

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 20th FEBRUARY 2018

Present:

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

1. APOLOGIES – PCSO Ian Fox.**2. PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**

- No Feedback
- Power-point presentation made by architect and owner of Longships, Cauldham Lane, on development scheme for consideration to provide housing for the elderly. *Action: To revisit this when analysis of Village Questionnaire had been addressed and Councillors can assess concept of need.*

3. MINUTES OF THE MEETING HELD ON 16th JANUARY 2017

The Minutes of the meeting held on 16th January 2018 were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Greening, seconded by Cllr. Lake.

4. DECLARATION OF PERSONAL INTERESTS – None.**5. MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**

- a) Traffic Management - Initial responses from questionnaires, Councillors were informed that the subject of traffic management in our village was noticeably a concern to residents. *Action: Councillors: Pilcher, Tutt and Shaw to meet with a Kent Highway representative to discuss further options.*
- b) Village Questionnaire – Collections still taking place. Capel Street and Cauldham Close/Lane to be targeted at weekend.
- c) Postman Jay Memorial – Donations received to date £891.95. *Action: Consideration to be given by Councillors on ordering bench in a “red” colour. Cllr: Leppard to contact family and to address further at next meeting.*
- d) Other –
 - Defibrillator now received and waiting installation. Liaison with Village Hall on position had taken place by Cllr: Pilcher. *Action: Arrange consultation with NSL Security on CCTV camera position for the defibrillator. Open demonstration meeting to be considered.*
 - £2,000 Grant received from Kent County Council for part payment of Bus Shelter at Helena Road.

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.

Applications waiting Parish Council Decision

18/00085, Erection of a single storey rear extension (existing extension to be demolished), 10 Avondale Road, Capel-le-Ferne, CT18 7LE

Applications granted permission by Dover District Council

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

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.

Signed Chairman

Date 20th March 2018

7. **DELEGATES REPORTS**

a) **Neighbourhood Watch**

- Cleaning of street furniture and costs of a contractor being investigated further, particularly street signs, park benches and bus shelters. *Action: Clerk and Cllr: Lymer to provide names of contractors.*
- Inconsiderate parking signs now available with Community Warden for distribution.
- Dog Warden services to be contacted for attendance in various areas of village suffering dog fouling.
- Litter Clearing Days and a Community Information Day being investigated further by Community Warden.

b) **Speed Watch**

- Several sessions had been held by the volunteers and a report was presented to the members. Further volunteers and more training being considered.

c) **Capel Cares**

Access to bus services and facilities locally in Folkestone raised as a concern and would be addressed to attempt some improvement. Councillors to attend a meeting at Alkham Parish Council regarding a Community Bus Scheme.

d) **Play equipment**

- Zip-wire now repaired and back in action.
- Petanque Court drainage a cause for concern still - Capel Groundworks to be requested to inspect.

e) **Village Hall Management Committee**

This item to be removed from Agenda, due to no delegate.

f) **Highways**

Repeater sign missing on New Dover Road

- Courtwood Roundabout, lack of signage and direction indicators.
- Grasslands (George Close) additional entrance east side of development to be monitored.
- Access over grass verges to be investigate further.
- Traffic order for speed limit reduction from bottom of Dover Hill to Parish Boundary. A response was read out to members that was agreed, with minor rewording, and would be sent to Kent County Council to the effect that 40mph would be preferred.

g) **Public Rights of Way**

- Depending on analysis of Village Questionnaires, Councillors will address comments made with Kent County Council.

h) **Training/workshops/seminars**

- Cllr. Pilcher and Clerk attended a KALC Workshop on General Data Protection Regulations. The General Data Protection Regulation ("GDPR") will take effect in the UK from 25 May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by councils. Local councils and parish meetings must comply with its requirements, just like any other organisation. *Action: Several items to be put into place, including changing Parish Council email address, handling personal data, investigating services of a Data Protection Officer (cannot be Clerk), rights and responsibilities etc.*
- Upcoming Events; Introduction to Planning and Planning Conference.

