

# 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, 20<sup>th</sup> FEBRUARY 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> ) a) <i>Owner of Longships, Cauldham Lane</i>
3	To APPROVE Minutes of the meeting held on 16 <sup>th</sup> January 2018 ( <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 a) <i>Traffic Management</i> b) <i>Village Questionnaire</i> c) <i>Postman Jay Memorial</i> d) <i>Other</i>
6	To RECEIVE and DISCUSS Planning Applications a) <i>Pending</i> b) <i>Other</i>
7	To RECEIVE Delegates and other sub-committee reports not covered elsewhere 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>Sub-Committee 1914-1918 Nation's Tribute 100 years Remembrance - Sunday, 11/11/18</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 Final Budget 2018-2019 ( <i>attached</i> )
10	To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
11	To RECEIVE and DISCUSS Any Other Business concerning the Parish 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, 20<sup>th</sup> March 2018</i> )
13	To RECEIVE and DISCUSS confidential items

Signed ..... *m. leppa* (Parish Clerk). 13 February 2018

<b><u>LIST OF ITEMS NOT ON AGENDA – PENDING OR UNRESOLVED</u></b>	
1.	New Waste Bins, New Dover Road ( <i>Waiting Dover District Council</i> )
2.	ER252 Bridleway surface to school rear gate for scooters etc. - ( <i>Deferred to a later date</i> )
3.	Stagecoach Bus Service Route - ( <i>Cllr: Scales</i> )
4.	Replace some existing junior play equipment - ( <i>Cllr: Norris and Cllr: Pilcher</i> )
5.	Footpaths South and North New Dover Road - ( <i>Waiting Kent Highways</i> )

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 16<sup>TH</sup> JANUARY 2018**

**Present:**

Cllrs; Greening, Holliday, Lake, Leppard, Norris, Pilcher, Shaw and Tutt, together with Andrews Hawkins (Community Warden).

1. **APOLOGIES** – Cllrs: Stone, PCSO Ian Fox, County Councillor Geoff Lymer and District Councillor Frederick Scales.
  
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**
  - Closure of roads and diversions, Affinity Water work.
  - Footpath installation at Jarvis Homes on B2011.
  - Fridges left outside property.
  - Grass verge damage in various vicinities.
  - Street lights not working.

Action: all reported or being investigated.
  
3. **MINUTES OF THE MEETING HELD ON 21<sup>st</sup> NOVEMBER 2017**  
The Minutes of the meeting held on 19<sup>th</sup> December 2017 were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Lake, seconded by Cllr. Greening.
  
4. **DECLARATION OF PERSONAL INTERESTS** – None.  
Happy New Year wishes conveyed by Chairman to everyone.
  
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
  - a) **Sunday, 11<sup>th</sup> November 2018 - 1914-1918 Nation's Tribute 100 years Remembrance**  
In order to ascertain a commemoration of the day, it was agreed to form a sub-committee. *Action: Sub-committee to include Cllrs: Pilcher and Stone (to be confirmed). Involvement of Village Hall Management Committee, Capel Primary School, Battle of Britain Memorial Trust, St Radigunds Church and Baptist Church to be pursued. Investigation into arrangements for a Procession and Beacon lighting.*
  - b) **Village Questionnaire**
    - Changes to Page 11 – Collection to be from 10<sup>th</sup> to 27<sup>th</sup> February, giving extra week/weekend. Badges to be made for Councillors and collected from Clerk.
    - Arrangements for collection of questionnaires;  
Cllrs: Greening, Lake and Shaw from all roads Cliffside of B2011.  
Cllrs: Holliday and Tutt from Capel Street.  
Cllr: Pilcher from New Dover Road (B2011).  
Cllr: Norris from other roads between Capel Street and New Dover Road.  
Andrew Hawkins (Community Warden) – any others required.
    - *Analysis of returns – Cllr: Pilcher and Norris to discuss further, depending on amount received.*
  - c) **Postman Jay**  
Cllr: Pilcher expressed thanks to everyone for arrangements made. Special thanks to Cllr: Leppard and her team of many helpers for organisation and preparation of catering. Many residents attended and gave donations. Thanks were also expressed to Cllrs: Leppard and Pilcher for visiting Jay, passing on donations and agreeing to arrangements to organise Wake.  
*Action: Thanks to Villagers notice to be inserted into Grapevine. Reminder Memorial Service at St Radigund's Church on Saturday, 3<sup>rd</sup> February at 3pm.*
  - d) **Other**  
Defibrillator - On order, waiting delivery then installation outside Village Hall.

## 6. PLANNING

### a) Pending Applications

#### Applications waiting Dover District Council Decision

17/01316, Erection of an attached single storey side annexe extension incorporating garage (existing garage to be demolished), 136 New Dover Road, Capel-le-Ferne, CT18 7JZ.

