

CAPEL-LE-FERNE PARISH COUNCIL

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A MEETING OF THE PARISH COUNCIL WILL BE HELD ON TUESDAY, 19th FEBRUARY 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>) <i>a) Angela Parkes (Capel Street Plans Group)</i> <i>b) Surgery Feedback</i>
3.	To APPROVE Minutes of the meeting held on 15 th January 2019 (<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 <i>a) Traffic Management</i> ▪ <i>Kent Highways Roundels</i> <i>b) Village Questionnaire and Village Status</i> <i>c) Bus Shelter outside Battle of Britain Memorial Site</i> <i>d) Roadside Planters</i> <i>e) Council Vacancy</i> <i>f) Other</i>
6.	To RECEIVE and DISCUSS Planning Applications <i>a) Land 107-127 Capel Street</i> <i>b) Land to side and rear of the Royal Oak, New Dover Road</i> <i>c) Land at New Dover Road and Winehouse Lane</i> <i>d) Longview, Old Dover Road</i> <i>e) Tumble Tye Farm, Hockley Sole Lane</i> <i>f) Swinge Hill Cottage, Hurst Lane</i>
7.	To RECEIVE Delegates and any other working parties or sub-committee reports not covered elsewhere <i>a) Neighbourhood Watch</i> <i>b) Play Equipment Status</i> <i>c) Highways</i> <i>d) Public Rights of Way</i> <i>e) Speed Watch</i> <i>f) Capel Cares</i> <i>g) Grapevine Newsletter</i> <i>h) Village Hall</i> <i>i) Training/Workshops/Seminars</i> <i>j) District Councillor Scales and/or County Councillor Geoff Lymer</i> <i>k) Other</i>
8.	To RECEIVE Quotations and APPROVE Grounds Maintenance for 2019
9.	To RECEIVE and DISCUSS Correspondence
10.	To RECEIVE, APPROVE and AUTHORISE - BACS payments and SIGN Cheques
11.	To RECEIVE and DISCUSS Any Other Business concerning the Parish <i>a) Councillors' comments</i> <i>b) Approve any resolutions for discussion in confidential items in agenda item 12</i> • <i>Council Vacancy Nominations</i>
12.	To CONFIRM date of next meeting - (<i>Tuesday, 19th March 2019</i>)
13.	To RECEIVE and DISCUSS confidential items approved by resolution in item 11b • <i>Council Vacancy Nominated Candidates</i>

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 deferred to a later date*)
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 - (*Deferred to a later date*)

Signed *m. leppard* (Parish Clerk).
 12 February 2019

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 15th JANUARY 2019

Present:

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

1. **APOLOGIES** – Cllrs: Greening, Norris and Shaw. Community Warden Andrew Hawkins. PCSO Tom Daley. County Councillor Geoff Lymer
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**
 - The provision of Hedgehog Crossing signs for B2011. *Action/Resolution: Agreed to be investigated further.*
 - Request to consider cutting of grass at St Mary's Church for another year. *Action/Resolution: Agreed, quotation to be sought.*
3. **MINUTES OF THE MEETING HELD ON 18TH DECEMBER 2018**

The Minutes of the meeting held on 18th December 2018 were approved and signed by the Chairman, Cllr. Keith Pilcher, proposed by Cllr: Leppard, seconded by Cllr: Holliday.
4. **DECLARATION OF PERSONAL INTERESTS** – None.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management**

Comparison sought for speed limit roundels in Old Dover Road and on New Dover Road. This was received and agreed at a total cost of £3,792 to include Capel Street. Total of 30 Roundels. Hopefully these will be installed via Kent Highways, when the weather improves and the ground surface is warmer. *Action/Resolution: Further enquiries to be made on; what would be the cost for the inclusion of red high friction patches; maps as provided for Capel Street, to show where the roundels are proposed to be placed in Old Dover Road and on New Dover Road; when extensions to the speed limits on New Dover Road are planned to be programmed for work as Developers, Jarvis Homes, are ready to fund Dover end extension now; what speed limit will be applied in new development, i.e. George Close. Cllr. Lake to enquire when bridleway upgrade relating to George Close Development, will be completed.*

