

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 19th MAY 2015

Present:

Cllrs; C Norris, K Pilcher, J Shaw, G Greening, B Tutt, together with Frederick Scales (District Councillor) and Geoff Lymer (County Councillor).

1. **APOLOGIES:** Cllr: J Stone and PCSO Gretel May.

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

3. **APPOINTMENT OF CHAIRMAN and Completion Declaration of Acceptance of Office**

Cllr: Keith Pilcher was proposed as Chairman by Cllr: Norris, seconded by Cllr: Tutt. This was accepted and Cllr: Pilcher was duly re-elected and signed declaration of office.

4. **APPOINTMENT OF VICE-CHAIRMAN and Completion Declaration of Acceptance of Office**

Cllr: Chris Norris was proposed as Vice-Chairman by Cllr: Tutt, seconded by Cllr: Stone and Shaw. This was accepted and Cllr: Norris was duly re-elected and signed declaration of office.

5. **APPOINTMENT OF DELEGATES and COMMITTEES**

a) Neighbourhood Watch Delegates – Cllrs: J Shaw (proposed by Cllr. Tutt and seconded by Cllr: Stone).

b) Village Hall Management Delegate – Cllr: J Stone (proposed by Cllr. Norris and seconded by Cllr: Shaw).

c) Highways Delegate – Cllr: B Tutt (proposed by Cllr. Greening and seconded by Cllr: Stone).

d) Public Rights of Way Delegate – Vacant

e) Planning Committee with Delegated Powers applied – Cllrs: G Greening, C Norris, K Pilcher, J Stone and B Tutt.

f) Events Committee – Cllrs: Norris, Pilcher and Stone.

g) Other: Outdoor Play Equipment – Cllr: K Pilcher (proposed by Cllr. Tutt and seconded by Cllr: Stone).

6. **SPECIAL CERTIFICATE OF RECOGNITION AWARD**

The Councillors decided this year the award would be given to Michael Marshall.

A nomination to Kent Association of Local Councils, Mick was given their Community Award Certificate under a scheme supported by the High Sheriff of Kent, Chairman of Kent County Council and Mayor of Medway. This was presented by Ray Evison, Chairman of KALC.

7. **PUBLIC ADDRESS TO COUNCILLORS**

Resident Mrs Cherry Leppard enquired on (1) - the A20 Traffic Assessment and highlighted the dangers being encountered, HGVs not obeying to 40mph rules, closure of Courtwood Roundabout slip road, not enforcement at Aycliffe, temporary signs too low, congestion at Maxton, – Cllr. Tutt and District Cllr. Scales addressed this “trial” assessment of Highway England stating the Council agreed and would be putting forward their feedback to Highways England and encouraging others to send their comments also by 8th July to: Email: info@highwaysengland.co.uk or call 0300 123 5000. (2) - The responsibility of collecting and disposing of dead animals on roadside was also raised - District Cllr Scales would make further enquiries with the District Authority on this.

8. **MINUTES**

The Minutes of the meeting held on 21st April 2015 were proposed as a true record by Cllr: Greening and seconded by Cllr: Stone and approved, signed by the Chairman, Cllr: Pilcher.

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

a) **Repair Status of Play Equipment and Fencing – Report circulated**

i. Fencing complete to Petanque Court and Memorial.

ii. Slide parts arrived and due for instalment within the week.

iii. Tarmac under grind rail in skate-park would be completed by Capel Groundworks when next doing works of this nature.

iv. Flaked paint on gym cross trainer reported and screws replaced on skate-park

SignedK Pilcher.....
Chairman / ~~Vice-Chairman~~ – 16th June 2015

b) Land Development - South of New Dover Road

To date, no application submitted. Two pre-application meetings held with Dover District Planning Authority. Feedback from Planning Officer – concerns expressed on road layout, too much land being developed and 3 storey properties planned.