17/01324 | Erection of dormer roof extensions to front and side roof slopes | 28 Helena Road, Capel-le-Ferne, CT18 7LQ

#### Applications granted permission by Dover District Council

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

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

Waiting notification of Dover District Council Consultation.

Comments on Village Questionnaire will be examined and noted accordingly for response.

## 7. DELEGATES REPORTS

### a) Neighbourhood Watch

- Footpath on B2011, near to old garage site, surface to be monitored.
- Street name signs still not cleaned. *Action: Clerk to chase Dover District Council.*
- White boxes by speed zone signs in need of refurbishment. *Action: Agreed to get these replaced within next financial year. Cllr: Leppard to investigate further with woodman manufacturer at Farmers' Market.*
- Helena Road bus shelter still not cleaned. *Action: Clerk to chase Adspace for quotation.*
- New PCSOs will be evident in area, as part of their training. *Noted.*
- Inconsiderate parking leaflets now completed. *Action: Andrew Hawkins (Community Warden) to arrange delivering in areas of concern. Insert into Grapevine also.*
- CSU and Multi-Agency Meetings being attended by Andrew Hawkins, Community Warden. *Action: Concerns raised were noted and for enquiries to be made and to receive advice.*

### b) Speed Watch

- Cllr: Greening co-ordinating sessions at weekends. *Action: Cllr: Greening agreed to co-ordinate weekday sessions also, although not able to attend these.*
- Speed repeater signs as in Nonington reported as purchased from Kent Highways. *Action: To be investigated further with newly appointed Kent Highway Manager.*  
Wheelie Bin notices also mentioned for consideration. *Action: To be investigated further with newly appointed Kent Highway Manager.*

### c) Capel Cares

- A monthly report for the Grapevine to be organised.
- Coffee Mornings on 1<sup>st</sup> Friday of months to be held for future meetings in Church Hall.

### d) Play equipment

- Bi-monthly status report circulated.
- Zip-wire repaired and back in action.
- Two new infant swings installed.
- Cllr: Pilcher reported that the Council should make a positive effort to replace un-used play equipment in Junior Play Area, within the forthcoming new financial year. *Action: This was subsequently agreed and accounted for in Draft Budget. Type of equipment required, to be in consultation with school children.*
- Also for consideration, within the forthcoming new financial year, investing in tidy of hedgerow and shrubbery area where trees were planted in middle of Playing Field. *Action: This was subsequently agreed.*
- Planting of poppy seeds, by school children, either around the Memorial or at home, to commemorate the end of WW1. *Action: To be investigated further with landscape services.*

### e) Village Hall Management Committee

- No Report due to no meetings.

f) **Highways**

- Cllr: Lymer has arranged for wooden posts to be placed on the verge where work was carried out by the water board recently on the B2011. The work will be carried out once the wet weather has passed, so the ground will be more stable.
- Classification of what is a “pothole” as opposed to “surface damage” was discussed, together with defect areas spray painted for benefit of drivers/pedestrians to take care and/or slow down. Poor work not lasting was a cause for concern.
- Potholes continue to be reported. *Action: Noted, Hurst Lane for reporting.*
- All concerns raised need to be brought to the attention of the new appointed Kent Highways Manager, Kelly Garrett. *Action: Clerk to arrange a meeting.*

g) **Public Rights of Way**

- Cliff paths reported to be very slippery and muddy surfaces. *Action: Cllr: Lake to contact AONB for advice on providing new surface.*
- Downgrade of Footpath ER218 survey received and to be completed. *Action: Cllr: Lake.*

h) **Training/workshops/seminars**

- Dynamic Councillor Training received and previously circulated.

i) **District Councillor Lymer’s report read as follows:**

- KCC is reviewing their next financial year’s budget and though not written in stone yet, it looks like the County Councillors Highways Member’s Fund may be reduced for the second year running, which means if this is passed in the Council’s budget, each Ward on Dover West would have a spend of just over £1200, which is not going to go far at all. The reason for this is due to a £54 million deficit, that KCC is trying to reduce. Hopefully things such as a mild winter will save some money on employing gritters and the damage snow does to the highways.
- Local authorities are now placing the onus on householders who have garden or house renovations carried out to ascertain those carrying out the work have all the requisite receipts to evidence the waste removed from their property is not fly tipped. If those householders fail to check the contractors have the requisite receipts, then the householder can be fined £400, so the onus is on the householder to ensure they obtain copies of documents produced by the contractor to retain in case they are prosecuted.

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

1. KALC Award
2. Furniture at Work brochure
3. Wicksteed Times – 100 years of Play
4. Clerks and Councils Direct Magazine
5. Viking Stationary brochure, January Sales and Facilities essentials

9. **DRAFT BUDGET**a) **Review and confirm salaries 2018/2019**

Clerk left the room at this point and the following was agreed.

