

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 21<sup>ST</sup> MAY 2019**

**Present:**

Cllrs; Greening, Holliday, Lake, Leppard, Norris, Pilcher and Shaw together with Community Warden Andrew Hawkins, and District Councillor James Rose.

**1. WELCOME**

The Parish Clerk welcomed and congratulated the elected members following the recent uncontested election. Written Undertakings completed and signed.

**2. CO-OPTION TO FILL VACANCIES**

Councillors co-opted Mr Christopher Norris to fill one of the vacancies. Proposed by Cllr. Lake and seconded by Cllr. Greening and agreed by all. Written Undertaking completed and signed.

**3. APPOINTMENT OF CHAIRMAN**

Nominations for Chairman were received and accepted by Cllr. Lake. Proposed by Cllr. Pilcher, seconded by Cllr. Leppard and agreed by all. Declaration of Acceptance of Office completed and signed. Thanks were expressed to Keith Pilcher for a fantastic job as Chairman since 2015.

**4. APPOINTMENT OF VICE-CHAIRMAN**

Nominations for Vice-Chairman were received and accepted by Cllr. Pilcher. Proposed by Cllr. Norris, seconded by Cllr. Greening and agreed by all. Declaration of Acceptance of Office completed and signed.

**5. APOLOGIES – County Councillor Geoff Lymer.**

**6. APPOINTMENT OF DELEGATES, COMMITTEES AND WORKING PARTIES**

- a) Neighbourhood Watch Delegate – Cllr. Julie Shaw
- b) Play Equipment Delegate – Cllr. Keith Pilcher
- c) Highways Delegate – Cllr Keith Pilcher (Temporary)
- d) Public Rights of Way Delegate – Cllr. Tony Lake
- e) Planning Working Party (with delegated powers) – Cllrs. Holliday, Lake, Norris and Pilcher
- f) Action Plan Working Party – Cllrs. Greening, Norris and Shaw
- g) Other – James Rose was welcomed to his first meeting as our Ward Councillor for Dover District Council.

**7. PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES - (Items raised are discussed by Councillors under related entries on Agenda).**

- Thanks were received from Brian Tutt for the gift presented to him on retirement.
- Trees in Cauldham Lane overgrown. *Action/Resolution: Reported to Kent Highways.*
- Grass cutting of playing field. *Action/Resolution: Contractor contacted and completed following day.*
- St Mary's Church Lychgate working party. *Action/Resolution: No Councillors volunteered.*
- 20/40mph signage Helena Road/New Dover Road bent. *Action/Resolution: Reported to Kent Highways.*
- White gates boxes planting. *Action/Resolution: Sponsors reminded.*
- New Chairman, Cllr. Lake, agreed to fulfil surgery duties.

**8. MINUTES OF THE MEETING HELD ON 19<sup>th</sup> MARCH 2019**

The Minutes of the meeting held on 16<sup>th</sup> April 2019 were approved and signed by the Chairman, Cllr. Tony Lake, proposed by Cllr: Greening, seconded by Cllr: Holliday and agreed by all.

**9. DECLARATION OF PERSONAL INTERESTS – None.**

Signed ..... Chairman  
Date ..... 18<sup>th</sup> June 2019

**10. MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA****a) Traffic Management**

Amendments made to location of roundels for Old Dover Road. *Action/Resolution: Clerk to chase up map and make enquiries for future maintenance of roundels. Date for installation to be chased with Kent Highways.*

**b) Roadside Planters**

Gates painted, new boxes installed, filled with new compost and will be planted by sponsors.

**c) School Project Donation**

Cllr. Holliday reported: Good response received from parishioners for equipment for School. Meeting with Headteacher received a response for a replacement storage container. *Action/Resolution: Thanks to be reported in Grapevine and request to continue donations. More exploring of storage containers to be undertaken by Community Warden and Clerk.*

**d) Other – Fence on Horse Field replaced in Old Dover Road.****11. PLANNING****Applications: refused permission by Dover District Council**

- 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.

