

# CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council - Maureen Leppard  
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**A MEETING OF THE PARISH COUNCIL WILL BE HELD ON TUESDAY, 21<sup>st</sup> MAY 2019, AT 7.30PM**  
**AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE, CT18 7LX**  
**AGENDA**

1.	To WELCOME NEWLY ELECTED MEMBERS and COMPLETE WRITTEN UNDERTAKING
2.	To DISCUSS and AGREE Co-option to fill Vacancies and COMPLETE WRITTEN UNDERTAKING
3.	To APPOINT Chairman and COMPLETE Declaration of Acceptance of Office
4.	To APPOINT Vice-Chairman and COMPLETE Declaration of Acceptance of Office
5.	To RECEIVE Apologies for absence
6.	To APPOINT Delegates, Committees and Working Parties: a) <i>Neighbourhood Watch Delegate</i> b) <i>Play Equipment Delegate</i> c) <i>Highways Delegate</i> d) <i>Public Rights of Way Delegate</i> e) <i>Planning Working Party (with delegated powers)</i> f) <i>Action Plan Working Party</i> g) <i>Other</i>
7.	To RECEIVE any Public Address to Councillors & Surgery Feedback (10-15 minutes)
8.	To APPROVE Minutes of the meeting held on 16 <sup>th</sup> April 2019 (Draft Attached pages 2 - 5)
9.	To DECLARE any personal interests in items on Agenda
10.	To DISCUSS matters arising from minutes or not covered elsewhere on agenda a) <i>Traffic Management</i> ▪ <i>Kent Highways Roundels</i> b) <i>Roadside Planters</i> c) <i>School Project Donation</i> d) <i>Other</i>
11.	To RECEIVE and DISCUSS Planning Applications a) <i>Land at New Dover Road and Winehouse Lane.</i> b) <i>Site At Western Heights &amp; Farthingloe.</i> c) <i>Sunny Cottage, Green Lane.</i> d) <i>Plot C Land Adjacent To Marinka House, Capel Street.</i> e) <i>97 Capel Street.</i> f) <i>Other</i>
12.	To RECEIVE (as agreed in item 4), Delegates and any other working parties or sub-committee reports not covered elsewhere a) <i>Neighbourhood Watch</i> b) <i>Play Equipment Status (Attached page 6)</i> c) <i>Highways</i> d) <i>Public Rights of Way</i> e) <i>Action Plan</i> f) <i>Speed Watch</i> g) <i>Capel Cares</i> h) <i>Grapevine Newsletter</i> i) <i>Village Hall</i> j) <i>Training/Workshops/Seminars</i> k) <i>District Councillor Rose and/or County Councillor Geoff Lymer</i> l) <i>Other</i>
13.	To RECEIVE and DISCUSS Correspondence
14.	To RECEIVE 2018-2019 ACCOUNT REPORT and APPROVE (Attached pages 7 - 10)
15.	To RECEIVE Insurance Quotations and APPROVE Insurance Cover for 2019-2020 (Attached pages 11 - 12)
16.	To RECEIVE, APPROVE and AUTHORISE - BACS payments and SIGN Cheques
17.	To RECEIVE and DISCUSS Any Other Business concerning the Parish a) <i>Councillors' comments</i> b) <i>Approve any resolutions for discussion in confidential items in agenda item 19</i>
18.	To CONFIRM date of next meeting - (Tuesday, 18 <sup>th</sup> June 2019)
19.	To RECEIVE and DISCUSS confidential items approved by resolution in item 17b

Signed ..... (Parish Clerk).  
 09 May 2019

**LIST OF ITEMS NOT ON AGENDA – PENDING OR UNRESOLVED**

1. New Waste Bins, New Dover Road (Dover District Council)
2. ER252 Bridleway surface to school rear gate for scooters etc. - (Deferred to a later date)
3. Footpaths South and North New Dover Road - (Kent Highways deferred to a later date)
4. Public Spaces Protection Order 2018 – Dogs on Leads (Dover District Council)
5. Training and Development Policy and Data Protection Policy
6. New Play Equipment – Expression Swing - (Deferred to a later date)

**AGENDA Item 3**

1 of 4

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 16<sup>th</sup> APRIL 2019**