 - 40mph & 20mph stickers for wheelie-bins now available.
 - Six accidents reported in two weeks at top of Dover Hill – *Action/Resolution: communication sent to Kent County Councillor for Folkestone.*
 - b) **Village Questionnaire**

Councillors have now completed the questionnaire and a working party was formed to read through before printing. *Action/Resolution: Cllr: Lake, Norris and Pilcher to meet to finalise action plan. Should be ready for printing at February meeting.*
 - c) **Bus Shelter outside Battle of Britain Memorial Site**

Action/Resolution: Contractor to install new panels next week.
Helena road Bus Shelter has some graffiti. *Action/Resolution: To ask Community Warden to investigate further.*
 - d) **Roadside Planters**

Gates behind planters require painting. *Action/Resolution: To obtain quotation accordingly.*
 - e) **Vacancy** – Nomination form received from resident, Mr Caple. *Action/Resolution: Mr Caple asked to attend an interview at the next meeting. To continue advertising.*
 - f) **Other - None**
6. **PLANNING**

Pending Applications
Applications: Appeals received by Dover District Council – waiting Government Inspector decision.
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

Signed Chairman
Date 19th February 2019

Applications: granted permission by Dover District Council

- 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 Dover District Council Decision

- Amended Layout - 18/00819 | Change of use of land to site 26 no. holiday caravans and associated landscaping and access | Land at New Dover Road and Winehouse Lane, Capel-le-Ferne, Folkestone. *Action/Resolution: If approved by Planning Officer, Cllr. Scales had requested this goes to DDC Planning Committee*

Applications: waiting Parish Council Decision

- 18/01302 | Erection of an agricultural building (Phase 2) for the use of milking facilities, erection of a slit trap/retention pond, formation of hardstanding and vehicle access | Tumble Tye Farm, Hockley Sole Lane, Capel-le-Ferne, CT18 7EU
- 18/01303 | Erection of an agricultural building for the use as a calf house, erection of a slit trap/retention pond, formation of hardstanding and vehicle access | Tumble Tye Farm, Hockley Sole Lane, Capel-le-Ferne, CT18 7EU
- 18/01309 | Erection of an agricultural building (Phase 1) for the use of milking facilities, erection of a slit trap/retention pond, formation of hardstanding and vehicle access | Tumble Tye Farm, Hockley Sole Lane, Capel-le-Ferne, CT18 7EU
- 18/01324 | Change of use and conversion of existing outbuilding to dwellinghouse, erection of a front extension, new flue to east roofslope, bin store, insertion of rooflights, new windows and doors, 1.8m timber boundary fence with associated parking and vehicular access (existing porch to be demolished) | Swinge Hill Cottage, Hurst Lane, Capel-le-Ferne, CT18 7EZ

7. DELEGATES' REPORTS

a) Neighbourhood Watch

- Graffiti on Skate-Park equipment. *Action/Resolution: Now removed.*
- MGB car stolen was noted.

b) Play equipment

- Zip-wire out of action due to loose bolt and brake mechanism not working. *Action/Resolution: Waiting quotation from manufacturer.*
- MUGA upright post showing signs of corrosion. *Action/Resolution: Cllr. Pilcher to contact Ashley Engineering for a quotation.*
- Noted - the Gym Equipment contact expires this year.

c) Highways

- Councillor Tutt stated he was against Winehouse Lane/New Dover Road Development for further caravans. *Action/Resolution: Cllr. Tutt requested copy of Kent Highways letters on this application and if necessary, arrange a meeting with Kent Highways representative to discuss further.*

d) Public Rights of Way

- Public Rights of Way mud now dried up.

e) Speed Watch

- No sessions held since December. *Action/Resolution: Will resume in February.*

f) Capel Cares

- Summary for 6 months up to end of December was noted: 60 Calls received, 25 individuals helped, with companion sitting offering respite for carers, shopping, attending medical appointments, end of bereavement assistance etc.

