

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 19th JANUARY 2016

Present: Cllrs Pilcher, Greening, Hale, Leppard, Norris, Shaw, Stone, Tutt, together with County Councillors Geoff Lymer.

1. **APOLOGIES** District Councillor Frederick Scales.
2. **DECLARATION OF PERSONAL INTERESTS** - None.
3. **PUBLIC ADDRESS TO COUNCILLORS and FEEDBACK FROM COUNCILLOR SURGERY**
 - a) B2011 speeding and 20mph assessment for Capel Street: *Action: on-going.*
 - b) Potholes/subsidence on Old Dover Road. *Action: reported to Kent Highways.*
 - c) Drainage/flooding issues in Capel Street. *Action: reported to Kent Highways for drain clearance and for information about flooding Contact Floodline - Telephone: 0345 988 1188 24-hour service, to be mentioned in Grapevine Newsletter.*
4. **MINUTES OF THE MEETING HELD ON 15th DECEMBER 2015**

The Minutes of the meeting held on 15th December were approved and signed by the Chairman Cllr Keith Pilcher, proposed by Gemma Greening, seconded by Brian Tutt.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) Bus shelter at the Battle of Britain site.

Stagecoach had informed KCC the shelter had been positioned incorrectly. Highway Steward has been asked to check this. Cost of relocation from Supplier was £750. *Action: To be investigate further.*
 - b) Councillor Vacancy – Action: to be advertised in February Grapevine
6. **DELEGATES REPORTS**
 - a) Neighbourhood Watch
 - Village Meeting to be arranged for April 16th, 2pm – 4pm.
 - Vehicles parking on pavement in Avondale and Helena Road referred to PCSO and Community Warden.
 - b) Play equipment
 - Repairs to the gym equipment have been completed.
 - Swing chains to be replaced. *Action: Quotes being obtained from Ashley Engineering and Wickstead.*
 - Discussion about potential maintenance costs for replacing equipment in the future, with a specific contingency fund needs to be built up and a decision needs to be taken before the next precept is set.
 - c) Village Hall Management Committee

Management of Farmers Market to be organised by Village Hall. Help requested especially anyone with computer skills with Farmers Market Facebook page.
 - d) Highways
 - Replacement yellow lines and road junction markings requested for spring/summer – when weather conditions are suitable.
 - Flooding outside 42 and 142 Capel Street reported to Kent Highways. Rubbish in farmers field not helping drainage. *Action: Letter requested by Cllr: Norris to be sent to drainage department and copies sent to residents concerned. Flood line telephone number to be oriented in Grapevine.*
 - e) Public Rights of Way

Further funding grant applied for tarmac of surface in Green Lane.
Highpoint marker missing. *Action: reported to KCC Public Rights of Way.*
 - f) Annual Playing Field Event

Playing Field event booked for 23rd July – if you are able to help on day please contact Jayne Stone.
Action: Sub-committee meeting to be arranged. Gazebos required. Spud Hut and Cream Tea units being considered.

SignedK Pilcher (Chairman)
Date16th February 2016

g) Training/workshops/seminars

Induction workshop available – no one available to attend.

h) County Councillor Lymer reported on the following:

- KCC On-line chat now available for foster carers.
- Mobile Library Services cuts. Consultation to be public.
- Lorry Park consultation. Consideration on permanent or Operation Stack use and concerns expressed in surface to be used.
- Courtwood Roundabout; Illegal parking – Kent Police now taking action. Pass on registration numbers to Cllr Geoffrey Lymer, Kent County Councillor, Dover West Ward, Email: Geoff.Lymer@kent.gov.uk who will follow up.
- Earth bunds on roadside at Courtwood Roundabout being installed within next few weeks by Kent Highways to hopefully stop parking.
- Clearance of litter on A20 an issue and reported to Dover District Council – clearance will require lane closure for Health & Safety purposes.

i) Other - None7. **CORRESPONDENCE**

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

1. The Lord Lieutenant of Kent invitation to Civic Service at Maidstone (*passed to Cllr: Pilcher*)
2. Royal Mail acknowledgement email on collection boxes
3. Kent Police NHW letter and Data holding form (*completed*)
4. Royal British Legion 2016 Calendar
5. Barge Play Services Brochure and introduction letter
6. Clerks & Councils Direct magazine

8. Draft Budget and Agree Final Precept 2016/2017

Draft Budget discussed and Parish Precept 2016/2017 set at £21,628. An increase of £5.72 (20%).

