

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 16th MAY 2017

Present:

Cllrs; Greening, Holliday, Lake, Leppard, Norris, Pilcher, Shaw and Stone, together with Andrew Hawkins (Community Warden).

Welcome expressed to new co-opted Councillor Tony Lake.

1. **APOLOGIES** – Cllr: Tutt, District Councillor Frederick Scales and County Councillor Geoff Lymer.
2. **APPOINTMENT OF CHAIRMAN**
Cllr. Keith Pilcher declared his willingness, to be appointed as Chairman for the next year. There being no further nominations, this was proposed by Cllr. Stone, seconded by Cllr. Norris and agreed.
3. **APPOINTMENT OF VICE-CHAIRMAN**
Cllr. Chris Norris declared his willingness, to be appointed as Vice-Chairman. There being no further nominations, this was proposed by Cllr. Leppard, seconded by Cllr. Holliday and agreed.
4. **APPOINTMENT OF DELEGATES, COMMITTEES AND WORKING PARTIES**
 - a) Neighbourhood Watch Delegate – Cllr: Shaw
 - b) Play Equipment Delegate – Cllr: Pilcher
 - c) Village Hall Management Delegate – Cllr: Stone
 - d) Highways Delegate – Cllr: Tutt
 - e) Public Rights of Way Delegate – Cllr: Lake
 - f) Planning Committee – Cllrs: Holliday, Lake, Norris, Pilcher, Stone and Tutt.
 - g) Events Working Party – As and when required.
 - h) Other: Capel Cares – Cllr: Lake
5. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCILLOR SURGERY and OTHER SOURCES**
 - Request to plant more flowers on Lancaster Avenue Playing Field boundary. *Action: Clerk to make enquiries on English Bluebells.*
 - Car parking outside school for collection and delivery and leaving vehicles idling. *Action: To request Community Warden to monitor.*
 - A new layer of fine chippings requested to Petanque Court. *Action: To obtain quotation from Capel Groundworks.*
 - Notification of closure of Dover Road, Folkestone, doctors' surgery received, *Action: Councillors agreed to write a feedback to NHS Commissioning Group on this unexpected closure and the consequences for residents of Capel.*
6. **MINUTES OF THE MEETING HELD ON 25th APRIL 2017**
The Minutes of the meeting held on 25th April 2017 were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Stone, seconded by Cllr. Holliday.
7. **DECLARATION OF PERSONAL INTERESTS** – Cllrs: Leppard and Stone on item 8d as VAO (Voluntary Announcement of Other Interest).
8. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management** (Speed Watch Scheme, Speeding and traffic calming - B2011 and Capel Street)
 - i) **B2011 – relocation 40mph and Old Dover Road - 20mph signs.**
Recent Shepway meeting held with Kent Police, Kent Highways and Councillors, had taken in issues on the whole of the B2011. Questions were raised and are awaiting some answers on the following: 40mph speed zone extension to Courtwood Roundabout, surface damage on Dover Hill, good arguments for bulk TR Orders, education of drivers, confirming incidents with CSU and PCSO. *Action: Cllr: Greening to still devise a letter to be sent to Kent County Councillor Mathew Balfour responsible for Highways and Transportation.*

Signed Chairman

Date 20th June 2017

ii) Accidents on B2011 – making a safer road

This was also discussed at Shepway meeting, with advice requested on how to make the B2011 safer. *Action: Reporting ALL accidents (however small), issues or concerns, together with any anti-social behaviour in the village, via – Kent Police on 101 (requesting an incident report number) or 999 if an emergency, together with ALSO informing directly to our PCSO Gretel May, Community Warden Andrew, the Dover District Community Safety and Parish Clerk who keep lists. This will help support and back-up the Councillors' aim to provide the much needed statistics.*

b) Commemorative Bench

Bench to be installed this week with commemorative event on 22nd May.

c) Disabled access to Clifftop, Old Dover Road

Reply received from NHS. Awaiting reply from their investigations into land ownership.

d) Use of Post Office Room

Nothing to report. A meeting with representatives from Village Hall Committee is being held Friday. Chairman and Clerk to attend.

e) Litter Collections

Agreed to purchase black sacks for collectors to use.

Cllr: Pilcher to make enquiries on remuneration paid.

Clerk to mention thanks in Grapevine for everyone, including dog walkers for collecting litter.

f) Other

Donations to Organisations - concluded with cutting of St Mary's Churchyard agreed following meeting with contractor for 5 cuts/strim during the growing season for one year only.

Bus Shelter, Helena Road – Ordered and installation to be confirmed. Old shelter being removed as Dover District Council do not require it now.

Missing Village Name (Capel Street) – Cllr: Leppard to investigate further.

Grapevine for the Blind – Cllr: Greening had investigated and there is available software to read documents in Word format.

Waste Bins on B2011 – Agreed to reapply to Dover District Council for two further bins on New Dover Road.

Remembrance Day Event, 11th November – Rev Brian Williams agreed to officiate at the Memorial in Lancaster Avenue.

9. PLANNINGa) Proposed Development Land South of New Dover Road (B2011).

17/00517 | Display of 2 non-illuminated advertisement signs | Land South of New Dover Road, Capel-le-Ferne, CT17 7AZ. *Action: No objections other than the name of Grasslands on design details.*

b) Quinn Estates - Land North of New Dover Road (B2011).

Still waiting a decision from DDC on date when Planning Committee will discuss. Maybe July meeting.

c) Proposed Development 107 – 127 Capel Street.

Still waiting a decision from DDC on date when Planning Committee will discuss. Maybe July meeting. Surveys had been noticed taking place on site.

d) Proposed Development Land junction Winehouse Lane and Capel Street.

