

CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council - Maureen Leppard
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THE ANNUAL PARISH MEETING WILL BE HELD ON

TUESDAY, 25th APRIL 2017, AT 7.30PM

AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE

AGENDA

1. TO RECEIVE the High Sheriff of Kent to present Kent Association of Local Councils Award
2. To APPROVE Annual Parish Minutes of the meeting held on 19th April 2016 (*attached*)
3. To DISCUSS matters arising from minutes not covered elsewhere on agenda
4. To RECEIVE Chairman's report 2016/2017
5. To RECEIVE and DISCUSS any other business
6. To CONFIRM date of next Annual Parish Meeting (17th April 2018)

A MEETING OF THE PARISH COUNCIL WILL FOLLOW THE ANNUAL PARISH MEETING AGENDA

1	To RECEIVE Apologies for absence
2	To DECLARE any personal interests in items on Agenda
3	To RECEIVE Applicants for Co-option to Council Vacancy
4	To RECEIVE any Public Address to Councillors & Surgery Feedback (<i>10-15 minutes</i>)
5	To APPROVE Minutes of the meeting held on 21 st March 2017 (<i>attached</i>)
6	To DISCUSS matters arising from minutes not covered elsewhere on agenda <ol style="list-style-type: none"> a) <i>Traffic Management</i> <ol style="list-style-type: none"> i. <i>Relocation 40mph signs on B2011 and 20mph signs on Old Dover Road</i> ii. <i>Accidents on B2011 – making a safer road</i> b) <i>Commemorative Bench</i> c) <i>Donations to Organisations (St Mary's Church - attached)</i> d) <i>Disabled access to Clifftop, Old Dover Road</i> e) <i>Use of Post Office Room</i> f) <i>Other</i>
7	To RECEIVE and DISCUSS Planning Applications <ol style="list-style-type: none"> a) <i>Proposed Development Land South of New Dover Road (B2011) – Jarvis Homes</i> b) <i>Proposed Development Land North of New Dover Road (B2011) – Quinn Estates</i> c) <i>Proposed Development 107 – 127 Capel Street</i> d) <i>Proposed Development Land junction Winehouse Lane and Capel Street</i> e) <i>Review of Dover District Council's Local Plan</i> f) <i>Other</i>
8	To RECEIVE Delegates and other sub-committee reports not covered elsewhere on agenda <ol style="list-style-type: none"> a) <i>Neighbourhood Watch (Cllr: Shaw/Community Warden/PCSO)</i> b) <i>Play Equipment Status (attached) (Cllr: Pilcher)</i> c) <i>Village Hall Management Committee (Cllr: Stone)</i> d) <i>Highways (Cllr: Tutt)</i> e) <i>Public Rights of Way</i> f) <i>Training/Workshops/Seminars</i> g) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i> h) <i>Other</i>
9	To RECEIVE and DISCUSS Correspondence
10	To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
11	To RECEIVE and DISCUSS Any Other Business concerning the Parish <ol style="list-style-type: none"> a) <i>Councillors' comments</i> b) <i>Approve any resolutions for discussion as confidential items in agenda item 13</i>
12	To CONFIRM date of next meeting - (<i>Tuesday, 16th May 2017</i>)
13	To RECEIVE and DISCUSS any confidential items from resolution approval item 11b

Signed (*Maureen Leppard*) (Parish Clerk). 18th April 2017

LIST OF ITEMS - (PENDING)

1. *Waste Bins on New Dover Road (April – Waiting Dover District Council new financial year)*
2. *Bus Shelter, Helena Road (April - Waiting KCC Bus Shelter Partnership new financial year funding)*
3. *A20 Traffic Assessment Phase - (Waiting viable speed installation work)*
4. *2017 Event Working Party*
5. *ER252 Bridleway surface to school. - (Deferred to a later date in relation to upgrading via development)*
6. *Stagecoach Bus Service Routes - (Cllr: Scales)*
7. *Planning: Satmar - (Waiting DDC Enforcement Officer input)*
8. *Replace some existing junior play equipment - (Cllr: Norris and Cllr: Pilcher)*
9. *Footpaths South and North New Dover Road - (April - Waiting Kent Highways new financial year)*
10. *Review of Resilience Plan – (Review May 2017)*

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APM Agenda Item 2

Annual Parish Minutes of the meeting held on 19th April 2016

MINUTES OF THE ANNUAL PARISH MEETING

HELD ON 19th APRIL 2016

PRESENT: Cllrs; Greening, Hale, Leppard, Norris, Pilcher, Shaw, Stone and Tutt, together with District Councillor Frederick Scales and Community Warden Andrew Hawkins.

