

# 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, 19<sup>th</sup> JUNE 2018, AT 7.30PM**  
**AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE**

## **AGENDA**

1	To RECEIVE Apologies for absence; <i>Cllrs: Pilcher and Tutt (to date)</i>
2	To RECEIVE Jayne Cribben, Thanet Community Bus Scheme
3	To RECEIVE any Public Address to Councillors & Surgery Feedback ( <i>10-15 minutes</i> )
4	To APPROVE Minutes of the meeting held on 15 <sup>th</sup> May 2018 ( <i>draft attached</i> )
5	To DECLARE any personal interests in items on Agenda
6	To DISCUSS matters arising from minutes or not covered elsewhere on agenda <ul style="list-style-type: none"> <li>a) <i>Traffic Management</i></li> <li>b) <i>Village Questionnaire and Village Status</i></li> <li>c) <i>Postman Jay Memorial Bench</i></li> <li>d) <i>Defibrillator and Public Demonstration</i></li> <li>e) <i>Community Bus Scheme</i></li> <li>f) <i>Council Vacancy</i></li> <li>g) <i>General Data Protection Regulations</i></li> <li>h) <i>Other</i></li> </ul>
7	To RECEIVE and DISCUSS Planning Applications
8	To RECEIVE Delegates and any other sub-committee reports not covered elsewhere <ul style="list-style-type: none"> <li>a) <i>Neighbourhood Watch</i></li> <li>b) <i>Play Equipment Status</i></li> <li>c) <i>Highways</i></li> <li>d) <i>Public Rights of Way</i></li> <li>e) <i>Speed Watch</i></li> <li>f) <i>Capel Cares</i></li> <li>g) <i>Grapevine Newsletter</i></li> <li>h) <i>1914-1918 Nation's Tribute 100 years Remembrance - Sunday, 11/11/18</i></li> <li>i) <i>Training/Workshops/Seminars</i> <ul style="list-style-type: none"> <li>➤ <i>Invitation to Dover District Local Plan - Stakeholder Workshop 17<sup>th</sup> July</i></li> <li>➤ <i>Other</i></li> </ul> </li> <li>j) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i></li> <li>k) <i>Other</i></li> </ul>
9	To RECEIVE and DISCUSS Correspondence <ul style="list-style-type: none"> <li>a) <i>Village Hall (PO Room Locks and Noticeboards)</i></li> <li>b) <i>Other</i></li> </ul>
10	To RECEIVE and ADOPT: <ul style="list-style-type: none"> <li>a) <i>New Standing Orders (Draft attached – separate cover)</i></li> <li>b) <i>Financial Regulations (Draft attached – separate cover)</i></li> <li>c) <i>Other – Training and Development Policy and Data Protection Policy (Next Meeting)</i></li> </ul>
11	To RECEIVE, APPROVE and AUTHORISE - BACS payments and SIGN Cheques
12	To RECEIVE and DISCUSS Any Other Business concerning the Parish <ul style="list-style-type: none"> <li>a) <i>Councillors' comments</i></li> <li>b) <i>Approve any resolutions for discussion in confidential items in agenda item 14</i></li> </ul>
13	To CONFIRM date of next meeting - ( <i>Tuesday, 17<sup>th</sup> July 2018</i> )
14	To RECEIVE and DISCUSS confidential items approved by resolution in item 12b

### **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. *Stagecoach Bus Service Route Change*
4. *Replace some existing junior play equipment - (Cllr: Norris and Cllr: Pilcher)*
5. *Footpaths South and North New Dover Road - (Kent Highways)*

Signed  (Parish Clerk). 12 June 2018

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 15<sup>TH</sup> MAY 2018**

**Present:**

Cllrs; Greening, Holliday, Lake, Leppard, Pilcher and Shaw, together with and District Councillor Frederick Scales and Andrew Hawkins (Community Warden).

1. **APOLOGIES** – Cllrs; Tutt and Norris, County Councillor Geoff Lymer and PCSO Ian Fox.
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. Lake, seconded by Cllr. Leppard and agreed by all.
3. **APPOINTMENT OF VICE-CHAIRMAN**  
Cllr. Chris Norris had declared his willingness in his absence, to be appointed as Vice-Chairman. There being no further nominations, this was proposed by Cllr. Greening, seconded by Cllr. Lake and agreed by all.
4. **APPOINTMENT OF DELEGATES, COMMITTEES AND WORKING PARTIES**
  - a) Neighbourhood Watch Delegate – Cllr. Shaw
  - b) Play Equipment Delegate – Cllr. Pilcher
  - c) Highways Delegate – Cllr. Tutt (*agreed previously in his absence*)
  - d) Public Rights of Way Delegate – Cllr. Lake
  - e) Planning Committee – Cllrs. Holliday, Lake, Norris (*agreed previously in his absence*) and Pilcher.
  - f) Events Working Party – As and when required.
  - g) Other:
    - Capel Cares – Cllr. Lake.
    - Council Spokesman – Cllr. Lake.
    - SpeedWatch – Cllr. Greening.
    - Grapevine Newsletter – Cllr. Leppard.

