (Parish Clerk). 12 January 2016

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 15th DECEMBER 2015

Present: Cllrs Pilcher, Greening, Norris, Stone, Tutt.

Cllr Andrew Finnis from Hougham Parish Council was in attendance for the presentation by Mr Kevin Bown.

1. **APOLOGIES:** Cllrs Hale, Leppard and Shaw, Mrs M Leppard (Parish Clerk) and County Councillor G Lymer.
2. **DECLARATION OF PERSONAL INTERESTS** - None.
3. **RECEIPT OF A PRESENTSTION BY MR KEVIN BOWN OF HIGHWAYS ENGLAND.**

Mr Bown divided his presentation into 3 parts, Operation Stack, Dover TAP and illegal lorry parking.

- a) Operation stack. The problems this summer were the most severe to date, on occasions Operation Stack was implemented for 5 continuous days. When all 4 phases are implemented 7,200 lorries can be held in a temporary 'lorry park'.

Several alternatives have been explored, including a movable barrier (which works for a short stretch of road but not for the lengths involved with the M20.) Experience has shown that there were several problems with this option, the most significant of which was unsafe traffic flows.

Planning to construction of new roads takes 7½ years so an off road solution is required. For logistical reasons and to gain the best chance of compliance a single site is the preferred option. Manston airport central runway has the capacity but gaining compliance is not easy.

Folkestone Racecourse has been suggested but its use would mean the lorries turning right off the motorway, leading to snarling of traffic and difficulties in marshalling the lorries. Thus a solution north of the M20 is required.

There are currently 4 alternatives on which Highways England began to consult. The 4 alternatives are that the site should be used

- a) Only for Operation Stack
- b) For Operation Stack and TAP
- c) A lorry park to help tackle the current problem of illegal overnight parking by lorries
- d) A full truck stop with all associated facilities

The current proposal is that Manston would be used in place of phases 3 & 4 of Operation Stack. To date there has been no need to implement it.

Consultation on options for alternative to Operation Stack runs until 21st January and invites comments on the proposals and suggested alternatives

- b) TAP. The project is being extended until 8/9/16. ANOB have agreed the use of lightweight solar powered signage to implement a variable speed limit. A buffer zone in Dover Docks, with 220 truck capacity opened recently, which should reduce the number of occasions TAP is implemented.
- c) Illegal lorry parking. Several councils have introduced by laws making overnight lorry parking illegal. The problem escalated during Operation Stack when authorities were overwhelmed dealing with Operation Stack and did not have the capacity to additional monitor parking. The informal lorry drivers' network has shared information on where they have managed to park, increasing the problem.

Questions and answers from the presentations follow.

Q. Could a levy on cross channel fares which covers the cost of the use of overnight lorry parks be implemented?

A. Schemes are being investigated but current lorry parks are virtually full. Laybys in various areas have been closed because they had become crime hot spots.

Operation Kindle has been introduced by a police/highways partnership to move lorries on from motorway hard shoulders. This focuses on the major problem areas and once lorries are moved on site monitoring continues to ensure that further illegal parking is prevented.

On the spot fines are tried but often ten the lorry drivers do not carry sufficient cash. Taking them to an ATM ties up police resources and often the police are called to deal with a live incident elsewhere. Some councils are treating these as civil penalties, which means they can be perused across Europe.

Costs of truck stops are around £20 -£30, much less than the fines for illegal parking.

Q. Drivers need education on what is or is not acceptable.

A. Multi lingual leaflets to do this are being considered. Verbally drivers are advised of the comparable costs of truck stops and fines for noncompliance.

Q. Would lorries be charged for using the proposed lorry park.

A. Not if they were sent thereunder operation Stack or TAP.

Q. Could the M2 be extended to Dover?

A. When the motorways were planned it was decided that the M20 would service Folkestone and Dover whilst the M2 would focus on Ramsgate. Plans to extend the dual carriage way are in hand.

Q. Parking at the Courtwood Roundabout is continuing to cause problems, could more planters or bollards be used?

A. That would be up to Kent County Council.

Q. Tugs and trailers often have different number plates so in the event of an incident it can be difficult acquiring the correct information. What is being done to cope with this?