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

- 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 Dover District Council Decision**

- 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

**Applications: waiting Dover District Council Decision**

- Re: 19/00442 | Erection of single storey side porch, rear corner extension, double garage, raise the roof to facilitate loft conversion, replacement and extension of retaining wall across existing driveway (existing garage and driveway to be removed) | 97 Capel Street Capel Le Ferne CT18 7HB

**Applications: waiting Parish Council Decision**

- 19/00559 | Removal of Condition 4 of planning permission DOV/15/00311 which restricts use of annexe to an immediate relative of occupants of the main dwelling | Annexe 124 Capel Street Capel Le Ferne CT18 7HB

Signed ..... Chairman

Date ..... 18<sup>th</sup> June 2019

**12. DELEGATES' REPORTS****a) Neighbourhood Watch**

- Theft of power tools from motor vehicle in Lancaster Avenue reported.
- Fly-tipping in Old Dover Road evidence address found. *Action/Resolution: Reported to Dover District Council.*
- 1<sup>st</sup> Aid Course for School children being pursued with Headteacher by Community Warden.
- Concerns expressed on security of Playing field with recent incidents reported in other areas of Travellers. *Action/Resolution: Clerk to contact Capel Groundworks for advice and NSL Security on upgrading CCTV coverage.*
- With summer and warmer weather upon us, request to campaign in Grapevine etc., to be alert if windows and door are left open. *Action/Resolution: Clerk to address accordingly.*
- Hoarding erection in Old Dover Road on Jarvis' Homes development. *Action/Resolution: To be investigated further by Cllr. Lake.*

**b) Play equipment**

- Status Report circulated.
- Annual RoSPA Inspection booked for July.
- Request to ascertain contract renewal date for Gym Equipment. *Action/Resolution: Clerk to address.*

**c) Highways**

- Various potholes and overgrown trees in Cauldham Lane and New Dover Road reported to Kent Highways.

**d) Public Rights of Way**

Following completion of enhancement to Green Lane, new growth in verges has begun. Damage to lockable bollard reported and waiting replacement and a turn space for resident's caravan to be investigated further.

**e) Action Plan**

Working party formed will be meeting and report back at next meeting

**f) Speed Watch**

- Site 3 not as successful as others on B2011. *Action/Resolutions: To endeavour to recruit other volunteers and existing team members to try setting up equipment.*

**g) Capel Cares**

Continues to help and assist residents in various ways.

**h) Grapevine Newsletter**

- No reply from communication sent to Whitecliffs Park, so delivery to continue as at present.

**i) Village Hall Management Committee**

Cllr. Pilcher volunteered to be Council's representative regarding Village Day on 20<sup>th</sup> July.

**j) Training/workshops/seminars**

- KALC Communication and Social Media Networking Event, 22<sup>nd</sup> June.
- KALC Dynamic Councillor Learning Events, several dates and venues. Additional date added: 12<sup>th</sup> June at Folkestone Town Council.

**k) District Councillor James Rose**

- Lead being taken on Dover Seafront transformation, with ideas of; pop-up shacks, live music, mariner; bars and shops.
- Old Co-op store to possibly be used for smaller retail units.

**County Councillor Geoff Lymer**

- No report.

**l) Other - None.****13. CORRESPONDENCE**

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

1. DDC – Community Housing and Self Build letter and posters
2. Glasdon, street furniture brochures
3. Clerk & Councils Direct magazine
4. Furniture at Work brochure
5. Viking May Sale, Paper, Ink and toner, Smart Choice booklets and Products Directory
6. Wicksteed play equipment leaflet
7. Hags play equipment spring offers 2019 brochure

Signed ..... Chairman

Date ..... 18<sup>th</sup> June 2019

**14. 2018-2019 ANNUAL ACCOUNTS AND REPORT**

Circulated to Members, agreed and approved by members present. *Action/Resolution: Proposed by Cllr. Greening, seconded by Cllr. Pilcher and all agreed. Signed as a true record by Chairman Cllr: Lake and Responsible Finance Officer/Clerk, M. Leppard. Preparation for internal and external audit underway.*

