

# APEL-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, 18<sup>th</sup> JULY 2017, AT 7.30PM**  
**AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE**  
**AGENDA**

1	To RECEIVE Apologies for absence
2	To RECEIVE any Public Address to Councillors & Surgery Feedback (10-15 minutes)
3	To APPROVE Minutes of the meeting held on 20 <sup>th</sup> June 2017 (draft attached)
4	To DECLARE any personal interests in items on Agenda
5	To DISCUSS matters arising from minutes not covered elsewhere on agenda <ul style="list-style-type: none"> <li>a) Traffic Management           <ul style="list-style-type: none"> <li>i. Relocation 40mph signs on B2011 and 20mph signs on Old Dover Road</li> <li>ii. Accidents on B2011 – making a safer road</li> </ul> </li> <li>b) Disabled access to Clifftop, Old Dover Road</li> <li>c) Bluebells on Playing Field</li> <li>d) Other</li> </ul>
6	To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> <li>a) Proposed Development Land South of New Dover Road (B2011) – Jarvis Homes</li> <li>b) Proposed Development Land North of New Dover Road (B2011) – Quinn Estates</li> <li>c) Proposed Development 107 – 127 Capel Street</li> <li>d) Proposed Development Land junction Winehouse Lane and Capel Street</li> <li>e) Review of Dover District Council's Local Plan</li> <li>f) Other</li> </ul>
7	To RECEIVE Delegates and other sub-committee reports not covered elsewhere <ul style="list-style-type: none"> <li>a) Neighbourhood Watch</li> <li>b) Capel Cares</li> <li>c) Play Equipment Status</li> <li>d) Village Hall Management Committee</li> <li>e) Highways</li> <li>f) Public Rights of Way</li> <li>g) Training/Workshops/Seminars</li> <li>h) District Councillor Scales and/or County Councillor Geoff Lymer</li> <li>i) Other</li> </ul>
8	To RECEIVE and DISCUSS Correspondence
9	To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
10	To RECEIVE and DISCUSS Any Other Business concerning the Parish <ul style="list-style-type: none"> <li>a) Councillors' comments</li> <li>b) Approve any resolutions for discussion of confidential items in agenda item 12</li> </ul>
11	To CONFIRM date of next meeting - (Tuesday, 5 <sup>th</sup> August 2017)
12	To RECEIVE and DISCUSS confidential items

Signed  (Parish Clerk). 12 July 2017

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

1. Bus Shelters KCC 50% Grant (Waiting Kent County Council)
2. New Waste Bins, New Dover Road (Waiting Dover District Council)
3. Use/rent of Post Office Room (Waiting Village Hall Management Committee)
4. ER252 Bridleway surface to school rear gate for scooters etc. - (Deferred to a later date)
5. Stagecoach Bus Service Route - (Cllr: Scales)
6. Replace some existing junior play equipment - (Cllr: Norris and Cllr: Pilcher)
7. Footpaths South and North New Dover Road - (Waiting Kent Highways)

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 20<sup>th</sup> JUNE 2017**

**Present:**

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

1. **APOLOGIES** – Cllrs: Greening, Leppard, Pilcher and Stone.
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**
  - Complaints received on parking of caravan in Capel Street causing obstruction to viewing oncoming traffic. *Action: Community Warden to make further investigations and to check rules and regulations of trailers/caravans parking on highway without vehicle.*
3. **MINUTES OF THE MEETING HELD ON 16<sup>th</sup> MAY 2017**  
 The Minutes of the meeting held on 16<sup>th</sup> May 2017 were approved and signed by the Vice-Chairman Cllr. Chris Norris, proposed by Cllr. Holliday, seconded by Cllr. Shaw.
4. **DECLARATION OF PERSONAL INTERESTS** – None.
5. **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.**  
 Members were reminded of invitation sent out on meeting arranged by Charlie Elphicke MP, at Aycliffe Church Centre, regarding traffic issues. *Action: Questions and comments to be queried to be collated by Clerk for those attending. Also, Clerk to send out appeal for as many as possible of the public to attend to give their remarks.*  
*Speed Watch – volunteers to be given the opportunity to meet and arrange Teams to carry out sessions, when Community Warden not available.*
    - ii) **Accidents on B2011 – making a safer road**  
*Action: Any surveys and statistics Councillors have to be taken to the meeting with Charlie Elphicke MP. If possible, Clerk can forward these prior to meeting with a clear idea of what is required.*
  - b) **Disabled access to Clifftop, Old Dover Road**  
*Action: Clerk to chase NHS on their views.*
  - c) **Use of Post Office Room**  
 Following meeting with representatives of the Village Hall Management Committee, the position of the Parish Council was relayed. “Council members could not justify the payment of £500 per year, of public money, for use of the room. The use, at present, is only once a month for surgery, occasional planning committee meetings and use by Community Warden/PCSO when needed”. An offer of half this amount was suggested, but not settled, due to VHMC needing to establish more information on alternative use and take further advice. *Action: VHMC representatives would seek further instructions from their members. It was suggested by VHMC, that the room could possibly be used as a storage room with further cupboards for other organisations to use. The payment of hiring these cupboards would also be discussed by them. The Parish Council could then rent the room for their occasional use on an hourly basis.*
  - d) **Bus Shelters**  
 New shelter installed at Helena Road and completed satisfactorily.
  - e) **Other**
    - Bluebells on Playing Field boundary**  
 Deferred to next meeting.
    - Waste Bins on B2011**  
 Waiting decision from DDC on priority list, of where to place bins, within the District.

