

**MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 19<sup>th</sup> APRIL 2016**

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

1. **APOLOGIES - None**

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

3. **PUBLIC ADDRESS TO COUNCILLORS and FEEDBACK FROM COUNCILLOR SURGERY**  
**Surgery Feedback**

Several comments were received on parts of the village, especially Cauldham Lane and Satmar area showing signs of inconsiderate discarding of Litter. Councillors made the decision to hold a litter picking event, on Saturday, 21<sup>st</sup> May @ 2pm. *Action: Clerk to arrange kits from DDC (gloves, tabards, pickers and sacks). Request Community Warden to enquire and consider using Community Payback for future.*

4. **MINUTES OF THE MEETING HELD ON 15<sup>th</sup> MARCH 2016**

The Minutes of the meeting held on 15<sup>th</sup> March were approved and signed by the Chairman Cllr Keith Pilcher, proposed by Cllr: Greening, seconded by Cllr: Norris.

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

a) **Bus shelter at the Battle of Britain site.**

Quotation received from Capel Groundworks to reposition shelter, less than suppliers Shelter Store cost. Replacement of roof, Cllr: Pilcher had contacted manufacturer, a Polish company, to look at construction details on-line.

Shelter stored confirmed they would replace free of charge if incorrectly fitted. Cllr: Pilcher considered that one of the metal bars was the wrong way round and not enough straps had been installed to roof for securing.

It was agreed to go back to Shelter Store and have them fit a new roof before repositioning shelter. A date and time to be arranged so someone can be in attendance. *Action: Cllr: Pilcher to make contact and arrangements as necessary.*

b) **Flower Box Refurbishment**

White gates and boxes in need of painting. *Action: Cllrs: Norris and Pilcher to carry out work.*

c) **Bulb Planting**

Cllr: Stone had ordered 1,000 Daffodil bulbs for planting in September along the Lancaster Avenue side of the Jubilee Playing Field (round trees) to commemorate HM Queen's 90<sup>th</sup> Birthday.

*Action: Cllr: Stone to arrange planting in September, with volunteers and school children.*

d) **Capel Street traffic calming & 20mph speed limit**

Public Consultation ended. *Action: Cllr: Scales to make enquiries with Cllr: Lymer on next stage.*

e) **Resilience Planning – Preparing for Emergencies**

Cllr: Stone had compiled a questionnaire on requesting data in case of major emergency. *Action: To be inserted into Grapevine newsletter.*

f) **Neighbourhood Plan future procedure**

It was decided to initially enquire of residents, as to any skills that can be offered to compile a Plan. *Action: Clerk to insert article in Grapevine Newsletter.*

g) **Councillor Vacancy**

One application was received to fill the Vacancy on the Parish Council from Mr Gordon Holliday. Mr Holliday gave the members a background knowledge of himself and answered some questions.

*Action: Cllr Pilcher thanked Mr Holliday and indicated his appointment would be considered at the end of the meeting under agenda item 12.*

Signed ..... Vice or Nominated Chair

Date .....17<sup>th</sup> May 2016

## 6. DELEGATES REPORTS

### a) Neighbourhood Watch

Cllr: Shaw thanked everyone for posting the leaflets for the Community Information Day and to everyone who attended. It proved to be a good event and successful in items and information handed out. Community Warden would be compiling a new list of street co-ordinators, by approaching residents to rejuvenate the scheme.

Community Warden reported the following:

- i. Parking problems dealt with in Capel Street and Lancaster Avenue, together with parking on pavement.
- ii. Scooter stolen from playing field being checked on CCTV. Spoken to child and crime number obtained from Police.
- iii. Two fly-tipping incidents reported and removed; Old Dover Road and Cauldham Lane. Both being builders' rubbish.
- iv. Patrolling on B2011 in Hi-viz jacket had taken place in an endeavour to slow down traffic.
- v. Suspicious white van in Elizabeth Drive found in Hawkinge and was now subject of an intelligence report.
- vi. No further cold callers reported.
- vii. Speed Watch – Attending demonstration on new camera equipment, at DDC Offices, 11am, on 21<sup>st</sup> May. Reported River Council willing to share. *Action: Cllr: Tutt agreed to attend.*

### b) Play equipment

New chains on swings and fixings to swings now completed.

