

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 21st APRIL 2015

Present:

Cllrs; C Goble, V Hale, P Jones, K Pilcher, J Shaw, J Stone, G Titman, B Tutt, together with Frederick Scales (District Councillor), Dave Bish (Community Warden) and PCSO Gretel May.

1. **APOLOGIES:** Cllrs: C Norris and Geoff Lymer (County Councillor).

2. **DECLARATION OF PERSONAL INTERESTS** - None.

3. **PUBLIC ADDRESS TO COUNCILLORS**

Resident Peter Butler addressed the Councillors on three concerns;

- i. parking on pavements, making it difficult for wheelchair/pushchair users – PCSO Gretel May would monitor the situation and request offenders to reflect the situation of inconsiderate parking;
- ii. the provision of drop kerbs – which was an item already discussed with the Kent Highways and will be pursued further and;
- iii. the condition of the verge at Courtwood Roundabout (adjacent to the refreshment vehicle where lorries park) had damaged area and now resembles a “ploughed field” – this was outside Parish boundary, but had also been mentioned to Kent Highways in the hope of providing bollards.

4. **MINUTES**

The Minutes of the meeting held on 17th March 2015 were proposed as a true record by Cllr: K Pilcher and seconded by Cllr: G Greening and approved, signed by the Cllr: K Pilcher as Councillor present at the meeting in absence of Chairman and Vice-Chairman.

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

a) Repair Status of Play Equipment

- i. Refurbishment of basketball court goal ends and swings now complete. Further work to climbing frame will be carried out when replacement parts have been received from manufacturer. Fencing to petanque area and memorial will be completed in next week. Request by users for a pathway around petanque court was discussed, but due to this being originally researched and following a meeting held with interested parties, the amount of fencing was ordered and pre-cut ready for installation, also this request held a financial implication and was agreed by Councillors that present arrangements would have to remain and if still required, funding for changes would need to be sourced.

b) Playing Field Lighting

Shades to playing field lights had now been altered satisfactorily.

c) Litter Bins

Four (4) new litter bins had been agreed with Dover District Council to be placed in areas of most need - one in Green Lane, 2 in Winehouse Lane and one in Old Dover Road (Dover end). Grapevine insert agreed to include a resident's letter on dog fouling and notification of the new bins.

d) Land Development - South of New Dover Road

Copies of all comments and feedback had been distributed for information. It was agreed that Clerk consolidate these for forwarding a letter to Jarvis Homes for consideration. District Councillor Scales would discuss the contents with Dover District Council Planning Officer.

e) Traffic and Road Improvements/Management Priorities

- i. *6th September Traffic One-way System Garage Safari (Cllr: Scales)*
Cllr: Scales reported that a temporary road closure would be expensive and complicated to enforce. It was discussed and agreed not to continue with this.
- ii. *HGV Overnight parking Old Dover Road (Cllr: Scales)*
Cllr: Scales had sent emails to Richard Heaps (Kent County Council) and Gorden Meesey (Dover District Council), requesting “weight restriction” signs be moved to near the junction with New Dover Road. He would continue to work on a resolution. Traffic lights on A20 reported to be a Port of Dover initiative to keep the lorries out of Dover.

SignedK Pilcher.....
Chairman / ~~Vice-Chairman~~
19 May 2015

6. **DELEGATES REPORTS**

- a) Neighbourhood Watch – *Community Warden/PCSO and/or Cllr: Jones.*
PCSO reported: The flower pots opposite Lighthouse Inn on cliff-top now removed.
Community Warden reported: he would be retiring and a vote of thanks was proposed and given.
A merger of teams and personnel was being undertaken by Kent County Council to balance areas.
- b) Village Hall Management Committee - VHMC Minutes/Cllr: Stone.
Report circulated. Cllr: Scales reported he had completed a survey on Village Halls and received a £25 remuneration, which he would donate to the Management Committee.
- c) Highways – *Cllr: Tutt.*
- Reinstatement of grass verges following gas mains renewal work ongoing. Daffodils reported to be sparse in this area. Further action would be taken if not sorted.
 - Public Rights of Way – Ditches reported at last meeting had been rectified.
 - Cllr: Tutt and Hale to meet PROW representatives at Green Lane regarding Scooter/bike route to rear School Gate.
- d) Annual Playing Field Event 2015
- Risk Assessments and other documents, to comply with request from Dover District Council, being produced.
 - First Aiders required for event and would be advertised in Grapevine newsletter.
 - Pets Corner cancelled due to booking and attendance of a Re-enactment Group together with possible noise implications.
 - Dog Show to go ahead during the afternoon.
- e) District Councillor Scales and/or County Councillor Lymer
Councillor Scales reported:
- At a joint Transport meeting a list of 20mph schemes was presented (including Capel Street). These were supported and minutes recorded accordingly.
 - A power-point presentation was available for residents of a PowerPoint presentation covering DDC's regeneration.
 - Councillors' surgeries to be re-addressed after Elections on 7th May and Parish Councillors to give consideration to attending on a rota basis.
- f) Other - None

7. **CORRESPONDENCE**

- a) KALC Training Workshop – Neighbourhood Planning (report circulated)
A good workshop attended by Cllrs: Tutt and Pilcher, resulting in a consideration that it may be of benefit in future. The scheme would need a lead person with depth of knowledge of planning to take it forward for the village. A separate person would also be required for administration purposes. In the long-term the whole village needs to be included and financial implications investigated further for grants and availability.
- b) KALC Training Workshop – Towards Greater Transparency (report circulated)
Clerk attended this informative workshop, resulting in numerous areas that the Parish Council need to take action on. Clerk to continue to pursue this and make changes accordingly to comply with the new Government Transparency Act 2014.
- c) Elections – Thursday, 7th May 2015
Notification had been received that the Parish Elections were “uncontested” and no election would be necessary. Following notification from Dover District Council on procedure, co-option will be available to recruit new members.