*Action: Clerk’s Salary to increase by £300 to £5,300 per annum and Litter Clearer to increase by £100 to £1,100 per annum.*

b) **Review and confirm Grapevine advert charges 2018/2019.** *Action: To remain the same*c) **Agree Parish Precept 2018/2019.**

*Action: Agreed Precept to be requested of Total Resource Required £32,045. An increase of £7.05 per annum, per household, on a Band D Council Tax Charge.*

**10. CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

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

To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS	Cheque BACS DD SO	BANK A/Cs	Statement No:	Reconciliation
<b>Brought Forward</b>					<b>11,549.23</b>				
HMRC	PAYE	193.20		193.20		DD			
Nat West	Interest	0.43			0.43	DD			
Dover District Council	Ground Rent	112.50		112.50		SO			
Various	Adverts	472.00			472.00	BACS			
Various	History Books	55.00			55.00	Cash			
Village Hall	Rent Open Meetings	28.00		28.00		BACS			
Mr D Reed	Litter Clearing January	83.33		83.33		BACS			
Mrs M Leppard	Salary £352.26 Broadband £11.10	363.36		363.36		BACS			
				780.39	12,076.66				
								Equipment	6,000.00
								Other	4,038.73
							Reserve A/c	230	<b>10,038.73</b>
							Current	803	<b>1,060.80</b>
							Project	20	<b>728.43</b>
							Cash		<b>87.00</b>
									<b>11,914.96</b>
								Less Un-Reconciled	<b>618.69</b>
					<b>11,296.27</b>				<b>11,296.27</b>

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

- Alternative bus service to Folkestone discussed again to take in a route via Blackbull Road, Hospital and Folkestone Station. *Action: It was agreed to await analysis of questionnaire and then progress further.*
- Delays in further Affinity Water work being carried out. *Action: It was reported that contractor's licences were being reviewed.*
- Lorry parking still a cause for concern. *Action: Will continue to be monitored.*

**b) Approve resolution to discuss any confidential issues in agenda item 12. None.****12. DATE OF NEXT MEETING – Tuesday, 20<sup>th</sup> February at 7.30pm.****13. CONFIDENTIAL ITEMS - None.**



**CAPEL-LE-FERNE PARISH COUNCIL - FINAL BUDGET 2018/2019**

<b>EXPENSES</b>	<b>ESTIMATE 2017/2018</b>	<b>PROBABLE 2017/2018</b>	<b>ESTIMATE 2018/2019</b>
<b>ADMINISTRATION</b>			
Clerk's Salary	5000	5000	5300
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	300
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
<b>ADMINISTRATION TOTAL</b>	<b>9050</b>	<b>10261</b>	<b>11230</b>
<b>LAND HOLDINGS</b>			
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
<b>LAND HOLDINGS TOTAL</b>	<b>4700</b>	<b>3690</b>	<b>4500</b>
<b>PLAY EQUIPMENT AND SEATS ETC</b>			
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
<b>PLAY EQUIPMENT AND SEATS ETC TOTAL</b>	<b>6300</b>	<b>9115</b>	<b>8325</b>
<b>Noticeboards</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grants - global sum (S137) (<i>Wreaths and donations</i>)</b>	<b>200</b>	<b>1772</b>	<b>2000</b>
<b>Litter Clearance</b>	<b>1000</b>	<b>1000</b>	<b>1100</b>
<b>Village Newsletter</b>	<b>5000</b>	<b>5200</b>	<b>5300</b>
<b>Events</b>	<b>500</b>	<b>0</b>	<b>0</b>
<b>Project (New Up-to-date Play Equipment &amp; Goal Posts)</b>	<b>3000</b>	<b>0</b>	<b>3000</b>
<b>OTHER TOTAL</b>	<b>9700</b>	<b>7972</b>	<b>11500</b>
<b>LESS INCOME</b>			
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
<b>LESS INCOME TOTAL</b>	<b>3510</b>	<b>5939</b>	<b>3510</b>
<b>TOTAL</b>	<b>26,240</b>	<b>25,099</b>	<b>32,045</b>

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 per annum from £41.49 to £48.54 (£7.05 or 16.99%)**

			<b>2017/18</b>	<b>2018/19</b>
a		Total Resource Requirement	26,240.00	32,045.00
b		Grant from Dover District Council	245.88	0.00
c	= a - b	<b>Town / Parish Precept Required</b>	<b>25,994.12</b>	<b>32,045.00</b>
d		Tax Base	626.51	660.51
e	= c ÷ d	Band D Council Tax Charge	41.49	48.54
		Percentage Council Tax Increase	20.85%	16.99%

	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		<b>DR: 17,260</b>