

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 17th APRIL 2018

Present:

Cllrs; Greening, Holliday, Lake, Leppard, Pilcher, Shaw, Stone and Tutt, together with and District Councillor Frederick Scales and County Councillor Geoff Lymer.

1. **APOLOGIES** – Cllr; Norris, Andrew Hawkins (Community Warden), and PCSO Ian Fox.
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**
 - Address to Councillors from Rev Brian Williams
 - Thanks expressed for donations last year for the noticeboard at St Radigund’s Church and the Grass Cutting of St Mary’s Churchyard.
 - Copy of Church Accounts presented for information and copy of Condition Report (previously circulated) of The Victorian Lychgate at St Mary’s.
 - Rev Williams requested the Council for financial help for the renewal of the grass cutting of St Mary’s for another year (2018) and assistance in funding of Engineering Drawings (£500-£600) for Specialist Carpenters to quote for restoration of The Lychgate, anticipated to be approximately £20-£25,000.
 - Councillors were informed the restoration work of The Lychgate would require Diocese and specialist Architect approval. St Mary’s Church is a Grade I Listed building and Councillors enquired if the curtilage, including The Lychgate, was part of the Listing – this was unknown.
 - Rev Williams was informed by Chairman, that Councillors would discuss this request later in the meeting.
3. **MINUTES OF THE MEETING HELD ON 20th FEBRUARY 2017**
 The Minutes of the meeting held on 20th March 2018 were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Holliday, seconded by Cllr. Lake.
4. **DECLARATION OF PERSONAL INTERESTS** – None.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management** – A Traffic Survey had been ordered to use as part of this item for the future in possibly purchasing a replacement Vehicle Activated Signs (Folkestone bound) on the New Dover Road (B2011), or other traffic calming that would be correct for this road. *Action/Resolution: A variety of data will be available for ascertaining more investigation on spending wisely to control speeding traffic.*
 - b) **Village Questionnaire** – Data is still being gathered and collated on to a spreadsheet to produce a document for presentation of results. *Action/Resolution: Work in progress.*
 - c) **Postman Jay Memorial** – A “red” bench has been order and will be installed ready for an unveiling ceremony planned for Saturday, 2nd June.
 - d) **Defibrillator** – Installed on outside of Village Hall adjacent to entrance doors and is covered by CCTV camera. *Action/Resolution: 2 Demonstration sessions booked for Saturday, 5th May, 2pm and 3.30pm.*
 - e) **Community Bus Scheme** – Help for residents to go shopping, doctors’ appointments, visits to hospital and access to Train Station and Folkestone Town, via Blackbull Road. *Action/Resolution: Councillors to receive owner of Thanet Community Transport Association to their June meeting to address any questions and enquiries on bus schemes.*
 - f) **Other** – Initially, a Data Protection Officer is required to be engaged, together with carrying out logistic confirmation of data held and encryption of Council computer. *Action/Resolution: To be investigated further, together with other sources of joining forces with other Councils. Work in progress.*

Signed Chairman
 Date 17th April 2018

6. PLANNING

a) Pending Applications

Applications waiting Dover District Council Decision

- 18/00264 | Increase in height of roof at first floor level including the erection of dormer extensions | Hurst Lodge, Hurst Lane, Capel-le-Ferne, CT18 7EZ

Applications waiting Parish Council Decision

- 18/00139 | Amended Plans, Change of use from residential care home to single residential dwelling | Bracknell House, 34 Helena Road, Capel-le-Ferne, CT18 7LQ
- 18/00286 | Erection of a two storey side and single storey rear extension and the erection of a detached garage (existing extension and garage to be demolished) | 13 Beatrice Road, Capel-le-Ferne, CT18 7LH
- 18/00363 | Erection of single storey rear extension to facilitate a loft conversion with 1no. rooflight to front roofslope and 1no. rooflight to rear roofslope (existing conservatory and lean-to to be demolished) | 14 Helena Road, Capel-le-Ferne, CT18 7LG

Applications granted permission by Dover District Council

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

Applications waiting Government Inspectorate Appeal decision

- 16/01316 | Outline planning permission for the erection of 10 flats in 2 no. blocks (6x1 bed and 4x2 bed); and 31 dwellings (10x2 bed, 15x3 bed and 6x4 bed); plus associated access and parking (with appearance, landscaping and scale reserved)(amended plans and details), Land between Nos 107-127, Capel Street, Capel-le-Ferne, CT18 7HB

b) Other

• Review of Dover District Council's Local Plan.

Waiting Dover District Council Review for Public Consultation.

- Auction of Land on Clifftop – A letter of thanks received from the new owner who has secured it to maintain the open space it provides. Owner thanks everyone for their kind comments and Cllr: Lake for his assistance and accompanying to Auction.

7. DELEGATES REPORTS

a) Neighbourhood Watch

- Street-works undertaken have left various highway surfaces requiring further investigation and attention; Across Helena Road (corner of New Dover Road), discarded signage land-side of Avondale Road, Old Dover Road adjacent to sub-station (posts and barriers on grass verge) and junction Old Dover Road/Helena Road. *Action/Resolution: Clerk to report to Kent Highways.*
- Glass panel broken on bus shelter outside Battle of Britain Site. *Action/Resolution: quotation to be sought from Shepway Glass for replacement and Clerk to arrange claim on insurance.*

b) Speed Watch

- No report.

c) Capel Cares

20 People attended the last Coffee Morning.

d) Play equipment

Equipment Status Report circulated to members. Quotation received for replacement to the street planters. This was unanimously agreed by those present to accept. *Action/Resolution: Cllr Pilcher still to wash some street signs. Clerk to order new planters clarifying if installation was included.*

e) Highways

- Grass verge wooden posts on schedule for New Dover Road (near to Capel Street bus stop Folkestone bound). Thanks expressed to County Councillor Geoff Lymer for funding.
- Replacement of broken and missing plastic bollards discussed. *Action/Resolution: County Councillor Lymer agreed to also fund replacement of these with wooden posts.*

Signed Chairman

Date 17th April 2018

f) **Public Rights of Way**

- PROW between Lancaster Avenue and Alexandra Road in need of cut back of hedge.
Action/Resolution: Cllr: Lake to request work by KCC PROW.
- Pathways now drying out after wet weather and will be investigated further for any work required.

g) **Training/workshops/seminars**

- Introduction to Planning at Bearsted, 13th June.
- KALC Area Committee meeting at Sandwich, 25th April.