SignedK Pilcher.....
Chairman / ~~Vice-Chairman~~
19 May 2015

d) Other

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

Other received:

1. Dennis Ovenden – Tree located rear of 9 Beatrice Road/Playing Field boundary. Clerk to contact tree surgeon for advice, information and quotation.
2. Request for permission to plant 100 bulbs on B2011 from Capel-le-Ferne WI for their centenary was agreed for the far end of the village (Dover end).
3. Grass Cutting on Old Dover Road, Clifftop – awaiting Kent County Council feedback.
4. Resident's letter on dog fouling for Grapevine insert – agreed.
5. Dover District Council – Posters Energy Deal Switch
6. Royal British Legion Thames Diner Cruise Leaflet and letter
7. DeFRA – Kent: Ramsgate to Folkestone Coastal Access Report approved proposals from Secretary of State
8. Kent Association of Local Councils – Membership Information Pack 2015/2016
9. Poppy Press Newsletter
10. Came & Company Insurance Spring 2015 Newsletter

8. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Pilcher, seconded by Cllr: Tutt and signed by the Chairman, Cllr. Goble and Clerk/Responsible Finance Officer.

MONTH'S INCOME/EXPENSES

BANK BALANCES - DETAILS	B/fwd		C/fwd	NOTES
Bank Account (Reserve) Balance	15,505.47		32,456.14	
Bank Account (Current) Balance	854.95		985.48	
Bank Account (Community Project)	277.94		277.94	
TOTAL	16,638.36		33,719.56	

INCOME - DETAILS <i><u>Payments received and confirmed receipt into Bank Account</u></i>	INVOICE	VAT	<i>Cheque No: or BACS</i>	NOTES
Dover District Council Precept 2015-2016	18,250.00			
TOTAL	18,250.00			

EXPENSES - DETAILS <i><u>Invoices received and Payments to be made</u></i>	INVOICE	VAT	<i>Cheque No: or BACS/SO/DD</i>	NOTES
Banks Engraving Services – Gift	57.32		<i>Cheq: No: 1497</i>	
Dover District Council – Grapevine printing	319.32		<i>BACS</i>	
Dover District Council – Playing Field Rent	112.50		<i>SO</i>	
Kent Association of Local Councils – Membership	452.38	90.48	<i>Cheq: No: 1498</i>	
Ashley Light Engineering – Equipment refurbish	1525.00	305.00	<i>BACS</i>	
Mr D Reed – Litter Clearance April 2015	75.00		<i>BACS</i>	
Mrs M Leppard – Salary (£301.50) & Flowers (£25)	326.50		<i>BACS</i>	
TOTAL	2868.02			

SignedK Pilcher.....
Chairman / ~~Vice Chairman~~
19 May 2015

9. **PLANNING****Applications Awaiting Decision by Sub-Committee**

124 Capel Street, Capel-le-Ferne, CT18 7HB - 15/00311 - Erection of two and single storey rear extensions and single storey side extension to form annexe (existing side and rear extension to be demolished).

Applications Decided by Sub-Committee

(Amended details) 85 Capel Street, Capel-le-Ferne, CT18 7HF - 15/00102 - Erection of single storey side and rear extensions, formation of parking area and alterations to access (existing garage to be demolished).

Still concerns for same reasons as previously mentioned on original application, i.e. difficult to ascertain what amendments have been made. There is still poor visibility when exiting property onto Capel Street, unless a large amount hedge and tree is removed. The stability to front part of the property is a concern. The other concern is that the tarmac parking area should include surface water drainage as no type of construction to parking area is defined to not allow surface water to drain onto Capel Street. Drop kerb also required.

10. **MATTERS CONCERNING THE PARISH**a) **Councillors' Comments**

- Cllr: Stone reported there would be a meeting in St Mary's Churchyard regarding the grounds. It was agreed not to attend.
- A season ticket for the New Wing at the Battle of Britain Memorial Site was requested by residents. This would be investigated further by Cllr: Pilcher.
- Cllr: Scales reported that Parish Councillors should pick up and report Highway issues when giving feedback on planning applications.

b) **Approved resolutions to discuss any confidential issues in agenda item 12** – None.

11. **DATE OF NEXT MEETING**

Tuesday, 19th May 2015 at 7.30pm.

12. **CONFIDENTIAL ITEMS** None.**Following the Meeting**

A vote of thanks was given by District Councillor Frederick Scales to Clive Goble for 12 years' service to Capel-le-Ferne Parish Council. A presentation followed of an engraved Silver Plate to Clive and flowers to Kathy Goble.

SignedK Pilcher.....
Chairman / ~~Vice-Chairman~~
19 May 2015