**Present:**

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

1. **APOLOGIES** – None.
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES** - *(Items raised are discussed by Councillors under related entries on Agenda).*
  - Potholes Helena Road/New Dover Road. *Action/Resolution: Reporting to Kent Highways.*
  - Fly-tipping Courtwood Roundabout. *Action/Resolution: Reporting to Dover District Council.*
  - Grapevine Delivery to Caravan Park. *Action/Resolution: Enquiries to be made.*
  - Promotion of School requirements. *Action/Resolution: Clerk to make insert larger.*
3. **MINUTES OF THE MEETING HELD ON 19<sup>th</sup> MARCH 2019**  
 The Minutes of the meeting held on 19<sup>th</sup> March 2019 were approved and signed by the Chairman, Cllr. Keith Pilcher, proposed by Cllr: Tutt, seconded by Cllr: Greening.
4. **DECLARATION OF PERSONAL INTERESTS** – None.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
  - a) **Traffic Management**  
 Meeting held with Kent Highways – Roundels on Road: 8 planned for Old Dover Road, 10 on New Dover Road and 10 on Capel Street. Waiting map from Highways on positions. *Action/Resolution: Clerk to chase up map and make enquiries for future maintenance of roundels.*
  - b) **Village Questionnaire**  
 Now Community Action Plan. When new Council is formed in May, a working party to be assigned in order to address the Action Plan.
  - c) **Roadside Planters**  
*Action/Resolution: Painting of gates taking place. Notification to be sent to Young's Garden Maintenance to fill boxes with compost. Also, notification to Karl Jeffrey for Hedgehog notices to be attached. Planting can then take place by Sponsors.*
  - d) **Other**  
 None.
6. **PLANNING**

**Applications: granted permission by Dover District Council**

- 18/01324 | Change of use and conversion of existing outbuilding to dwelling house, erection of a front extension, new flue to east roof slope, bin store, insertion of roof lights, new windows and doors, 1.8m timber boundary fence with associated parking and vehicular access (existing porch to be demolished) | Swinge Hill Cottage, Hurst Lane, Capel-le-Ferne, CT18 7EZ

**Applications: refused permission by Dover District Council**

- 19/00041 | Erection of a single dwelling house, creation of parking and associated landscaping | 'The Longview', Land to South of Old Dover Road, Capel-le-Ferne, CT18 7HL

Signed ..... Chairman

Date ..... 21<sup>st</sup> May 2019

## 6. **PLANNING continued**

### **Applications: waiting Dover District Council Decision**

- Amended Layout - 18/00819 | Change of use of land to site 26 no. holiday caravans and associated landscaping and access | Land at New Dover Road and Winehouse Lane, Capel-le-Ferne, Folkestone. *Action/Resolution: If approved by Planning Officer, Cllr. Scales had requested this goes to DDC Planning Committee*
- 12/00440 | Outline application (with all matters reserved except access) for the construction of: 1. Up to 521 residential units (Use Class C3) 2. Up to 9,335sqm 90 apartment retirement village (Use Class C2); 3. Up to 730sqm health facility (Use Class D2); together with associated landscaping and ancillary infrastructure and works at Great Farthingloe Farm, Dover; and (with all matters reserved) for: 4. Construction of up to 31 residential units (Use Class C3); and 5. Construction of up to 7,400sqm 130 bed hotel & 150 person conference centre (Use Class C1); together with ancillary infrastructure and works at land at Western Heights, Dover; and 6. Provision of a pedestrian access network to facilitate enhanced recreation access together with associated landscaping and works on land at Great Farthingloe Farm and Western Heights, Dover; and Full application for the conversion of: 1. Thatched barn to pub/restaurant (Use Class A4/A3); 2. Stable block to retail shop (Use Class A1/A2); and 3. Farmhouse to bed & breakfast use (Use Class C1); together with associated landscaping and ancillary infrastructure and works at Great Farthingloe Farm, Dover; and 4. Victoria Hall to provide 9 residential units (Use Class C3); and 5. Drop Redoubt to a Museum/Visitor Centre (Use Class D1) together with associated landscaping and ancillary infrastructure and works at land at Western Heights, Dover. | Site at Western Heights & Farthingloe, Dover
- 19/00255: Raising of roof height to facilitate first floor extension with terrace and balustrade, erection of two storey rear extension, attached garage to side elevation and front porch: Sunny Cottage, Green Lane, Capel Le Ferne, CT18 7HD
- 19/00253: Variation of Condition 10 (external materials) to allow amendments to the exterior finish of planning permission DOV/17/00201 (application under Section 73): Plot C Land Adjacent To Marinka House, Capel Street, Capel Le Ferne, Kent

### **Applications: waiting Parish Council Decision**

None.