APOLOGIES: None

1. **MINUTES**

Minutes of the last Annual Parish Meeting held on 15th April 2015 were approved as a correct record and signed by the Cllr: Goble Chairman. Proposed by Cllr: Tutt and Cllr. Stone.

2. **MATTERS ARISING** None

3. **CHAIRMAN'S REPORT**

Cllr Pilcher (Chairman) gave his report for the year 2015/2016 to the meeting.

4. **ANY OTHER BUSINESS** None.

5. **DATE OF NEXT ANNUAL PARISH MEETING**

This was confirmed as Tuesday, 18th April 2017.

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Agenda Item 3 **Applicants for Co-option to Council Vacancy**

Mr Roy Blake

After careful consideration and concern for what is currently occurring in Capel le Ferne regarding the proposed new developments in the village and many other issues that I feel are important to the residents and quality of life in the area I would like to put my name forward again for consideration to join the Parish Council.

I recognise that I left office a few years ago, due to personal reasons at the time that I may not be considered for the position. However, my commitment and care about the local community where I live and to the residents I would welcome the opportunity to put my name forward again.

Mr Tony Lake

I moved here a year ago with my wife Jill, from Sandford in North Somerset where we had lived for 38 years. We had both been volunteer drivers and committee members of Sandford Helpline and trustees of Sandford Village Hall.

I was a member of North Somerset Council (Unitary Authority) for 16 years before standing down at the elections in May 2015. I held a number of posts during that time and for the last four year term I was Executive Member for Finance, Personnel, Asset Management, I.T. and chairman of the Employment Committee.

We moved here having stayed in one of the Varne Ridge bungalows for two holidays and had enjoyed the friendly atmosphere and of course the view.

I support the aim to preserve the village community spirit and to fight against out of keeping large development while recognising that some infill development is likely to be approved in line with the local plan.

Admittedly, partly from a selfish point of view, I would like to see the coastal path improved so that fewer walkers have to take to the road and thereby visitors and residents would be able to safely enjoy what is a great asset to Capel. I believe that all Public Rights of Way should be accessible and safe to use.

Mr Aston Mannerings

I am writing to you with regard to the Casual Vacancy on the Parish council and to apply to be co-opted. I have lived in Capel-le-Ferne for over 17 years and would like to be able to give something back in to the community.

I have worked as an officer on Hawkinge Town Council before so can appreciate the methods and workings of a local council and how it acts in the interest of the local community. I have also spent time with many local councillors, past and present, from many other communities around Kent and the wider country; this has allowed me to begin to grasp what it means to be an effective local representative.

Capel-le-Ferne has very particular issues facing it and I would welcome the opportunity to help tackle those issues and perhaps offer some new perspectives on matters concerning our village.

Please find attached a copy of my CV. I do not have proof of my eligibility to be co-opted to hand but I believe I meet the criteria so there is no legal obstacle to co-option should I be selected.

Thank you for considering my application.

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Agenda Item 5 - Minutes of the meeting held on 21st March 2017

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL

HELD ON 21st MARCH 2017

Present:

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

1. **APOLOGIES** – Cllrs: Greening, Norris, Stone and Andrew Hawkins (Community Warden).
2. **DECLARATION OF PERSONAL INTERESTS** – Cllrs: Leppard on item 5d as VAO (Voluntary Announcement of Other Interest).
3. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCILLOR SURGERY and OTHER SOURCES**
 - Resident carrying out litter collection to be offered provision of litter picker and black sacks.
 - Mud on footpath in Helena Road from development contract workers to be investigated further by Community Warden.