Proposed by Cllr: Stone and seconded by Cllr: Hale and all agreed.

a) Review and confirm Grapevine advert charges 2016/2017

Increases of charges agreed of; £1 (Size 9cm x 3.5cm), £2 (Size 9cm x 7cm) and £3 (Size 9cm x 13cm).

b) Review and confirm salaries 2016/2017

Increases of salaries agreed of: £25 per annum for Litter Clearer and £200 per annum for Parish Clerk.

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 previously confirmed by Clerk/Responsible Finance Officer.

Description	INCOME	EXPENSES	VAT	Cheque No: or BACS/SO/DD	BANK A/Cs	Date	Statement No:	Amount
Duplication correction		592.00		100385				
Huxtable Advert	60.00			BACS				
Whitehead Advert	24.00			BACS				
StreetZ2 Advert	18.00			BACS				
Angela Drake Advert	18.00			100386				
Coles Advert	36.00			100386				
Village Hall Management Small Hall Rent Jan-Jun £207, Post Office Jan-Jun £30.		237.00		1506	Reserve	29.12.15	208	5260.54
Dover District Council Grapevine Printing (Dec)		319.32		BACS	Current	07.01.16	702	356.88
Dover District Council Playing Field Rent		112.50		DD	Project	01.12.15	18	728.43
Mr D Reed – Litter Clearance		75.00		BACS				6345.85
Mrs M Leppard – Salary		301.50		BACS				
	156.00	1637.32				Less Un- Reconciled		949.32
TOTAL IN HAND								5396.53

SignedK Pilcher (Chairman)

Date16th February 2016

10. **PLANNING****Applications waiting decision by Dover District Council**

Development of Land South of New Dover Road;

Discussions continue between the developers and DDC planning department. When date known of Planning Committee meeting, residents to be notified.

Applications being considered by Parish Council

Hollingsbury Farm Development, junction of Capel Street/Winehouse Lane.

Application submitted to Dover District Council and comments sent from Parish Council indicating concerns on height and privacy to surrounding properties and the existing street scene policy requirement.

Other

6a Clarence Road, Capel-le-Ferne, - Erection of a 1.8metre high fence to front boundary

Comments passed on the fencing installed being very appealing.

Site Area of Outstanding Beauty and agricultural land North of New Dover Road to Capel Street;

It was reported an approach had been made to the Parish Council by Quinn Estates to discuss a development of 150 houses, plus doctors and dental surgeries and a new access road to the local primary school. The houses would include affordable houses and housing dedicated to Capel residents and their families. Initial drawings were available for viewing. Parish Councillors' discussions and decision made at their meeting Tuesday, 19th January 2016; that a response to Quinn Estates' meeting request be sent. Firstly, to thank them for getting in touch regarding development in Capel-le-Ferne, and secondly, that the Parish Councillors did not support their proposals, as the site is classified as an Area of Outstanding Natural Beauty and Agricultural Land.

Neighbourhood Plan

Councillors decided to investigate further compiling a document for the future. *Action: Worth Parish Council to be contacted for advice and experiences on their recent adopted Plan.*

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

- i. Queen's 90th Birthday celebrations – *Action Cllr: Pilcher to make enquiries at Battle of Britain site on their plans and offer Parish Council support.*
- ii. Cllr: Stone submitted report on Annual Meeting attended, drawing attention to Resilience Planning for Capel-le-Ferne, in case of any emergencies, prior to services arriving and Dover District Council service "keep me posted". *Action: To be discussed at next meeting.*
- iii. Litter reported junction of Winehouse/Satmar Lane in ditches. *Action: To be reported to Dover District Council.*
- iv. Request to Cllr: Scales on update of 20mph assessment by Kent County Council. *Action: Clerk to enquire.*
- v. Cllr: Tutt reminded meeting of forthcoming road works in Dover.

b) **Approved resolution to discuss any confidential issues in agenda item 13 – Noneff.**12. **DATE OF NEXT MEETING**

Tuesday 16th February 2016 (*Apologies received from Cllr: Stone*).

13. **CONFIDENTIAL ITEMS**

None.

SignedK Pilcher (Chairman)

Date16th February 2016