## 7. **DELEGATES' REPORTS**

### a) **Neighbourhood Watch**

- Field at Folkestone end of Old Dover Road with fence down. *Action/Resolution: Clerk to investigate ownership and make further enquiries.*
- No reported crimes from Police.
- Reply to be sent to Dover District Police Crime Safety Unit email on PCSO's duties.
- Investigations underway on prison offender's wood work available.
- 1<sup>st</sup> Aid sponsorship by Parish Council agreed to be offered to Primary School children. *Action/Resolutions: Agreed by all for two (2) classes: £250. Community Warden to speak to Headteacher.*
- Village clean-up to be organised by Community Warden for May-June.

### b) **Play equipment**

- Wicksteed had completed repairs to Zip-wire and refurbished MUGA goals and posts satisfactorily.
- Upgrading CCTV coverage. *Action/Resolutions: NSL Security to be chased by Andrew Hawkins.*

Signed ..... Chairman  
 Date ..... 21<sup>st</sup> May 2019



c) **Highways**

- Parking on grass verges along B2011 at various positions, damaging surface. *Action/Resolutions: Reported to Kent Highways and other Authorities.*
- Reinstatement of ground works continues where Affinity Water have been working.

d) **Public Rights of Way**

- Seasonal cut back of overgrown vegetation on PROWs will be undertaken late June/early July.
- Works to enhance Green Lane (ER252) progressing with cut back of overgrown vegetation, new edging, bollards and surface being installed.

e) **Speed Watch**

- Sessions continue. Thanks to the Team expressed. *Action/Resolutions: Results being notified in Grapevine.*

f) **Capel Cares**

Members expressed gratitude for the KALC Annual Award presented earlier.

g) **Grapevine Newsletter**

- Further enquiries on delivery to Whitecliffs Caravan Park to be investigated.

h) **Village Hall Management Committee**

No report

i) **Training/workshops/seminars**

- Audit Workshop at Lenham.

j) **District Councillor Frederick Scales**

- Amendment to March 2019 Minutes - Council Tax lowest in Kent.
- Fly tipping signs still being pushed for areas affected.
- Thanks expressed to Parish Council for Award and Gift.
- Frederick complimented Councillors for their progressive and confident achievements set up for the future and working closer with Community. It had been a privilege to work with the Parish Council and he felt proud to be part of securing the 99 year lease on the Playing Field with the Parish Council.

**County Councillor Geoff Lymer**

- Renewal of traffic regulations for layby outside Amin Stores and installation of a central “bell mouth” (similar to that in layby up Dover Hill) to stop HGVs parking there.

k) **Other**

Company enquiry: Provision of dog fouling bag dispenser and bins. *Action/Resolutions: Cost appeared expensive. Agreed by all, dog owners should be providing their own and DDC waste bins provide facility for depositing.*

8. **CORRESPONDENCE**

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

1. KALC & NALC Membership renewal letter.
2. KALC New March 2019 Governance and Accountability for smaller authorities and Summary.
3. Tikspac Dog Fouling Solutions details and costs.
4. Viking – March Sales; Smart Choice & Paper, Ink & Toner brochures.
5. Furniture at Work brochure.
6. Brochure and Invitation, Fly the Red Ensign for Merchant Navy Day – 3<sup>rd</sup> September 2019

Signed ..... Chairman  
Date ..... 21<sup>st</sup> May 2019

**9. CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Lake, seconded by Cllr: Greening and agreed by all present.

Signed by the Chairman, Cllr. Pilcher, having been confirmed by Clerk/Responsible Finance Officer.