A Vacancy has arisen following the resignation of Jayne Stone. Councillors accepted the resignation with regret and requested flowers sent, with thanks expressed to Jayne for her service to the Parish Council.
5. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**
  - Paragliding from Clifftop concerns.
  - Inconsiderate parking issues in Elizabeth Drive concerns.
6. **MINUTES OF THE MEETING HELD ON 17<sup>TH</sup> APRIL 2018**  
The Minutes of the meeting held on 17<sup>th</sup> April 2018 were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Holliday, seconded by Cllr. Lake.
7. **DECLARATION OF PERSONAL INTERESTS** – None.
8. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
  - a) **Traffic Management** – Traffic survey for B2011 received and previously circulated.  
*Action/Resolution: Waiting KCC Traffic and Network Solutions Team for advice. Early indications from Questionnaire indicate residents' concerns with speeding issue including Capel Street and suggestion was this could be addressed with repeater signs or roundels on road, which could be considered in future decision making.*
  - b) **Village Questionnaire** – Spreadsheets being worked on to collate statistics. *Action/Resolution: Work in progress. Cllr. Greening offered assistance. Clerk to contact Adrian Fox, DDC, on "Village Status" and when to address this.*
  - c) **Postman Jay Memorial** – Received and installed. Official opening, Saturday, 2<sup>nd</sup> June at 3pm.  
*Action/Resolution: Clerk gave apologies for not being able to attend opening. Cllr. Leppard to arrange ribbon cutting and refreshments.*

Signed ..... Chairman  
Date ..... 19<sup>th</sup> June 2018

- d) Defibrillator – Disappointing attendance at training session reported. *Action/Resolution: Child's pads to be ordered for Playgroup – all agreed. Advertise demonstration video on "You Tube". Register unit with Ambulance Service.*
- e) Community Bus Scheme – Representative of Thanet Community Bus Transport attending June meeting. *Action/Resolution: Clerk to advertise to residents.*
- f) Vacancy - *Action/Resolution: Waiting statutory time for 10 residents to declare an election via DDC.*
- g) General Data Protection regulations – Waiting Government confirmation that Parish/Town Councils may not require a Data Protection Officer. KALC had given advice to have one, but Councillors agreed they could see no reason to spend funds appointing one, but to ensure all reasonable steps are taken to undertake securing data. *Action/Resolution: Clerk to continue ongoing work in progress to change email address, etc.*
- h) Other – Damage to side glass panel of bus shelter outside Battle of Britain Memorial Site. *Action/Resolution: New glass panel ordered and claim being made on Insurance Company*

## 9. PLANNING

### a) Pending Applications

#### Applications waiting Dover District Council Decision

- 18/00264 | Increase in height of roof at first floor level including the erection of dormer extensions | Hurst Lodge, Hurst Lane, Capel-le-Ferne, CT18 7EZ
- 18/00139 | Amended Plans, Change of use from residential care home to single residential dwelling | Bracknell House, 34 Helena Road, Capel-le-Ferne, CT18 7LQ
- 18/00286 | Erection of a two storey side and single storey rear extension and the erection of a detached garage (existing extension and garage to be demolished) | 13 Beatrice Road, Capel-le-Ferne, CT18 7LH
- 18/00363 | Erection of single storey rear extension to facilitate a loft conversion with 1no. rooflight to front roofslope and 1no. rooflight to rear roofslope (existing conservatory and lean-to to be demolished) | 14 Helena Road, Capel-le-Ferne, CT18 7LG

#### Applications waiting Parish Council Decision

- 18/00454 | Erection of a single storey rear extension (existing conservatory to be demolished) | 11 Helena Road, Capel-le-Ferne, CT18 7LG
- 18/00379 | Erection of a two storey rear extension, front and side dormer roof extensions to facilitate loft conversion, insertion of 7no. rooflights to side roof slopes, extension of existing garage to provide garage/workshop (existing conservatory to be demolished) | 54 Old Dover Road, Capel-le-Ferne, CT18 7HW

#### Applications granted permission by Dover District Council

None

#### Applications waiting Government Inspectorate Appeal decision

- 16/01316 | Outline planning permission for the erection of 10 flats in 2 no. blocks (6x1 bed and 4x2 bed); and 31 dwellings (10x2 bed, 15x3 bed and 6x4 bed); plus associated access and parking (with appearance, landscaping and scale reserved)(amended plans and details), Land between Nos 107-127, Capel Street, Capel-le-Ferne, CT18 7HB

### b) Other

- Review of Dover District Council's Local Plan.  
District Councillor reported - No definitive timetable as yet. Call for sites on-going. Draft Consultation possibly now in 2019.