i) **1914-1918 Nation's Tribute 100 years Remembrance - Sunday, 11/11/18**

Sub-committee investigating several aspects of the day, including a Procession from the Memorial in Lancaster Avenue to the Battle of Britain site to light the Beacon. *Action: Meeting with the Battle of Britain Memorial Trust on loan of Beacon, Church and School on being involved.*

Signed Chairman

Date 20th March 2018

j) **County Councillor Lymer's report**

- Raising of Council Tax and KCC Budget. (Approx: £60 pa for a Band D property).
- Cost needed to cover: Road repairs; Adult and Children Social Care; Diabetes;
- Monies to be repaid to KCC from Government sources for costs incurred on Asylum expenses paid out by KCC.
- Thanet Community Bus Scheme to give a presentation at Alkham Parish Meeting in March on provision of transport for elderly, disabled, children etc., in rural areas, for shopping, hospital service. No cost to Councils. Passenger costs only.

Action: Cllrs: Lake, Pilcher and Clerk to attend.

District Councillor Scales report

- Electoral Boundary/Ward Review – will reduce District Councillors from 45 to 32, resulting in larger Ward areas being covered by Councillors.
- Temporary postponement of the St James Development, which should be rectified in early March.
- Dover Town Survey underway – refurbishment of buildings and shops.

k) **Other** – None.

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

1. Resident's letter on paper copy and online copy of Grapevine being received. *Action: Councillors considered to be a valid point and it was decided to give this more thought for a future date. Other options may be a logistic issue. It was agreed to continue with the existing system at present.*
2. Resident's letter on litter. *Action: Insert in March Grapevine.*
3. Youth Club communication on using the Playing Field following a Treasure Hunt Saturday, 16th June. *Action: Agreed in principle, providing; barbecues not used, temporary events licence investigated with Dover District Council for music and sale of alcohol to comply with terms of Lease of Land - clause on noise and nuisance.*
4. Rural Kent Membership Application Form. *Action: Agreed not to join.*
5. Local Government Boundary Commission notification on Electoral review of Dover – Warding Arrangements.
6. Viking February Sales Booklet.
7. Viking Own Brand Essentials Booklet.
8. Furniture at Work Booklet.

9. **FINAL BUDGET 2018 - 2019**

Attached received and duly agreed by all present. Proposed by Cllr: Stone, 2nd by Cllr: Greening.

Signed Chairman
Date 20th March 2018

10. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr. Stone seconded by Cllr. Holiday and signed by the Chairman, Cllr. Pilcher and Cllr. Norris, 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			11,296.27				
Nat West	Interest		0.45	DD			
Various	Adverts		178.00	100410			
Kent County Council	Bus Shelter Grant		2000.00	BACS			
Capel Village Hall	Refund overpaid rent		622.00	BACS			
Various	Adverts		1234.00	BACS			
Jay's Bench	Donations		891.95	CASH/ CHEQ/ BACS			
Wicksteed	Zip-Wire refurbish	1114.80		BACS	Reserve A/c	230	10,039.18
Viking	Ink Cartridges & Card	144.28		BACS	Current	803	4,676.11
Information Commissioner	Data Protection Fee	35.00		Q1544	Project	20	728.43
Staff	Salaries and Expenses	446.69		BACS	Cash		87.00
							15,530.72
						Less Un- Reconciled	1,048.82
		1,740.77	16,222.67				
			14,481.90				14,481.90

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

- Analysis and presentation of Questionnaire results to be discussed further at next meeting.
- Concerns expressed on notification of sale of property for access to field rear of Capel Street.
- Agreed that the questionnaire has been a good idea and should form a useful source of feedback.
- Several items have initially been noted as a consensus of opinion on questionnaire, including, staying as a village, traffic management, no development and footpaths.
- Data Protection Officer – may entail a cost of approximately/average of £150 pa.

b) Approve resolution to discuss any confidential issues in agenda item 12.

It was agreed and a resolution approved, to discuss personnel issues under item 13.

12. DATE OF NEXT MEETING – Tuesday, 20th March at 7.30pm.**13. CONFIDENTIAL ITEMS**

Recorded under separate cover.

Signed Chairman

Date 20th March 2018