To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS		Cheque, BACS, DD, SO	BANK A/Cs	Statement No:	Reconciliation
<b>Brought Forward</b>					<b>28,288.36</b>					
HMRC	PAYE	220.20		220.20		R	DD			
Nat West	Interest	2.64			2.64	R	INT			
Viking	Ink Cartridges and Card	61.66	15.42	77.08		R	BACS			
Dover District Council	Grapevine Print	382.92		382.92		R	BACS			
Dover District Council	Playing Field Rent	112.50		112.50		R	SO			
Dover District Council	Precept 2019-2020	37,818.00			37,818.00	R	BACS			
Various: Allard; Streetz2StreetZ; Rees Lighthouse;	Adverts	201.00			201.00	R	BACS			
Village Hall	Rent Surgeries	72.00		72.00			BACS			
Harmer & Sons	Grounds Maintenance	412.50	82.50	495.00			BACS	Cash/Chq in Hand		1.56
Kent Association Local Councils	Subscription	491.52	98.30	589.82			BACS	Reserve A/c	241	54,432.63
Battle Britain Trust	Memorial Day	100.00		100.00			Q 1556	Current	866	354.68
Wicksteed Leisure	Renovations & Repairs	3941.00	788.2	4729.20			BACS	Project	22	10,728.43
Staff	Salaries	516.30		516.30			BACS			65,517.30
Staff Expenses	Broadband & Energy	18.00		18.00			BACS			
Staff Expenses	Awards: Frames, Flowers, Gift Vouchers, Thank You Cards, Ink Cartridges,	271.34		271.34			BACS	Less Un-Reconciled		6,791.66
				7,584.36	66,310.00					
					<b>58,725.64</b>					<b>58,725.64</b>

Project	10,728.43
Other	47,997.21
<b>TOTAL</b>	<b>58,725.64</b>

**10. MATTERS CONCERNING THE PARISH**

a) **Councillors' comments**

- Contributions of items for School had proved successful with several bags already delivered. *Action/Resolutions: Insert to be repeated in a larger form in next newsletter. Cash donation to be discussed further at next meeting when Cllr: Holliday had found out needs/project of School and reported back.*
- New building, junction Clarence Road/New Dover Road, contractors' vehicles parking on B2011 causing obstructions.
- Cllr: Tutt thanked Council for Award and Gift. He will keep in touch regarding Highway Roundels. He will attend meetings and see him in the audience occasionally.

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

Cllr: Lake requested point to be discussed under confidential agenda item 12.

**11. DATE OF NEXT MEETING – Tuesday, 21<sup>st</sup> May 2019 at 7.30pm.**

**12. CONFIDENTIAL ITEMS Recorded under separate cover.**

Signed ..... Chairman  
Date ..... 21<sup>st</sup> May 2019

Recreational Facility Report						Date Inspected 14/05/19			
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Zip Wire Petanque Court	Wire Tension	√	N/A	√	N/A	√	N/A	N/A	√
	Running Gear	√	√	√	N/A	√	N/A	N/A	√
	Zip Wire Seat	√	N/A	√	N/A	√	N/A	N/A	√
	Rubber Tyre Stops	√	N/A	√	N/A	√	N/A	N/A	√
	Ramps and Platforms	√	N/A	√	N/A	√	N/A	N/A	√
	Support Structures	√	N/A	√	N/A	√	N/A	N/A	√
	Groud Mats	√	N/A	√	√	√	√	√	√
	Petanque Court	N/A	N/A	N/A	√	√	N/A	√	√
Comments									

Recreational Facility Report							Date Inspected 14/05/19		
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Childrens	Roundabout	✓	✓	✓	✓	✓	N/A	✓	✓
	Todler Swings	✓	✓	✓	✓	✓	N/A	✓	✓
Play	Junior Swings	✓	✓	✓	✓	✓	N/A	✓	✓
	Alpine Crossing	✓	✓	✓	✓	✓	N/A	✓	✓
Area	Multiplay	✓	✓	✓	✓	✓	N/A	✓	✓
	Balance Bar	✓	✓	✓	✓	✓	N/A	✓	✓
	Giant Steps	✓	✓	✓	✓	✓	N/A	✓	✓
	Perimeter fence	✓	N/A	✓	N/A	x	x	✓	✓
	Repairs to be carried out to vandalised sign								

Recreational Facility Report							Date Inspected 14/05/19		
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Surrounds	Youth Shelter	√	N/A	√	√	√	N/A	√	√
	Picnic Tables and Bench	√	N/A	√	√	√	N/A	√	√
	BMX Double Ramp	√	N/A	√	X	√	N/A	√	√
	BMX Duck Under Hurdle	√	N/A	√	N/A	√	N/A	X	√
	BMX Jump Ramp	√	N/A	√	√	√	N/A	√	√
	BMX Slalom Poles	√	N/A	√	N/A	√	N/A	X	√
	MUGA	√	N/A	√	√	√	√	√	√
	Petanque court	√	N/A	√	√	√	√	√	√
	Litter Bins	√	N/A	√	N/A	√	N/A	√	√
	Defibrillator	Batteries installed			27/03/18	Check Unit	√	Check Pad Date	√
<b>Comments</b> <b>BMX DOUBLE RAMP</b> Surface worn on double ramp but not serious. Some undergrown needs cutting back on BMX Course									