A. The police and VOSA are trying to deal with this.

Q. Lorries often fuel enough to just get across the channel, leading to potential problems they if are diverted to Manson. What help will there be for drivers in these circumstances?

A. There is little evidence that this is true. Capel le Ferne Councillors reported that they do have evidence and were able to cite specifics.

Q. Does the Highways Agency appreciate just how dangerous the road is when TAP is not implanted – local drivers drive at 40 mph whilst speeding lorries weave in and out at greater speed?

A. This will be addressed when the variable speed limit signs are installed. Various councillors responded that many locals no longer use the A20, adding that journey times are now excessive.

Q. Who is responsible for opening and closing the gate at the Courtwood Roundabout? Local Experience shows that it is often not opened when TAP is not implemented.

Q. Some positive comments have been made. What are the timescales?

A. Consultation on the current proposals began on Friday and runs until the end of January. A preferred option will be selected in the spring and a final decision taken in summer 2016. It is intended that work will begin virtually straight away and with incremental opening.

The Chairman thanked Mr Bown who gave consultation documents to both Capel le Ferne Parish and Hougham Councils.

4. **PUBLIC ADDRESS TO COUNCILLORS** - None.

FEEDBACK FROM COUNCILLOR SURGERY

- a) There was a complaint from a resident about parking on the pavement in Avondale Road. *Action:*
Clerk to pass to PCSO for action

FEEDBACK FROM COUNCILLOR SURGERY continued

- b) One couple came to discuss the proposed development at the junction of Winehouse Lane and Capel Street. Their concerns were about details rather than the principle of the development. They have been advised that it is believed the plans are being revised prior to submission for planning permission. The couple have been advised to respond to DDC once the formal consultation begins.
- c) Times of collection from the post boxes in the village have been changed and the only late collection is now from the box Helena Road. It was suggested that it would be more appropriate for the late collection to be from the box by the village shop. This was supported by the parish councillors. *Action: Clerk to write to Post Office Limited asking for this change*

5. **MINUTES OF THE NOVEMBER 2015 MEETING**

The Minutes of the meeting held on 17th November were approved and signed by the Chairman Cllr Keith Pilcher, proposed by Cllr Tutt, seconded by Cllr Norris.

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

Installation of the bus shelter at the Battle of Britain site has been delayed until 6th January.

7. **DELEGATES REPORTS**

- a) Neighbourhood Watch – none
- b) Play equipment – Repairs to the gym equipment have been completed. Wickstead have not replied to emails so Cllr Pilcher will contact the managing director. *Action: Cllr Pilcher to contact Wickstead MD*
- c) Village Hall Management Committee – none
- d) Highways
 - a. The village has been surveyed and replacement road marking requested for spring/summer – when weather conditions are suitable.
 - b. Cattle crossing signs. The farmer has been advised that sign can be supplied provided he funds them. The farmer will contact us if he wishes to proceed.
- e) Public Rights of Way – an application has been made for funding for the scooter path on the Green Lane bridle path. A decision is expected at the end of January.
- f) Annual Playing Field Event – plans are in hand with a meeting of the working group to be held in the New Year. Councillors are asked to keep the date free and help with manning stalls. The petanque trophy is ready for presentation and Cllr Stone is to track down the 2015 winners so a presentation can be made. *Action: Cllr Stone to establish contact with the winning team from Sandgate*
- g) Training/workshops/seminars – nothing to report
- h) District Councillor Scales
 - a. The Devolution Bill offers opportunities for councils to work together and take on greater responsibilities. Talks about Canterbury, Thanet, Dover, Shepway and Ashford working together have begun and first steps in preparing a bid have begun.
 - b. 12 Syrian families are due to arrive in Dover and volunteers to help integrate them are being sought. They have been vetted in camps in Syria and will be funded by central government for at least 5 years,
 - c. Helena Road development, discussions continue between the developers and planning department. An independent viability assessment indicates “that 30% affordable housing is an appropriate requirement”.
- d. During the roadworks in Tontine Street Stagecoach buses were running down Canterbury Road, as requested by some Capel residents. DDC Cllr Scales will contact Stagecoach to understand what positive/negative impact this diversion had with a view to offering this route on a more permanent basis. *Action: DDC Cllr Scales*
- i) Report from County Councillor Lymer - none
- j) Other none

8. **CORRESPONDENCE**

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

Reply from Charlie Elphicke on Operation Stack

Stagecoach change of bus route – see item 7iv

KCC Community Warden - The Community Warden phone is currently diverted to Nick Thistle. The recruitment process has begun and training for the successful candidate will begin in the New Year.

9. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

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

Received/ Paid	Description	INCOME	EXPENSES	VAT	Cheque No: or BACS/S O/DD	TOTAL IN HAND	BANK A/Cs	Date	State ment No:	Amount Reconcilia tion
17.11.15	TOTAL IN HAND					6748.66				6748.66
KALC	Transparency Code Grant	592.00			100385					
Various	Grapevine Adverts	889.00			100385					
Greenview Nursery	Grapevine Advert	36.00			BACS					
Dover District Council	Election Costs		153.83		BACS					
TGOGC	Parts for repair		104.00	20.80	BACS					
Viking Direct	Ink Cartridges		48.95	9.79	BACS					
Harmer Landscapes	Grass Cutting		387.50	77.50	BACS					
Mr D Reed	Litter Clearing		75.00		BACS					
Mrs M Leppard	Salary £301.50, Petanque Trophy £25.94		327.44		BACS		Reserve	27.11.15	207	5760.54
HM Revenue & Customs	PAYE Oct-Dec 2015		183.00		DD		Current	26.11.15	697	408.19
		1517.00	1279.72	108.0 9			Project	30.11.15	17	728.43
										6897.16
								Less Un-Reconciled		-19.31
15.12.15	TOTAL IN HAND					6877.85				6877.85

10. **PLANNING**

Applications waiting decision by Dover District Council

Helena Road/New Dover Road progress was reported on by Dover District Councillor Scales.

Applications Granted

Abbotsland Bungalow, White Cliffs Caravan Park, New Dover Road – Erection of a bungalow and associated parking (existing bungalow and associated outbuildings to be demolished).

Applications being considered by Parish Council

Informal discussions have taken place with the architects for the Hollingsbury Farm Development

11. **MATTERS CONCERNING THE PARISH**

a) There was some discussion about potential maintenance costs are planning for replacing equipment in the future. A specific contingency fund needs to be built up and a decision needs to be taken before the next precept is set.

b) Approved resolution to discuss any confidential issues in agenda item 13 – agreed by those present.

12. **DATE OF NEXT MEETING**

Tuesday 19th January 2016

13. **CONFIDENTIAL ITEMS**

Following a resolution passed in item 11b, items were discussed and recorded under separate cover.

Capel le Ferne Parish Council - January 2016

1. Purpose of the report

This report is to inform councillors of the significant issues discussed at the January meeting of the Capel le Ferne Village Hall Trustees

2. Key points discussed:-

- a. Management arrangements for the Farmers' Market. Help with the computer side of things is needed. This is managing the Facebook & Twitter pages and managing the emails. This could be done by one or divided between two different people.
- b. An architect has been instructed to develop plans for a new frontage to improve disabled access and to prevent water ingress.
- c. A response to the Parish Council's request to hire the hall on 23rd July was agreed