## 10. DELEGATES' REPORTS

### a) Neighbourhood Watch

- No crimes reported.
- No further drug evidence found.
- Dog Warden and Community Warden to hold session at Farmers' Market, to include dog chipping.
- Parking a concern everywhere in village. *Action/Resolution: Ways to prevent this required further investigation, i.e. Parking Enforcement Officer advice/attendance and leaflet distribution.*
- Doorstep Caller Campaign underway. *Action/Resolution: Community Warden to give advice and warnings at Farmers' Market. More information to be inserted into Grapevine Newsletter.*

Signed ..... Chairman  
Date ..... 19<sup>th</sup> June 2018



- b) **Play equipment**
  - Monitoring report circulated.
  - Skate Park sign repaired and refitted following vandalism.
  - Grass contractors to be contacted on disappointment expressed on lack on May cuttings.
- c) **Highways**
  - Village name sign junction Old Dover Road/New Dover Road (B2011) low, possibly slipped down pole. *Action/Resolution: Clerk to report to Kent Highways.*
- d) **Public Rights of Way**
  - Rapid growth of pathways evident. First cut in June will be monitored.
  - Cut back of hedgerows on Old Dover Road PROW to be reported for attention.
- e) **Capel Cares**
  - Better attendance now, with socialising activities taking place.
- f) **Speed Watch**
  - Two sessions being arranged.
  - Assessed sites to be rechecked.
- g) **Grapevine Newsletter**
  - No problems to report.
- h) **Training/workshops/seminars**
  - Several Workshops previously circulated.
  - Cllr. Pilcher to attend Annual Councillors' Conference at Faversham.
  - Training Policy to be investigated by Clerk.
- i) **1914-1918 Nation's Tribute 100 years Remembrance - Sunday, 11/11/18**
  - Work in progress.
  - Marshalls arranged for walk to Battle of Britain Memorial.
  - Arrangements to make lanterns underway.
  - Costs on-going as previously agreed.
- j) **District Councillor Frederick Scales report**
  - Farthingloe Planning – Developers resubmitting plans.
  - Changes to Ward Boundaries – 1<sup>st</sup> draft early June, final in August.
  - Purchase of old Co-op in Dover by District Council for mixed use of residential and retail. Developers' plans/funding anticipated in 2-3 years. Immediate use as small units in meantime.
  - Deal Pier almost finished. Owner for Café on-going.
- County Councillor Geoff Lymer** - None
- k) **Other** - None

## 11. **CORRESPONDENCE**

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

1. Kent Air Ambulance, request for donation. *Action/Resolution: To donate £300 next meeting.*
2. Thank you card from Jean Bell for Award
3. Drive Style Paving Ltd card
4. Hags Play Equipment Leaflet
5. Clerks and Councils Direct magazine
6. Viking Essentials Brochure
7. Viking Paper and Ink Brochure
8. Viking May Sales Brochure
9. Viking Facilities Essentials Brochure
10. Kent Police Working Together leaflets
11. Furniture at Work Brochure
12. KCC Kent Adult Social Care Booklet Report 2016 – 2017
13. Glasdon Street Furniture Brochure

## 12. **2017-2018 ANNUAL ACCOUNTS AND REPORT**

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

Signed ..... Chairman

Date ..... 19<sup>th</sup> June 2018

**13. INSURANCE QUOTATIONS AND APPROVAL INSURANCE COVER 2018 -2019**

The following quotations were received:

		One Year	3 Year (LTA)
Ecclesiastical	**	£2,252.78	
Hiscox	**	£1,989.44	
Inspire (AXA)	**	£1,403.53	£1,335.85
Zurich Municipal		£984.32	£906.89

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

**14. CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr. Holliday, seconded by Cllr. Lake and agreed by all. 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>43,896.78</b>				
Nat West	Interest				1.84	BACS			
Various Lights & Power StreetZ to StreetZ Capel Renovations Dave Parker Kent Cables	Adverts				514.00	BACS Credit			
Harmer & Sons	Grass Cutting	412.50	82.50	495.00		BACS			
Dover District Council	April Grapevine Print	382.92		382.92		BACS			
Streetmaster	Jay's Bench	840.00	168.00	1,008.00		BACS	Reserve A/c	232	<b>42,086.81</b>
Kent Association Local Council	Membership	474.70	94.94	569.64		Q 001547	Current	822	<b>1,597.38</b>
Staff	Salaries and Broadband	497.19		497.19		BACS	Project	20	<b>728.43</b>
		2,607.31	345.44	2,952.75	44,412.62				<b>44,412.62</b>
								Less Un-Reconciled	<b>2,952.75</b>
					<b>41,459.87</b>				<b>41,459.87</b>

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

- Cllr. Leppard requested the members' consideration to fund new Noticeboard in the foyer of the Village Hall. *Action/Resolution: Clerk to investigate cost for next meeting.*

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

None.

**16. DATE OF NEXT MEETING – Tuesday, 19<sup>th</sup> June at 7.30pm.****17. CONFIDENTIAL ITEMS - None**

Signed ..... Chairman  
Date ..... 19<sup>th</sup> June 2018

a) NEW STANDING ORDERS POLICY  
ATTACHED UNDER SEPARATE COVER

b) FINANCIAL REGULATIONS  
ATTACHED UNDER SEPARATE COVER

c) TRAINING AAND DEVELOPMENT POLICY  
NEXT MEETING (JULY 2018)

DATA PROTECTION POLICY  
NEXT MEETING (JULY 2018)