Recreational Facility Report							Date Inspected 14/05/19		
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Skate	Beatrice Rd end Ramp	✓	✓	✓	✓	✓	✓	✓	✓
	Centre Ramp	✓	✓	✓	✓	✓	✓	✓	✓
	Elizabeth Drive end Ramp	✓	✓	✓	✓	✓	✓	✓	✓
Park	Grind Rail	✓	✓	✓	✓	✓	✓	✓	✓
	Bench	✓	✓	✓	✓	✓	✓	✓	✓
	Perimeter Fence	✓	N/A	✓	N/A	✓	✓	✓	✓

Recreational Facility Report						Date Inspected 14/05/19			
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Outdoor	Step Up & Senior Treadmill	✓	✓	✓	✓	✓	✓	✓	✓
	Pull Down & Shoulder Press	✓	✓	✓	✓	✓	✓	✓	✓
	The Bench	✓	✓	✓	✓	✓	N/A	✓	✓
	Junior Recumbent Bike	✓	✓	✓	✓	✓	N/A	✓	✓
	Senior Recumbent Bike	✓	✓	✓	✓	✓	N/A	✓	✓
Gym	Hand Bike	✓	✓	✓	✓	✓	N/A	✓	✓
	Leg Press	✓	✓	✓	✓	✓	✓	✓	✓
Equipment	Junior Cross Trainer	✓	✓	✓	✓	✓	N/A	✓	✓
	Senior Cross Trainer	✓	x	✓	✓	✓	N/A	✓	✓
	Senior Fitness Bike	✓	✓	✓	✓	✓	✓	✓	✓
	Junior Fitness Bike	✓	✓	✓	✓	✓	✓	✓	✓
	Chest Press	✓	✓	✓	✓	✓	✓	✓	✓
	Seated Row	✓	✓	✓	✓	✓	✓	✓	✓
	Leg Press & Oblique	✓	✓	✓	✓	✓	✓	✓	✓
	Welcome Sign	✓	N/A	✓	N/A	✓	✓	✓	✓
Lateral movement on senior cross trainer to be checked by manufactures									

CAPEL-LE-FERNE PARISH COUNCIL INCOME & EXPENDITURE 2018 - 2019			
<b>INCOME</b>			
Precept	32,045.00		
Bank Interest	29.66		
Newsletter Paid Adverts	6,031.00		
General Administration	302.00		
History Books	100.00		
Equipment (Insurance Claim)	132.19		
<b>TOTAL INCOME</b>	<b>38,639.85</b>	<b>38,639.85</b>	
<b>EXPENDITURE</b>			
Salaries/PAYE	6,855.72		
<b>Administration:</b>	3,113.20		
Postage/Stationary			
Subscriptions (KALC) (ICO)			
Training	72.00		
Insurance	1,403.53		
Audit Fee 2016-17	200.00		
Newsletter	4,212.12		
Hall Rent	336.00		
<b>Grants S137</b>	450.50		
Community Organisations/Wreaths			
<b>Parks and Open Spaces</b>	6,085.48		
Gym Equipment Maintenance			
Play Equipment Inspection/Repairs			
Mowing (B2011/Field/St Mary's Church)			
Field rent			
New Equipment & CCTV repairs	3,499.22		
<b>TOTAL EXPENDITURE</b>	<b>26,227.77</b>	<b>26,227.77</b>	
<b>INCOME OVER EXPENDITURE</b>			<b>12,412.08</b>

CAPEL-LE-FERNE PARISH COUNCIL BANK RECONCILIATION 2018 - 2019	
Prepared by: M Leppard – Year End Date: 31 <sup>st</sup> March 2019	
<b>Bank Balances per Bank Statements as at 31<sup>st</sup> March 2019</b>	
Reserve Account – 59287802	16,614.63
Current Account – 085003346	869.18
Community Project Account – 48117161	10,728.43
Other Accounts	
<b>SUB-TOTAL</b>	
Less Unpresented cheques at 31 <sup>st</sup> March 2019	
Add Unpresented Income at 31 <sup>st</sup> March 2019	1.56
<b>NET BALANCES AS AT 31<sup>ST</sup> MARCH 2019</b>	<b>28,213.80</b>