3. Action required

Councillors are asked to note the contents of this report

Jayne Stone January 2016

CAPEL-LE-FERNE PARISH COUNCIL - DRAFT BUDGET 2016/2017

<u>EXPENSES</u>	ESTIMATE 2015/2016	PROBABLE 2015/2016	ESTIMATE 2016/2017
ADMINISTRATION			
Clerk's Salary	4350	4350	4350
Postage & other expenditure (<i>Ink cartridges, paper etc</i>)	250	283	300
Member's Expenses	100	0	100
Election Expenses	1500	154	0
Rent of Village Hall	210	533	400
Audit Fee	400	200	200
Insurance Premium	1400	1181	1400
Training	200	72	200
Legal Expenses (<i>Playing Field Lease</i>)	0	0	0
Other expenses (<i>KALC Membership, Flowers, Plants and Gifts, Lady Cherry Event, Computer, Plaques and Signs, Flasks etc., Petanque Trophy</i>)	500	1371	1000
ADMINISTRATION TOTAL	8910	8144	7950
LAND HOLDINGS			
Playing Field - rent	450	450	450
Playing Field & B2011 Mowing /bulb raking	3200	3100	3400
Cut back and removal of trees	300	395	400
LAND HOLDINGS TOTAL	3950	3945	4250
PLAY EQUIPMENT AND SEATS ETC			
Repairs and improvements (<i>Refurbish Playzone, tarmac repairs</i>)	1000	4913	2000
Annual Inspection	250	243	250
PLAY EQUIPMENT AND SEATS ETC TOTAL	1250	5156	2250
Noticeboards	50	0	50
Grants - global sum (S137) (<i>Wreaths etc</i>)	200	56	200
Litter Clearance	900	900	900
Village Newsletter	4500	4170	4500
Events	500	100	500
Project (<i>fencing</i>)	0	9670	0
OTHER TOTAL	6150	14896	6150
LESS INCOME			
Transparency Code Grant	0	592	0
Bus Shelter Grant	0	300	0
Bank Interest	10	6	10
Grapevine Paid Adverts & History Book Sales	2000	3222	2000
LESS INCOME TOTAL	2010	4120	2010
TOTAL	18,250	28,021	18,590
	ESTIMATE 2015/2016	PROBABLE 2015/2016	ESTIMATE 2016/2017

Balance brought forward from 2014/2015		15,336.64
14,998.22	Reserve	
60.48	Current	
277.94	Project	
Rate Precept 2015/2016		18,250.00
TOTAL INCOME		33,586.64
LESS	Expenditure (probable) in 2015/2016	28,021.29
	Balance carried forward to 2016/2017	5565.35
LESS	Expenditure (estimate) for 2016/2017	18,590.00
	Balance to be met by Rate Precept 2016/2017	13,024.65

			2015/16	2016/17
a		Total Resource Requirement	18,250.00	£18,590.00
b		Grant from Dover District Council	605.25	422.41
c	= a - b	Town / Parish Precept Required	17,644.75	18,167.59
d		Tax Base	616.81	617.71
e	= c ÷ d	Band D Council Tax Charge	28.61	29.41
		Percentage Council Tax Increase	17.4%	2.8%

PLEASE READ FOLLOWING NOTES AND CALCULATIONS

Please Note:

- 1) As detailed below - In requesting only the Total Resource Requirement i.e. Expenditure estimate for 2016/2017 of £18,590.00, will increase

Band D Council Tax Charge from £28.61 to £29.41 (80p or 2.8%)

- 2) In requesting by any other amount, will be:
- a) £18,978 – Increase of **Band D Council Tax Charge from £28.61 to £30.41 (£1.80 or 5%)**
 - b) £19,862 – Increase of **Band D Council Tax Charge from £28.61 to £31.47 (£3.09 or 10%)**
 - c) £20,742 – Increase of **Band D Council Tax Charge from £28.61 to £32.90 (£4.29 or 15%)**
 - d) £21,628 – Increase of **Band D Council Tax Charge from £28.61 to £34.33 (£5.72 or 20%)**

Example 1	<u>Keeping the Council Tax the same</u>								
		Council Tax	Taxbase	Precept	Grant	Total Resources			
Capel-Le-Ferne	£	28.61	617.71	£ 17,673	£ 422	£ 18,095			

In example 1, total resources have been decreased by £157 because, although the government grant has been reduced, the taxbase has changed and Council Tax has not been increased to offset the reduction.

Example 2	<u>Keeping total resources the same</u>								
		Council Tax	Taxbase	Precept	Grant	Total Resources			
Capel-Le-Ferne	£	28.86	617.71	£ 17,830	£ 422	£ 18,252			

In example 2, the precept results in a £0.25 annual increase in Council Tax. When combined with the grant, the level of resources has been maintained as for 2015/16

Example 3	<u>Increasing Council Tax by 1.99%</u>								
		Council Tax	Taxbase	Precept	Grant	Total Resources			
Capel-Le-Ferne	£	29.18	617.71	£ 18,025	£ 422	£ 18,447			

In example 3, the Council Tax has been increased by 1.99% or £0.57 annual increase in Council Tax.