4. **MINUTES OF THE MEETING HELD ON 21st FEBRUARY 2017**

The Minutes of the meeting held on 21st February 2017 were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Leppard, seconded by Cllr. Tutt.

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

- a) **Traffic Management** (Speed Watch Scheme, Speeding and traffic calming - B2011 and Capel Street)
 - i) **B2011 – making a safer road and relocation 40mph and Old Dover Road - 20mph signs.**
No further news received on a meeting.
Public Order and letter received from KCC on variation of speed limits in Capel Street as part of the Public Health Trial.
 - ii) **Speed-Watch Scheme**
No report.
- b) **Commemorative Bench**
Bench on order and waiting delivery. A dedication event to be organised. *Action: Cllr: Tutt to make further enquiries on this, including the playing of bagpipes.*
- c) **Waste Bins on New Dover Road (B2011)**
Two sites indicated for new bins on B2011. *Action: Notification and request to Dover District Council in new financial year.*
- d) **Donations to Organisations.**
Further reports received from organisations requesting financial assistance, discussed further. Proposals by Councillors Holliday and Shaw were put forward but were not seconded. The following was agreed, proposed by Cllr: Pilcher and seconded by Cllr: Shaw and voted (4 members for and 1 against): i.e.:
 - £250 to St Radigund's Church for provision of a new outside noticeboard.
 - £250 to Air Ambulance.
 - £500 to Capel Preschool to assist payment of rent arrears.
 - Village Hall request to be revisited when extension contingency fund mentioned, has been used.
 - Maintaining St Mary's Churchyard to be revisited when further quotations obtained.
- e) **Disabled access to Clifftop, Old Dover Road**
Report from local resident received and would be considered when reply received from NHS who own land. *Action: Clerk to chase reply.*
- f) **Use of Post Office Room**
Waiting final decision on rent required by Village Hall Management Committee for room. Occupation following extension works taking place in July and removal of Village Hall possessions.
- g) **Other**
Vacancy for Co-option. Closing date 17th April. Candidates to be invited to April meeting for informal interview.

6. **PLANNING**

- a) **Proposed Development Land South of New Dover Road (B2011)**
Work on this site has commenced and anticipated to take approximately 2 years to completion. Name of road will hopefully be changed to reflect village style on a royalty theme.
- b) **Quinn Estates - Land North of New Dover Road (B2011)**
Waiting a decision from DDC on date when this will be discussed and decided by their Planning Committee.
- c) **Proposed Development 107 – 127 Capel Street.**
Waiting a decision from DDC on date when this will be discussed and decided by their Planning Committee.
- d) **Proposed Development Land junction Winehouse Lane and Capel Street**
Response read. Waiting a decision from DDC on date when this will be discussed and decided by their Planning Committee.
- e) **Review of Dover District Council's Local Plan**
Agreed by those present to form a working party on a way forward. This will be discussed further at next meeting.

f) **Other****Applications decided by Parish Council and waiting decision by Dover District Council**

18 Capel Street, Capel-le-Ferne, CT18 7LZ. Refs: 17/00090, Erection of a detached dwelling (existing annex to be demolished).

Response: Support in principle and appears in keeping with the bungalows theme at that part of Capel Street, but may be over development of a relatively small plot. There are limited details of construction. This is a busy location at the top of Capel Street with vehicles exiting Capel Street and entering into Capel Street, at speed, from New Dover Road (B2011). It is also unclear if the vehicular access to the new build is shared with 18 Capel Street.

St Radigund's Parish Church, Albany Road, Capel-le-Ferne, Folkestone, CT18 7JT, Refs: 17/01429, Display of one non-illuminated notice board sign.

Response: Capel-le-Ferne Parish Council support this application and have no objections.