### c) Village Hall Management Committee

Report enclosed with agenda. Plans for front extension now sent in for permission.

### d) Highways

- i. Drainage issues causing flooding in various locations (as follows), with water running from fields due to blocked ditches; Broken pipe in Cauldham Lane adjacent to pond; Layby by St Mary's Church, Lane (Manor House Lane) up to St Mary's Church and Satmar Lane adjacent to Great Satmar Farm. *Action: Clerk to report to Kent Highways for ditches, grips and drains to be cleared of silt and mud.*
- ii. Pedestrian dropped kerb points on New Dover Road being update to meet new regulations. Resurfacing of North side still not done. *Action: Clerk to make enquiries of Kent Highways.*
- iii. Grass verge parking still causing concerns.
- iv. Builders rubbish left near garages, rear of 8-10 Cauldham Close properties. *Action: Fly-tipping report to be forwarded to DDC.*
- v. Clerk reported two items logged with Kent Highways of confusing signage at Channel Tunnel entrance and variable speed limits confusing in Alkham Valley Road.

### e) Public Rights of Way

Nothing to report. Cllr: Hale to monitor Cauldham Lane for litter.

### f) Annual Playing Field Event – 23<sup>rd</sup> July

- Helpers required for games.
- Enquiry made on demonstration by Fitness guys.
- Bar facilities will be available.
- Cllr: Greening volunteered to be on Event working party.
- Volunteer require to wear Zebra costume (Brake Road Safety Campaign). *Action: Clerk to enquire of St Radigund's Players.*
- Cllr: Greening to make enquiries on Tanks from MoD.

### g) Training/workshops/seminars Already circulated no more to report.

### h) District Councillor Scales reported on the following:

- i. Operation TAP – A decision by Highways England on interactive variable speed cameras was promised by April 2016. *Action: Cllr: Scales to write an email to make more enquiries.*
- ii. Reported an email had been sent to Jim McEwan on caravan in Cauldham Close on any conditions that can be applied and monitoring of use.
- iii. A regeneration tour had taken place on old Pfizer site at Sandwich. 2,400 jobs lost but were now replaced and growing. Capel was on the itinerary but delegates ran out of time.

Signed ..... Vice or Nominated Chair

Date .....17<sup>th</sup> May 2016

i) District Councillor Scales reported on the following: continued...

iv. Land South of New Dover Road development – first item on DDC Planning Committee agenda. According to Planning Officer report, it had taken account of PC comments; 30% Affordable housing, transport plan, Capel Court side fencing, A20 use and a Banksman directing traffic, Local Plans and Policies adhered to, 40pmh speed limit reposition on New Dover Road, 30mph speed limit reposition on Old Dover Road, bridleway resurface, and fabric and materials used on buildings.

v. Winehouse Lane/Capel Street development – nothing further received or to report.

j) Other: Grapevine Delivers' Tea Party arranged for Saturday, 30<sup>th</sup> July, 3pm to 5pm. Several caterers contacted for comparison of costs. Amount of £250.00 agreed to spend on event.

*Action: Clerk to book Village Hall (small room) from 1pm to 6pm. Nearer the time liaise with Cllr: Leppard and order platters of sandwiches, cakes, etc., from Sainsbury's.*

7. **CORRESPONDENCE**

Letters from Charlie Elphicke received on Litter, TAP and Gridlock on A20. Both indicating the situation is absolutely unacceptable and meetings were being held with relevant agencies to press for action.

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

1. Furniture at Work brochure
2. Came & Company Local Council Insurance Council Matters magazine
3. KALC Membership Information Pack
4. The Pensions Regulator Information for Employers
5. Choose My PCC – Candidates for the Kent Police Force Area brochure

8. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

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

Description	INCOME	EXPENSES	VAT	Cheque No: or BACS/ SO/DD	TOTAL IN HAND	BANK A/Cs	Date	Statement No:	Amount	Reconciliation
<b>TOTAL IN HAND</b>					<b>6491.43</b>				<b>6491.43</b>	
Advert Stephen Huxtable	180.00			BACS						
Adverts various	109.00			100390						
Advert Helping Hand	84.00			BACS						
Nat West Interest	0.20			BACS						
Refund Shelterstore	400.00			BACS						
Viking Direct Ink Cartridges, etc		106.68	21.34	BACS						
Advert StreetZ2StreetZ	18.00			SO						
Parish Precept	21,628.00			BACS						
Advert R B Wight	120.00			BACS						
Viking Direct Memory Sticks etc		49.44	9.89	BACS						
Viking Direct, Paper clips, Rubber Bands For Grapevine Delivery		35.92	7.18	BACS						
KALC Membership 2016/2017		457.96	91.59	1511						
Dover District Council Printing		319.32		BACS						
Dover District Council Printing		425.32		BACS		Reserve	14.04.	211	26,289.68	
Wicksteed Swing parts/installation		429.76	85.95	BACS						
Mr D Reed Litter Clearing		79.16		BACS		Current	14.04.	716	1,825.50	
Mrs M Leppard, Salary (£317.16) & Expenses (NHW £13.70, CCTV Sticks £29.98)		360.84		BACS		Project	29.01.	19	728.43	
HMRC PAYE		183.00							28,843.61	28,843.61
									Less Un-Reconciled	2,476.33
<b>TOTAL IN HAND</b>	<b>22,539.20</b>	<b>2,447.40</b>	<b>215.95</b>		<b>26,367.28</b>					<b>26,367.28</b>

Signed ..... Vice or Nominated Chair

Date .....17<sup>th</sup> May 2016

9. **PLANNING**a) **Proposed Development Land South of New Dover Road (B2011)**

Due to be decided on 21<sup>st</sup> April. Thanks to Cllr: Norris for speaking on behalf of Parish Council.

b) **Proposed Development Land junction Winehouse Lane and Capel Street**

Nothing further heard from Architect. No more to report.

c) **Quinn Estates - Land North of New Dover Road (B2011)**

Battle of Britain Memorial Site approached by Quinn Estate to hold an exhibition.

Parish Councillors perspective to remain as, opinions/comments from Parishioners to be sought in first instance.

d) **Other****Applications Refused by Dover District Council**

- 15/00735, Siting of static caravan for permanent residential use, Land to side and rear of the Royal Oak, New Dover Road, Capel-le-Ferne, CT18 7HY

**Applications Waiting Decision by Dover District Council**

- 16/00207, Erection of a single storey side/rear extension (existing garage to be demolished), 1 Lancaster Avenue, Capel-le-Ferne, Folkestone, CT18 7LX
- 16/00085, Erection of a single storey side extension incorporating a garage, front porch extension and rear dormer roof extension with balcony (existing conservatory to be demolished), 26 Victoria Road, Capel-le-Ferne, CT18 7LR
- 16/00189, Conversion of redundant farm buildings to four dwellings and erection of garage building, together with associated works, following demolition of three buildings, Poulton Farm, Poulton, Hougham, CT15 7DP

**Applications Waiting Decision by Parish Council**

- Erection of a detached garage (existing garage to be demolished) - Ingleton House, 150 Capel Street, Capel-le-Ferne, CT18 7HA

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

- Cllr: Stone resigned from the Planning Committee. (4 Members remain).
- Cllr: Tutt reported accumulation of rubbish in garden outside property in Capel Street. *Action: Clerk to report to Environmental Health and Community Warden.*
- Cllr: Greening reported an issue with overflow parking from Battle of Britain Site on Old Dover Road. Cllr: Pilcher commented that the Trust were aware of problem and plans have been discussed to make car park a hard surface area and mark bays in an endeavour to improve.
- Cllr: Stone enquired on Boundary Maps from DDC. *Action: Clerk would contact Cllr: Scales.*
- Cllrs: Pilcher and Tutt gave apologies for next meeting (May).

Both members agreed to be nominated as follows:

Cllr: Pilcher as Chairman and to remain as Outdoor Play Equipment Delegate and on Planning Committee and Event Working Party.

Cllr: Tutt as Highway Delegate and on Planning Committee.

b) **Approve resolution to discuss any confidential issues in agenda item 12 – Approved.**11. **DATE OF NEXT MEETING**

Tuesday 17<sup>th</sup> May 2016.

12. **CONFIDENTIAL ITEMS**

Recorded under separate cover.

Signed ..... Vice or Nominated Chair

Date .....17<sup>th</sup> May 2016