Example 4	<u>Increasing Council Tax by alternative %</u>								
		Council Tax	Taxbase	Precept	Grant	Total Resources			
Capel-Le-Ferne	£	29.41	617.71	£ 18,167	£ 422	£ 18,589			

In example 4, the Council Tax has been increased by the proposed percentage or £0.8 annual increase in Council Tax.

Example 5	<u>Setting a Revised Level of Total Resources</u>								
		Council Tax	Taxbase	Precept	Grant	Total Resources			
Capel-Le-Ferne	£	29.41	617.71	£ 18,168	£ 422	£ 18,590			

In example 5, the resources you have specified result in an annual change of £0.8 in Council Tax.

**COMMERCIAL ADVERTISING CHARGES FOR CAPEL-LE-FERNE GRAPEVINE
2016 – 2017 (As from 1st April 2016)**

Size
9cm x 13cm
3” x 5”
(1/4 page)

£25.00

Size
9cm x 7cm
3” x 2”

£18.00

Size
9cm x 3.5cm
3” x 1.5”

£12.00

Size
20cm x 13cm
7” x 5”
(1/2 page)

£40.00

CAPEL-LE-FERNE PARISH COUNCIL

SALARIES

Date	Name	Description	Amount per annum	Hours per week <i>Oct 2015 Minimum Wage £6.70 per hour</i>
1997 – 1998	Mr D Reed	Litter Clearer	500.00	
1998 – 1999	Mr D Reed	Litter Clearer	600.00	
1999 – 2000	Mr D Reed	Litter Clearer	600.00	
2000 – 2001	Mr D Reed	Litter Clearer	600.00	
2001 – 2002	Mr D Reed	Litter Clearer	720.00	
2002 – 2003	Mr D Reed	Litter Clearer	720.00	
2003 – 2004	Mr D Reed	Litter Clearer	720.00	
2004 – 2005	Mr D Reed	Litter Clearer	744.00	
2005 – 2006	Mr D Reed	Litter Clearer	768.00	
2006 – 2007	Mr D Reed	Litter Clearer	790.00	
2007 – 2008	Mr D Reed	Litter Clearer	800.00	
2008 – 2009	Mr D Reed	Litter Clearer	835.00	
2009 – 2010	Mr D Reed	Litter Clearer	850.00	
2010 – 2011	Mr D Reed	Litter Clearer	850.00	
2011 – 2012	Mr D Reed	Litter Clearer	865.00	
2012 – 2013	Mr D Reed	Litter Clearer	865.00	
2013 – 2014	Mr D Reed	Litter Clearer	865.00	
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		

Date	Name	Description	Amount per annum	Hours per week <i>Oct 2015 Minimum Wage £6.70 per hour</i>
1995 – 1996	Mrs G Beale	Clerk	1750.00	
1996 – 1997	Mrs Beale/Leppard	Clerk	2000.00	
1997 – 1998	Mrs M Leppard	Clerk	2000.00	
1998 – 1999	Mrs M Leppard	Clerk	2000.00	
1999 – 2000	Mrs M Leppard	Clerk	2250.00	
2000 – 2001	Mrs M Leppard	Clerk	2250.00	
2001 – 2002	Mrs M Leppard	Clerk	2400.00	
2002 – 2003	Mrs M Leppard	Clerk	2500.00	
2003 – 2004	Mrs M Leppard	Clerk	2600.00	
2004 – 2005	Mrs M Leppard	Clerk	2680.00	
2005 – 2006	Mrs M Leppard	Clerk	2760.00	
2006 – 2007	Mrs M Leppard	Clerk	2850.00	
2007 – 2008	Mrs M Leppard	Clerk	3000.00	
2008 – 2009	Mrs M Leppard	Clerk	3200.00	
2009 – 2010	Mrs M Leppard	Clerk	3500.00	
2010 – 2011	Mrs M Leppard	Clerk	3750.00	
2011 – 2012	Mrs M Leppard	Clerk	3900.00	
2012 – 2013	Mrs M Leppard	Clerk	4100.00	
2013 – 2014	Mrs M Leppard	Clerk	4200.00	
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		