## 6. PLANNING

- a) **Proposed Development Land South of New Dover Road (B2011).**  
 Developers had changed their proposed name of the road to George Close. *Action: No objections and agreed by all present. Cllr: Lake to make enquiries on what the planned reinstatement works would entail to the Bridleway ER252.*
- b) **Quinn Estates - Land North of New Dover Road (B2011).**  
 District Councillor Scales reported that this would probably be on DDC agenda for their July meeting.
- c) **Proposed Development 107 – 127 Capel Street.**  
 Responses to Road Safety Audit need to be submitted by Planning Committee. *Action: Clerk requested comments from those on Planning Committee that had not responded.*  
**Proposed Development Land junction Winehouse Lane and Capel Street.**  
 No further news on this development received to date.
- d) **Review of Dover District Council's Local Plan.**  
*Action: Cllrs: Norris and Pilcher to meet Adrian Fox of Dover District Council for further information and advice.*
- e) **Other**  
16/01431 | Erection of a detached dwelling, creation of parking and associated landscaping | 'The Longview' - Land to the South of Old Dover Road, Capel-Le-Ferne, CT18 7HN  
*Action: Refused Planning Permission by Dover District Council. Reasons read to those present.*  
17/00471 | Variation of Condition 2 of planning permission DOV/15/00113 to allow insertion of roof lights (application under Section 73) | 9 Clarence Road, Capel-le-Ferne, CT18 7LW  
*Action: Clerk requested comments from those on Planning Committee that had not responded.*

## 7. DELEGATES REPORTS

- a) **Neighbourhood Watch**  
Community Warden reported the following;
- Residents warned of 4x4 vehicle cruising village, looking at properties with caravans. Police informed.
  - No problems reported at Skatepark.
  - Parking of camper van on Old Dover Road being monitored. Vehicle not over 7.5 tonne and not blocking road.
  - Minor parking issues dealt with.
  - Scam awareness for residents. *Action: Andrew to arrange distribution of information within next two months.*
  - New Speed Watch site on Old Dover Road assessed and passed by Kent Police. *Action: Andrew to arrange a meeting with all volunteers to discuss scheme and its further development.*
- Cllr: Lake reported on Capel Cares;
- 12 volunteers now checked and ready to go.
  - Request to place a flyer in the Grapevine Newsletter for July issue at Parish Council cost, asking residents to now come forward if they require assistance/advice and for more volunteers.  
*Action: Agreed by all present.*
- Cllr: Shaw requested;
- Notification sent out on leaving doors, windows, sheds and garages open.  
*Action: Clerk to send out NHW message on this.*
  - Notification to residents on temporary hard-core verge opposite development, South of New Dover Road. Reported to be of a rough substance. *Action: Clerk to send out NHW message on this.*
  - Lack of Police presence and attendance to calls was discussed as a serious cause for concern.
  - All other notifications continue via the email database and Facebook page.
- b) **Play equipment**
- Re-marking of Multi Use Games Area - waiting contractor.
  - Refurbishment of Teen Shelter, MUGA post corrosion and equipment in Junior Play Area - waiting contractor.
  - Quotation received from Ashley Engineering to repaint Teen Shelter in multi-colours, some parts powder coated, was agreed by all present. *Action: Clerk to notify contractor with order for work.*
  - The cleaning of the picnic tables and benches was suggested. *Action: Clerk to request advice and suggestions from Cllr: Pilcher.*
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c) **Village Hall Management Committee**

Focus is on building works and preparations. Farmers' Market will continue as usual. Once entry arrangements clarified, keys will be distributed.

d) **Highways** – Nothing to reporte) **Public Rights of Way**

- Bridleway Old Dover Road to New Dover Road to be queried on development and its future plans.
- Strimming along Coastal Path undertaken.
- Meeting attended on AONB; contact number, access to paths of Coastal path and Downs Way with various organisations established now.
- Cllr: Lake to arrange a meeting on site with representatives and walk areas to show them any issues.