<b>The net balances reconcile to the Cash Book (receipts and payments accounts for the year as follows:</b>	
<b>Opening Balance 1<sup>st</sup> April 2018</b>	<b>45,775.96</b>
<b>Less deferred payment 2018/19</b>	<b>(32,045.00)</b>
	<b>13,730.96</b>
<b>Add: Receipts in the Year</b>	<b>42,589.90</b>
<b>Less: Payments in the Year</b>	<b>(28,107.06)</b>
<b>Closing Balance per cash book (receipts and payments book) as at 31<sup>st</sup> March 2019</b>	<b>28,213.80</b>
<i>(must equal net balances above)</i>	

<b>APPROVED BY COUNCIL ON:</b>	<b>21<sup>st</sup> May 2019</b>
<b>SIGNED: (Chairman)</b>	
<b>SIGNED: (Responsible Finance Officer)</b>	



CAPEL-LE-FERNE PARISH COUNCIL BALANCE SHEET AS AT 31st MARCH 2019		
2017/2018		2018/2019
	<b>LONG TERM ASSETS</b>	x
0.00	Investments	0.00
0.00	Long Term Debtors	0.00
	<b>CURRENT ASSETS</b>	
0.00	Stocks and Shares	0.00
0.00	Debtors	0.00
3,950.05	VAT	1,879.29
0.00	Invoices	0.00
32,045.00	Payments in Advance	0.00
13,730.96	Cash	28,213.80
49,726.01	<b>TOTAL ASSETS</b>	30,093.09
	<b>LESS CURRENT LIABILITY</b>	
0.00	Creditors	0.00
0.00	Receipts in Advance	0.00
0.00	Cash Overdrawn	0.00
49,726.01	<b>NET ASSETS</b>	30,093.09

CAPEL-LE-FERNE PARISH COUNCIL - SUPPORTING STATEMENT	
<b>ASSETS</b> Movement in the year: The basis of valuation of these assets is historic cost with the exception of Community Land, which is valued at nil.	<b><u>COSTS</u></b>
<b>Assets disposed of during the year</b>	0.00
<b>As at 31<sup>st</sup> March 2019 the following assets were held:</b>	
Ground Surfaces	41,664.00
Community Land	0.00
Furniture & Fittings – lamp-posts, seats, tables, fencing, gates, waste-bins, stone plinths, bus shelters	35,606.12
Noticeboards	1,758.00
Recreation Equipment	141,630.00
CCTV DVR	1,758.00
Dell Laptop Computer, Speed Indicator Device, Defibrillator, Printer	4,229.26
<b>TOTAL</b>	<b>226,645.38</b>
<b>BORROWING</b> - At the close of business on 31 <sup>st</sup> March 2019 the Council had no loans outstanding.	0.00
<b>DEBTS OUTSTANDING</b> - There were no debts outstanding.	0.00
<b>S137 PAYMENTS</b> Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £7.86 per head of electorate (agreed for 2018-2019) for the benefit of people in the area on activities not specifically authorised by other powers. The limits for this Council in the year ended 31 <sup>st</sup> March 2019 was: £450.50 - (1655 electorate).	
<b>ADVERTISING AND PUBLICITY</b>	There were no costs incurred during this year.



## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

### CAPEL-LE-FERNE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✓	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

21/05/2019

and recorded as minute reference:

MAY2019 MINUTES - ITEM 12

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)

Authority web address

<http://www.capel-le-fernepc.kentparishes.gov.uk/>

## Section 2 – Accounting Statements 2018/19 for

## CAPEL-LE-FERNE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	16,186	17,681	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	25,994	32,045	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	10,061	6,595	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	5,807	6,856	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	28,753	19,372	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	17,681	30,093	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	45,776	28,214	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	226,484	226,645	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

21/05/2019

I confirm that these Accounting Statements were approved by this authority on this date:

21/05/2019

as recorded in minute reference:

MAY2019 MINUTES - ITEM 12

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

### Capel-le-Ferne Parish Council Insurance Quotations

#### Inspire

Inspire entered the Local Council insurance sector in 2017 and are using AXA as their insurance provider. Inspire, via Axa, is providing **rradar** to the local council sector. **rradar** offers an online business resource alongside their teams of specialist industry advisors and solicitors who are on the end of a phone. There are a number of dedicated teams available to offer support and advice to help resolve any situation that may arise whilst running your Council. As part of the **rradar** service clients have unlimited access to a comprehensive database of compliance and risk management information in the following areas: Employment and Human Resources; Health and Safety; Environment; Company and Commercial; Compliance, Governance and Legal Duties; Risk Management.