7. **DELEGATES REPORTS**a) **Neighbourhood Watch**

- Capel Cares – DBS Checks being carried out and references being sought.

b) **Play equipment**

- Work to the skate-park recently carried out due to boards lifting at edges. Further fittings installed.
- Cost for refurbishing football goal posts and items in the junior play area £3,200. Proposed by Cllr: Shaw and seconded by Cllr: Leppard and all agreed. Work to take place outside of school holidays.
- Renewal of line marking to MUGA court being investigated further.

c) **Village Hall Management Committee**

- No report.

d) **Highways** – Cllr: Tutt reported:

- Chevron signs reinstated at Courtwood roundabout.
- Noted - Road closure in Capel Street (south side) for Affinity Water works.
- Noted - Road closure in Old Dover Road for filming.
- B2011 Cats eyes renewal and/or installation of more, being investigated further by Kent County Council.

e) **Public Rights of Way** No report.f) **Training/workshops/seminars**

Cllr: Pilcher to represent Parish Council at the Battle of Britain Memorial Day in July. A donation of £100 requested – proposed by Cllr: Tutt and seconded by Cllr: Holliday and all agreed.

g) **District Councillor Scales reported:**

- Dover District Council to decide on Joint District Scheme and a public consultation.
- Planning Application for new Leisure Centre at Whitfield now available for comments.

County Councillor Lymer reported: No report.

h) **Other** - None.8. **CORRESPONDENCE****Other items received:**

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

1. 11th November attendance. *Action: Clerk to request Rev Brian Williams attendance*
2. Kathy Bugden – Information library in village – *several Dover venues being used (not Capel)*
3. Furniture at Work brochure.
4. Clerks & Councils Direct magazine.
5. Hags Play Equipment leaflet.
6. Wicksteed Play Equipment leaflet.
7. Kent Community Speedwatch letter – Annual Conference 22nd April 2017 at Maidstone

9. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

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

To Whom	Particulars of Payment	TOTAL EXPENSE	TOTAL RECEIPTS		Cheque BACS DD SO	BANK A/Cs	Statement No:	Reconciliation
Brought Forward			12,254.41					
Greenview Nursery	Advert		84.00	R	BACS			
J Young	Advert		143.00	R	BACS			
J E Short	Advert		100.00	R	BACS			
Various	Adverts		225.00	R	Paying in slip			
Waller	Advert		100.00	R	BACS			
Capel Groundworks	Advert		100.00	R	BACS			
StreetZ2StreetZ	Advert		18.00	R	SO			
Fitting Creations	Advert		100.00	R	BACS			
Thomas & Partners	Advert		40.00	R	BACS			
Nat West	Interest		0.19	R	DD			
Dover District Council	Grapevine Printing	382.92			BACS	Cash		23.28
Dover District Council	Playing Field Rent	112.50			SO	Reserve	220	10,796.27
Mr D Reed	Litter Clearance March	79.16			BACS	Current	752	1,616.62
Mrs M Leppard	Salary (£317.16), Broadband (£11.10), Land Registry Fee (£33.48)	361.74			BACS	Project	20	728.43
		936.32	13,164.60					13,164.60
						Less Unreconciled		971.32
								12,193.28

10. MATTERS CONCERNING THE PARISH

a) Councillors' comments

- To be noted for future planning consultations – some properties in Capel Street own the land on the side of Highway, where there are no footpaths.
- Noted – Cllr: Holliday's change of email address.

b) Approve resolution to discuss any confidential issues in agenda item 14 – None.

11. DATE OF NEXT MEETING – Due to Easter Holidays, it was agreed by all present, to put back the next meeting one week to - Tuesday, 25th April 2017.

12. CONFIDENTIAL ITEMS – None.

Agenda Item 6c - Donations to Organisations (Grass Cutting St. Mary's Churchyard)

Harmer and Sons Grounds Maintenance Limited	1. To carry out mowing and strimming monthly, £300 per cut. 2. To carry out mowing and strimming, 3 weekly, £260 per cut. 3. To carry out mowing and strimming, 2 weekly, £240 per cut.
Stephen Huxtable Garden Services	1. carry out mowing on a monthly basis per cut £120 2. carry out mowing three week basis per cut £105 3. carry out mowing fortnightly basis per cut £90
B Young Grounds Maintenance	1. To carry out mowing and strimming monthly, £275 per cut. 2. To carry out mowing and strimming, 3 weekly, £250 per cut. 3. To carry out mowing and strimming, 2 weekly, £200 per cut.