f) **Training/workshops/seminars**

- Clerk booked on Conference in September.
- Kent AONB attended by Cllr: Lake on revision of plans from Coast to Ashford and beyond Dover. Concerns and issues put forward on loss of greenway through to coast. Cllr: Lake now in the loop for information.

g) **District Councillor Scales**

- End of LALP assessment 7<sup>th</sup> August 2017.
- Bus services consultation by Stagecoach – suggestion to input change of route, Capel to Folkestone, as discussed in the past. *Action: Clerk.*
- DDC Telephone system down.
- Noted and would check the yellow lines proposed 107-127 Capel Street.
- Noted and would check rough substance of hard-core, opposite development Land South New Dover Road.

**County Councillor Lymer** – No report.

- Suggestion to write and thank Cllr: Lymer for Commemorative bench. *Action: Clerk.*
- Enquire of Cllr: Lymer if he can suggest ways to tidy up Courtwood Roundabout, especially earth bunds installed last year. *Action: Clerk.*

h) **Other** - None.8. **CORRESPONDENCE****Items received:****List of email items received attached and/or previously forwarded.**

1. Changes affecting Folkestone Family Practice reply from NHS South Kent Coastal Clinical Commissioning Group  
*Action: Clerk circulated and requested to forward to Charlie Elphick MP.*
2. Charlie Elphicke MP, reply to Skate Park issues.
3. Agreement form from user of Playing Field for Inflatable.
4. Kent Police Property Application Form. *Action: Clerk completed waiting decision.*
5. Business advertising in village email from DDC Senior Investigation Officer (Planning Enforcement). *Action: Waiting Decision.*
6. Royal British Legion – Hand written poppy for planting request.
7. Fly the Red Ensign for Merchant Navy Day 3<sup>rd</sup> September 2017 brochure.
8. Police Open Day letter and posters for 2<sup>nd</sup> July 2017.
9. Furniture at Work brochure.

9. **2016-2017 ANNUAL ACCOUNTS AND REPORT**

Circulated to Members, agreed and approved by members present. *Action: Signed as a true record by Vice-Chairman Cllr: Norris and Responsible Finance Officer/Clerk, M. Leppard.*

Cllr: Norris enquired on the assets figure and should these be a historical figure on amount purchased as quoted, or a depreciative amount on age of asset. *Action: Clerk to make enquiries with the Audit Commission.*

**10. CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr. Norris seconded by Cllr. Tutt and signed by the Vice-Chairman Cllr. Norris, 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
<b>Brought Forward</b>					<b>35,774.90</b>				
Came & Company	Insurance	1,284.35		1,284.35		BACS			
Nat West	Interest	0.33			0.33	BACS			
Thomas & Partners	Advert	40.00			40.00	BACS			
Streetz 2 Streetz	Advert	18.00			18.00	BACS			
Dover District Council	Printing	382.92		382.92		BACS			
Dover District Council	Printing	382.92		382.92		BACS			
KALC	Clerk Conference	72.00		72.00		Q 1532			
Capel Groundworks	Installation of bench	480.00	96.00	576.00		BACS			
Royal British Legion	Wreath	18.50		18.50		Q 1533			
Queensbury Shelters	Remove old shelter	275.00	55.00	330.00		BACS	Reserve	Equipment	12,000.00
Queensbury Shelters	Helena Road Shelter	4695.00	939.99	5,634.00		BACS	Reserve	Other	13,536.92
Harmer Landscapes	Grass Cutting	405.00	81.00	486.00		BACS	Reserve A/c	224	25,536.92
Mr D Reed	Litter Clearance	83.33		83.33			Current	773	8,283.53
Mrs M Leppard	Salary £352.26 Broadband £11.10 Black Sacks £8.00 Biscuits £6.00	377.36		377.36			Project	20	728.43
				9,627.38	58.33				34,548.88
								Less Un-Reconciled	8,343.03
					<b>26,205.85</b>				<b>26,205.85</b>

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

Enquiry: which Councillors would be attending the public listening event of NEL CSU on behalf of the East Kent NHS and their partners? *Action: Cllr: Lake to attend on 4th July.*

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

Proposed by Cllr: Norris and resolution passed to discuss item confidentially. All agreed.

Councillors were reminded by Clerk, items headed "confidential" should not be discussed with any other parties or agencies without prior approval of members and recorded accordingly.

**12. DATE OF NEXT MEETING – Tuesday, 18<sup>th</sup> July at 7.30pm. (Apologies received Cllr. Stone).****13. CONFIDENTIAL ITEMS**

Recorded under separate cover.