g) Grapevine Newsletter

- Afternoon Tea arranged for 9th March. Quotation received of £270 (£6 per head) was agreed. Drinks to be arranged.

h) Village Hall Management Committee

- Note from VHMC Secretary that consideration was being given to holding a Community Day in July. *Action/Resolution: Date to be finalised. Councillors in agreement to support and for use of Playing Field.*

Signed Chairman
Date 19th February 2019

i) **Training/workshops/seminars**

- Introduction to Neighbourhood Planning 2nd February. *Action/Resolution: Cllrs: Lake and Pilcher attending.*
- Others: Area Committee Meeting; Trust and Charity Law; Dynamic Councillors; Safeguarding Best Practice for Local Council; First Aid; and NALC Tracey Crouch on isolation and loneliness at London.

j) **District Councillor Frederick Scales**

- Parking fees in Dover frozen.
- New IT system for the DDC planning being implemented.
- Recycling up 2.6%. Residue reduced. A good outcome compared with other Councils.
- DDC Lottery for fund raising of local causes to be launched at forthcoming meeting.
- High Street renovation has a fund available and now a Town Centre Manager. 3 Grants have been awarded.

County Councillor Geoff Lymer

No report.

Other - None.

8. **CORRESPONDENCE**

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

1. Came & Company Insurance Company – change of name to Arthur J Gallagher & Co
2. Furniture at Work January Sale Booklet
3. Viking January Sale & smart choice Booklets
4. Clerks & Councils Direct Magazine.

9. **DRAFT BUDGET 2019-2020**

a) **Review and confirm salaries 2019/2020**

Clerk and Litter Clearers salaries agreed to an increase according to National Joint Council Scale of Awards. *Action/Resolution: Cllr. Pilcher to arrange changes in contract for Litter Clearer.*

b) **Review and confirm Grapevine advert charges 2019/2020**

Charges for advertising in Grapevine to remain as in previous year

c) **Parish Precept 2019/2020**

Draft budget for 2019/20 presented and proposed by Cllr: Lake, seconded by Cllr: Tutt and agreed by all present at £37,818. This was an increase of 73p per month; £8.75 per annum; (i.e. £48.54 to £57.29 for a Band D Council Tax Charge).

d) **Other**

Action/Resolution: To write to Village Hall Management Committee, as a matter of courtesy, to offer payment of store room for surgery use.

Signed Chairman
Date 19th February 2019

10. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Lake, seconded by Cllr: Tutt and agreed by all present.

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			32,214.94				
Dover District Council	Grapevine Print	382.92		BACS			
HMRC	PAYE	222.60		DD			
Dover District Council	Playing Field Rent	112.50		SO			
Nat West	Interest		3.52	INT			
Streetz2StreetZ	Advert		18.00	BACS			
Capel Renovations	Advert		28.00	BACS	Cash/Chq in Hand		211.56
Viking	Ink Cartridges	73.98		BACS	Reserve A/c	240	20,105.84
Village Hall	Annual Rent	216.00		BACS	Current	863	500.61
Staff	Salaries	479.76		BACS	Project	22	10,728.43
Staff Expenses	Broadband & Energy	18.00		BACS			31,546.44
					Less Un-Reconciled		787.74
		1,431.78	32,264.46				
			30,758.70				30,758.70
<i>Project</i>	<i>10,728.43</i>						
<i>Other</i>	<i>20,030.27</i>						
TOTAL	30,758.70						

11. MATTERS CONCERNING THE PARISHa) **Councillors' comments**

- Enquiry on why we pay rent for the Playing Field, when it was given to the community.
Action/Resolution: Clerk explained the Land given to Dover District Council and the Parish Council hold a long lease on the land. This has a 50% reduction rent on it at a cost of £450 per annum.
- Cllr. Pilcher confirmed he would be attending Colin Blake's funeral and Clerk would attend celebration service.

b) **Approve resolution to discuss any confidential issues in agenda item 13.**

None.

12. DATE OF NEXT MEETING – Tuesday, 19th February 2019 at 7.30pm.**13. CONFIDENTIAL ITEMS** None.

Signed Chairman
Date 19th February 2019