Still waiting a decision from DDC on date when Planning Committee will discuss. Maybe July meeting.

e) Review of Dover District Council's Local Plan.

Document and flow chart on way forward, was presented to members. *Action: Clerk to arrange a consultation with Dover District Officer, Adrian Fox, as now being an opportune time, before more is arranged, i.e. Regulation 18 stage, a possible questionnaire to residents and forming a working party.*

f) Other

New building “Longview”, South of Old Dover Road – still waiting a decision from DDC.

10. DELEGATES REPORTSa) Neighbourhood Watch

- Cllr: Shaw notified meeting she had withdrawn from Capel Cares. *Action: Cllr: Lake agreed to attend on behalf of Parish Council and report back.*
- All other notifications continues via the email database and Facebook page.

Signed Chairman

Date 20th June 2017

b) **Play equipment**

- Status Equipment report circulated.
- Contractors and costs agreed to;

Re-mark Multi Use Games Area awarded to Trevor May Contractors.

Trevor May Contracors Ltd, Challock, Kent	£595.00 + VAT
Mercator Markings Ltd, Gillingham	£375.00 + VAT
Wicksteed Playgrounds	£1,250.00 + VAT

- Refurbishment of Teen Shelter, MUGA post corrosion and equipment in Junior Play Area agreed to request Ashley Engineering to carry out.
 - Amount set aside by Councillors from precept, to replace unused equipment with a popular alternative in Junior Play Area in future.
- c) **Village Hall Management Committee**
- Community Day – 17th June, with hand-on crafts – a request for maximum of £50 to cover materials for craft was agreed. Other; new-age kurling, simple fete games, music and refreshments.
- d) **Highways** - No report
- e) **Public Rights of Way** – Thanks expressed to Cllr: Lake for undertaking PROW delegate. *Action: Cllr Norris to request return of maps from previous representative.*
- f) **Training/workshops/seminars**
Clerk requested attendance to a Clerk's Conference in September at a cost of £72. *Action: Agreed by all and Clerk would book a place.*
- g) **District Councillor Scales** – No report.
County Councillor Lymer – No report.
- h) **Other** - None.

11. **CORRESPONDENCE**

Kent Police Property Fund grant form received. *Action: To apply for funds, requesting use as replacement of CCTV Hard Drive, which is of long-standing status.*

Other items received:

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

1. Broxap – Litter & Recycling bins brochure 2017
2. Furniture at Work Brochure
3. Viking Stationery – May offers
4. Clerks & Councils Direct magazine
5. Leaflet Wicksteed 2017 Catalogue
6. Leaflet Hags Play Equipment
7. Monthly CSU Ward Report

12. **INSURANCE QUATIONS AND APPROVAL INSURANCE COVER 2017 -2018**

The following quotations were received:

AON Limited		£1,210.27
Ecclesiastical	**	£1,516.53
Hiscox	**	£1,444.31
Inspire (AXA)	**	£1,284.35
Zurich Municipal		£930.01

Action: To accept the Brokers (Came and Company) recommendation of Inspire (Axa), for one year.

Signed Chairman

Date 20th June 2017

13. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

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

To Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS	Cheque BACS DD/SO	BANK A/Cs	Statement No:	Reconciliation
Brought Forward					37,225.22				
Keith Pilcher	Noticeboard Locks	8.39		8.39		1529			
Nat West	Interest/adjustment	0.23			11.95	DD			
J & C Perry	Advert	26.00			26.00	BACS			
V J & A E Bryant	Advert	20.00			20.00	BACS			
Thomas & Partners	Advert	40.00			40.00	BACS			
StreetZ to StreetZ	Advert	18.00			18.00	SO			
Village Hall	Rent	9.00		9.00		BACS			
Harmer & Sons	Grounds Maintenance	405.00	81.00	486.00		BACS			
Stephen Huxtable	St Marys cutting	120.00		120.00		1531			
Viking	Paper & Ink Cartridges	94.39	18.88	113.27		BACS			
Dover District Council	Printing Grapevine	382.92		382.92		BACS	Reserve	222	35,036.59
Mr D Reed	Litter Clearing	83.33		83.33		BACS	Current	767	2,236.09
Mrs M Leppard	Salary £352.26 Broadband £11.10	363.36		363.36		BACS	Project	20	728.43
		1570.62	99.88	1,566.27	115.95				38,001.11
								Less Un-Reconciled	2,226.21
					35,774.90				35,774.90

14. MATTERS CONCERNING THE PARISHa) **Councillors' comments**

- Development Construction Traffic parking on road and grass verges. *Action: To be monitored.*
- Metal plates across road during works during Development Works. *Action: Monitored and was reported to Affinity Water.*
- Works by Affinity Water around village postponed until September.
- Speed Watch site in Old Dover Road to be assessed by Kent Police. *Action. Cllr: Lake agreed to liaise with Community Warden on a suitable position.*
- Over-night diversion signs during A20 TAP works and lorries speeding through the village. *Action: Clerk attempting to arrange more 40mph signs on the B2011 and Kent Police assistance to enforce.*
- Concerns expressed on particular resident's dangerous parking on grass verges New Dover Road. *Action: Community Warden to be requested to address this.*
- Thanks expressed to Keith Pilcher for undertaking a further year as Chairman.

b) **Approve resolution to discuss any confidential issues in agenda item 13**

None.

15. DATE OF NEXT MEETING – Tuesday, 20th June at 7.30pm. (Apologies received Cllrs. Leppard, Pilcher and Stone).**16. CONFIDENTIAL ITEMS**

None

Signed Chairman

Date 20th June 2017