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

Various items being booked

- A bugler from ATC and a possibility to act as an escort.
- Film Show – decision on-going to which film to show.

i) **District Councillor Frederick Scales report**

- Attended a LDF workshop meeting, this was not moving very quickly. Timetable to be made public in May. One item still under discussion – gypsy pitches required for District. Update of statistics ongoing. Small countryside family friendly sites was not supported by Cllr. Scales.
- Consultation on Sunday parking resulted in no charge in DDC Car Parks on Sundays.
- Land Allocation Local Plan consultation ongoing with items of Policy updates being undertaken and assessment of sites on sustainability.

Questions

- Chapel changing status from Local Centre status to a Village status should the Parish Council address this now with Dover District Council. Cllr: Scales reported any objections to be addressed when consultation made available.
- Amount of empty shops in Dover was reported as a concern. Cllr: Scales reported that High Streets are a changing status.

County Councillor Geoff Lymer

- Central Government funding to improve central parts of Dover. A town centre manager has now been employed.
- £39 million to cover increase on the issue of social care in Kent.
- Litter being thrown from cars – if seen, report to Police with registration number.
- Concerns still ongoing on “Operation Stack” and disruption.
- Funding being received from Central Government relating to Asylum Seekers.

j) **Other****Staff Salaries**

- Parish Clerk and Litter Clearer now in receipt of Contracts of Employment and Job Descriptions.
- New Salary Scales for Clerks to be published and will be updated accordingly.
- Increase in salaries previously agreed, to comply with NALC Scales, will be adjusted.
- Hi Vis jacket to be ordered for Litter Clearer.

St Mary's Churchyard and Lychgate

- Continuation of grass cutting for a further year only was proposed by Cllr: Lake, seconded by Cllr: Shaw, with a vote of remaining Councillors present by 4 for, 1 against and 1 abstention and was subsequently agreed as a one-off donation for 2018,. *Action/Resolution: Clerk to accept Stephen Huxtable's quotation received (amount as last year £600) and to notify Rev Brian Williams of decision.*
- The cost of drawings for refurbishment of the Lychgate noted, but Councillors felt this could not be justified. More information of the curtilage of this Grade I listed building needs to be clarified and seeking assistance from other sources concerned with organisations similar to Church Conservation and/or English Heritage investigated. *Action/Resolution: Clerk to inform Rev Brian Williams of this decision. County Councillor Lymer requested his contact details are forwarded to Rev Williams to contact him for advice.*

Signed Chairman

Date 17th April 2018

8. CORRESPONDENCE

- **Other items received:** - List of email items received attached and/or previously forwarded.
 1. Letter reply from resident purchaser of Land on Clifftop, thanks for comments etc.
 2. Dover District Council – Community LED Housing or Self-Build leaflets and letter.
 3. Furniture at Work brochure
 4. Wicksteed leaflet on raising funds.
 5. Viking-Direct leaflet on copy paper
 6. Viking-Direct April sales brochure.
 7. The Shed Man leaflet on wooden bus shelters.

9. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr. Stone seconded by Cllr. Lake and 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			13,578.88				
Thomas & Partners	Advert March		40.00	BACS			
Dover District Council	Precept 2018-2019		32,045.00	DD			
Nat West	Interest		0.40	DD			
Donation round up	Jay's Bench		0.05	CASH			
Dover District Council	Playing Field Rent	112.50		SO			
HMRC	PAYE	193.20		DD			
Various	Adverts		281.00	BACS			
Harmer & Sons	Grass Cutting	495.00		BACS	Reserve A/c	232	42,084.97
Kent County Council	Traffic Survey	317.00		BACS	Current	813	2,866.23
Village Hall	Hall Rent Defib Demo	20.00		BACS	Project	20	728.43
Village Hall	Hall Rent Memorial	16.00		BACS			45,679.63
Dover District Council	Grapevine Print	382.92		BACS			
Keith Pilcher	Defib instal materials	25.00		Cheq: 15 46		Less Un-Reconciled	1,782.85
Staff	Salaries and Expenses	486.93		BACS			
		2,048.55	45,945.33				
			43,896.78				43,896.78

10. MATTERS CONCERNING THE PARISH

a) Councillors' comments

- Bank new signatory details deposited by Cllr: Greening with Nat West. *Action/Resolution: Other members reminded to take their forms into bank. Clerk to check with Nat West on outstanding.*
- Lorries parking on Dover Hill pathway a concern. *Action/Resolution: KCC looking to wheel clamping. If dangerous telephone Police.*
- Complaints still being received on speeding in Capel Street and the 20mph zone beyond Capel School towards Dover.
- Apologies for May Meeting Cllr: Tutt. Apologies for June meeting from Cllrs: Leppard and Stone.

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

None.

11. DATE OF NEXT MEETING – Tuesday, 15th May at 7.30pm.

12. CONFIDENTIAL ITEMS - None

Signed Chairman
Date 17th April 2018