If an application is submitted, it was agreed to hold a “working-party” of all Councillors to address. It was also requested that the Clerk contact Jarvis Homes on their time-line for application and if they would be willing to another presentation of proposed plans.

c) Tree Rear of 9 Beatrice Road

Two options to consider and quotations received on removal of a tree causing concern to adjoining property and street lighting rear of Beatrice Road/Lancaster Avenue. It was agreed by all to accept the option to completely remove the offending tree to alleviate further growth and expenditure.

d) Grass Cliff-tops, Old Dover Road

Maps received on areas Kent County Council Public Rights of Way attend – this indicated they only cut a one and half metre footpath along the cliff-top.

e) Approve Notice on Protocol of Filming/recording at meetings

Draft copy had been circulated and this was agreed by all. Clerk would produce for display at all meetings.

f) Traffic and Road Improvements/Management Priorities

- i. HGVs parking on Old Dover Road - discussions still on-going with regard to weight restriction signage being in the wrong place on Old Dover Road (Dover end). Lorry prohibition signs being investigated by District Councillor Scales – Clerk to make contact with Leeds Parish Council where they are in evidence. New Legislation required and charges in lorry parks revisited and discussed, together with amount of traffic on B2011. District Councillor Scales to continue further work on this.

10. **DELEGATES REPORTS**

a) Neighbourhood Watch – Community Warden/PCSO and/or Cllr: Shaw.

- i. Clerk would continue to feedback information to all on the internet.
- ii. Details of contacts for Neighbourhood Watch to be forwarded to new delegate Cllr. Shaw.

b) Village Hall Management Committee - VHMC Minutes/Cllr: Stone.

Report circulated. Installation of yellow salt bin and relocation of salt bag from grass area – District Councillor Scales to make enquiries on organising a tractor to move salt bag to tarmac area between rails and bins.

c) Highways – Cllr: Tutt.

- i. Cracks in roads, especially B2011, reported.
- ii. Grass verges on B2011 following gas mains renewal works - meeting to be arranged and letter to be sent regarding reinstatement or financial compensation would be sought.

d) Public Rights of Way

- i. Negotiations continue on extension of footpath to rear school gate for bike/scooter route.
- ii. No objection from KCC PROW in principle, and suggested the whole width of bridleway is done and flooding to be addressed.
- iii. Cost of £12-14,000 to resurface. Funding this to be identified.
- iv. PROW to be contacted again requesting if only half the bridleway is done and own contractors used would reduce cost.
- v. Cllr. Tutt to contact Headteacher of School to ascertain their requirements.

e) Annual Playing Field Event 2015 – Report circulated

- i. Posters being organised and Royal Oak to produce some A3 size.
- ii. Dover District Council Risk Assessment and event Management Plan in progress.
- iii. 1st Aid Course – Cllr. Stone had received an opportunity to attend one at a reasonable cost. This was proposed by Cllr. Greening and seconded by Cllr. Shaw and agreed by all.
- iv. Scout Group to be asked to attend to help clear up for a donation.
- v. Cllr. Norris had arranged “cheer-leaders” to attend and thanks were expressed.
- vi. School stalls and parents to attend under investigation.

f) District Councillor Scales and/or County Councillor Lymer
Councillor Scales reported:

SignedK Pilcher.....
 Chairman / ~~Vice-Chairman~~ – 16th June 2015

- i. Thanks expressed for vote of confidence in recent elections.
 - ii. Planning application at 124 Capel Street request for District Council Planning Committee to consider significant size of development as an annexe and parking was discussed. It was reported that there were no grounds for a committee decision, but to leave to Planning Officer decision.
 - iii. New bus shelter at Battle of Britain Memorial Site (Folkestone bound) – approach to be made to the Trustees to consider match funding this project.
 - iv. Whilst enquiring on above item (iii), Clerk to enquire on concessionary entrance fee for residents.
- g) Other
 Parking on Playing Field as overflow car park for the Battle of Britain Memorial Site 75th
 Anniversary on 12th July - no objections and agreed by all, subject to inclement weather condition.

11. CORRESPONDENCE

- a) Council Vacancies three (3) to be advertised.
- b) KALC New Councillor Induction Workshop 4th June – attendees Cllrs: Stone and Tutt.
- c) Councillors Conference 24th July – No attendees.
- d) Waste Bin outside Amin Stores not emptied – Clerk to contact Dove District Council to check.
- e) SpeedWatch Training and Sessions – Abandoned at present due to lack of personnel.
- f) White Flower Boxes (email regarding stolen plants). Agreed to advertise organisations to adopt of box.
- g) Pilot Local Warden Support Officer Scheme – considered but cannot support at present.
- h) Kent Police parish Forum meeting 27th May – Attendees Cllrs: Shaw and Stone.