Inspire's policy also offer the following benefits:

- Key person cover of £250 per week up to max £2,500 in one year
- Legal Expenses cover of £500,000
- Motor Contingent Liability – Loss of excess or no claims discount up to £250 per claim
- Contract Works cover up to 10% or £100,000
- Internet and Email cover up to £500,000
- Crisis Management cover up to £500,000
- Defibrillators and Cabinets cover up to £5,000
- Hirers Liability of £5,000,000
- Enhanced Libel and Slander cover of £500,000
- Enhanced Personal accident capital benefit of £100,000 and weekly benefit of £500

**This quotation is £1,407.67 inclusive of insurance premium tax (at the prevailing rate), plus our Administration fee of £50.00.**

#### Hiscox

Hiscox entered the Local Council insurance sector in 2014 and are one of the UK's most highly respected insurance companies. Hiscox pride themselves on the excellent concierge claims service they provide to their policyholders.

The Hiscox policy benefits from:

- Key person cover of £250 per week up to max £2,500 in one year
- Legal Expenses cover of £100,000
- Motor Contingent Liability – Loss of excess or no claims discount up to £250 per claim
- Business travel, cancellation and curtailment up to £1,000 for any one claim
- Contract Works cover up to £75,000
- Internet and Email cover up to £50,000
- Crisis Management cover up to £25,000
- Defibrillators and Cabinets cover up to £5,000
- Libel and Slander cover of £500,000
- Hirers Liability of £5,000,000
- Personal accident capital benefit of £100,000 and weekly benefit of £500

**This quotation is £2,012.48 inclusive of insurance premium tax (at the prevailing rate), plus our Administration fee of £50.00.**

#### Ecclesiastical

Ecclesiastical provide industry expertise and bring specific knowledge of heritage buildings, art work and regalia. They pride themselves on the claims service they provide their policyholders.

Ecclesiastical policy benefits from:

- Key person cover of £400 per week up to 26 weeks
- Libel and Slander cover of £250,000
- Hirers Liability of £2,000,000
- Legal Expenses cover of £250,000
- Equipment breakdown cover

**This quotation is £2,088.44 inclusive of insurance premium tax (at the prevailing rate), plus our Administration fee of £50.00**

**A comparison sheet noting details of cover for each of the above insurance providers.**



		Sums Insured/Limits		
Area of Cover		Inspire via Axa	Hiscox	Ecclesiastical
<b>Public Liability</b>		£10,000,000	£10,000,000	£10,000,000
Including	Hirers Liability	£5,000,000	£5,000,000	£2,000,000
	Libel & Slander	£500,000	£500,000	£250,000
	Motor No claims Excess & Bonus	£250 each	£250 each	n/a
<b>Employers' Liability</b>		£10,000,000	£10,000,000	£10,000,000
<b>Officials &amp; Trustees Liability</b>		£500,000	£500,000	£500,000
<b>Employee Dishonesty</b>		£150,000	£150,000	£150,000
<b>Legal Expenses</b>		£500,000	£100,000	£250,000
<b>Personal Accident</b>		£100,000/£500pw	£100,000/£500pw	£50,000/£250pw
<b>Property Damage</b>				
Including	Defibrillators & Cabinets	£5,000	£5,000	£5,000
<b>Business Interruption</b>				
Including	Loss of Revenue	£10,000	£10,000	£10,000
	Increased Cost of Working	£10,000	£10,000	£10,000
	Key Person Cover	£250pw up to max £2,500 pa	£250pw up to max £2,500 pa	£400pw up to 26 weeks
<b>Contents (away from premises)</b>		£5,000	£5,000	£5,000
<b>Money</b>		£2,500	£1,000	£1,000
<b>Internet &amp; Email</b>		£500,000	£50,000	n/a
<b>Crisis Management</b>		£500,000	£25,000	n/a

Came & Company Local Council Insurance (CLCI) is a trading style of Stackhouse Poland Ltd of Blenheim House, 1-2 Bridge Street, Guildford, Surrey, GU1 4RY and is authorised and regulated by the Financial Conduct Authority (FCA) to sell general insurance products.  
 Registered Office: Blenheim House, 1-2 Bridge Street, Guildford, Surrey, GU1 4RY Registered in England No: 1163431