**15. INSURANCE QUOTATIONS AND APPROVAL INSURANCE COVER 2019 -2020**

The following quotations were received:

|                       | One Year         |
|-----------------------|------------------|
| <b>Inspire</b>        | <b>£1,407.67</b> |
| <b>Hiscox</b>         | <b>£2,012.48</b> |
| <b>Ecclesiastical</b> | <b>£2,088.44</b> |

*Action/Resolution: Proposed by Cllr. Cllr Greening, seconded by Cllr. Pilcher and agreed by all, to accept the Brokers (Came and Company) recommendation of Inspire (Axa), for one year.*

**16. CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

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

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

| Date     | 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>58,725.64</b> |   |                      |                           |               |                  |
| 23.04.19 | G B Haworth                 | Painting Gates                                     | 513.00         |       | 513.00         |                  | R | BACS                 |                           |               |                  |
| 25.04.19 | B Young Grounds Maintenance | Planting Compost                                   | 55.00          | 11.00 | 66.00          |                  | R | BACS                 |                           |               |                  |
| 27.04.19 | Dover District Council      | Print Community Plan                               | 1000.00        |       | 1000.00        |                  | R | BACS                 |                           |               |                  |
| 27.04.18 | Dover District Council      | Print April Grapevine                              | 382.92         |       | 382.92         |                  | R | BACS                 |                           |               |                  |
| 30.04.19 | Nat West                    | Interest   | 6.94           |       |                | 6.94             | R | INT                  |                           |               |                  |
| 21.05.19 | Adverts                     | Various  | 1536.00        |       |                | 1536.00          | R | BACS                 | <b>Cash/Chq in Hand</b>   |               | <b>1.56</b>      |
| 21.05.19 | Harmers and Sons            | Grass Cutting                                      | 412.50         | 82.50 | 495.00         |                  |   | BACS                 | <b>Reserve A/c</b>        | <b>244</b>    | <b>46,439.57</b> |
| 21.05.19 | Dover District Council      | Print May Grapevine                                | 382.92         |       | 382.92         |                  |   | BACS                 | <b>Current</b>            | <b>881</b>    | <b>1,237.10</b>  |
| 21.05.19 | Royal British Legion        | Wreath Memorial Day                                | 18.50          |       | 18.50          |                  |   | Cheque               | <b>Project</b>            | <b>22</b>     | <b>10,728.43</b> |
| 21.05.19 | Staff                       | Salaries   | 516.30         |       | 516.30         |                  |   | BACS                 |                           |               | <b>58,406.66</b> |
| 21.05.19 | Staff                       | Expenses: Land Registry Checks, Energy & Broadband | 24.00<br>18.00 |       | 42.00          |                  |   | BACS                 |                           |               |                  |
|          |                             |  |                |       | 3,416.64       | 60,268.58        |   |                      | <b>Less Un-Reconciled</b> |               | <b>1,554.72</b>  |
|          |                             |  |                |       |                | <b>56,851.94</b> |   |                      |                           |               | <b>56,851.94</b> |

|              |                  |
|--------------|------------------|
| Project      | 10,728.43        |
| Other        | 46,123.51        |
| <b>TOTAL</b> | <b>56,851.94</b> |

Signed ..... Chairman  
Date ..... 18<sup>th</sup> June 2019

17. **MATTERS CONCERNING THE PARISH**

a) **Councillors' comments**

- Hedgerow opposite Battle of Britain Memorial Site requires cut back. *Action/Resolution: Clerk to report to Kent Highways.*
- Contact to be made with NSL Security on upgrading CCTV coverage.
- Footpath repairs junction Albany and Alexandra Road. *Action/Resolution: Reported to Kent Highways.*

b) **Approve resolution to discuss any confidential issues**

Cllr: Lake requested point to be discussed under confidential agenda item 19.

18. **DATE OF NEXT MEETING** – Tuesday, 18<sup>th</sup> June 2019 at 7.30pm.

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