Other

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

Other received:

1. KALC New Councillor Induction Training – 4th June 2015
2. KALC Councillors Conference - 24th July 2015
3. Parish Election Co-option Candidates Consent to Nomination Form
4. Litter Bin outside Amin Stores
5. Speedwatch Training – 3rd June 2015
6. Memorial Boxes, Old Dover Road
7. KALC/KCC - Pilot Warden Scheme
8. Kent Police – Police Parish Forum – 27th May @ Whitefield or 11th November @ Sandwich
9. Local Government Boundary Commission – Electoral Review of Kent – Draft Recommendations
10. Finn & Sons – Land affected by Utilities – Surveyor
11. Clerks & Councils Direct Magazine
12. Hags Playground Equipment Leaflet
13. Eibe Playground Equipment Leaflet

12. INSURANCE QUOTATIONS AND COVER FOR 2015-2016

Five (5) quotations received and circulated. It was proposed by Cllr. Greening and seconded by Cllr. Stone to accept Hiscox (via Came and Company) at £1,180.56 for one year.

13. 2014-2015 YEAR END ACCOUNTS (draft circulated)

The accounts for year ending 2014-2015 were approved, proposed by Cllr. Stone and seconded by Cllr. Greening.

14. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised: Proposed by Cllr: Tutt, seconded by Cllr: Stone and signed by the Chairman, Cllr. Pilcher and Clerk/Responsible Finance Officer.

MONTH'S INCOME/EXPENSES

BANK BALANCES - DETAILS	B/fwd	C/fwd	NOTES
Bank Account (Reserve) Balance	32,456.14	29,456.14	
Bank Account (Current) Balance	985.48	846.23	
Bank Account (Community Project)	277.94	277.94	
TOTAL	33,719.56	30,580.31	
INCOME - DETAILS		<i>Credit No: or BACS</i>	NOTES
<u>Payments received and confirmed receipt into Bank Account</u>	INVOICE		
To and Fro Cars – Grapevine Advert	36.00	100379	
Bright Ideas – Grapevine Advert	108.00	BACS	
TOTAL	144.00		

EXPENSES - DETAILS	INVOICE	VAT	<i>Cheque No: or BACS/SO/DD</i>	NOTES
<u>Invoices received and Payments to be made</u>				
Capel Groundworks – Fencing Petanque & Memorial	9,670.00	1,934.00	BACS	
Harmer & Sons – Grass Cutting	387.50	77.50	BACS	
Dover District Council – Grapevine Print	425.32		BACS	
Viking – Paper, Ink Cartridges, Staples	50.44	10.09	BACS	
Mr D Reed – Litter Clearance April 2015	75.00		BACS	
Mrs M Leppard – Salary (£301.50)	301.50		BACS	
TOTAL	10,909.76	2,021.59		

15. **PLANNING****Applications Decided by Sub-Committee**

88 Capel Street, Capel-le-Ferne, CT18 7HF - 15/00404 - The replacement of an existing garage on the same site. **Resolution:** Capel-le-Ferne Parish Council have no objection to this application.

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). **Resolution:** Capel-le-Ferne Parish Council would suggest that inspection of the following concerns raised on this application are called in by Dover District Council Planning Officer for a Full Planning Committee decision and approval. 1) - Concerns due to the significant increase in size with the addition as an annexe both on size and in overall construction and layout. This is a sizeable extension but, on looking at the detail, cannot see how it could be made any smaller, due to the facilities that are required for the purposes of the annexe. The extension on the main house, appears to be 'in keeping' with the design of the current house and is extending backwards from the original build, into a large plot, which is more than adequate for the size of the new build. 2) - A condition placed on this application to confirm that there would be enough parking space allowed for the amount of cars that will be using the property. This looks as though it could be easily remedied due to the sizeable frontage that the property in that it has extended hard standing large enough for 3+ cars. 3) - Check to confirm that there is no loss of light to the neighbouring property.

Applications Granted

(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).

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

- Thanks expressed to Keith Pilcher for taking the Chair.
- Keith requested if chairman workshop training could be investigated with KALC.

b) **Approved resolutions to discuss any confidential issues in agenda item 18 - i.e. a Planning enquiry.**

17. **DATE OF NEXT MEETING** - Tuesday, 16th June 2015 at 7.30pm.

18. **CONFIDENTIAL ITEMS** None

SignedK Pilcher.....
Chairman / ~~Vice Chairman~~ – 16th June 2015