

CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council - Maureen Leppard
 Website: www.capel-le-fernepc.kentparishes.gov.uk
 Email: clerkcapellefernepc@btinternet.com



39 Victoria Road, Capel-le-Ferne,
 Folkestone, Kent. CT18 7LT
 Tel: 01303 259564
 Mobile: 07813704142

A MEETING OF THE PARISH COUNCIL WILL BE HELD ON TUESDAY, 17th JULY 2018, AT 7.30PM
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE

AGENDA

1.	To RECEIVE Apologies for absence; <i>Cllrs: Greening and Scales (to date)</i>
2.	To RECEIVE any Public Address to Councillors & Surgery Feedback (10-15 minutes)
3.	To APPROVE Minutes of the meeting held on 19 th June 2018 (draft attached)
4.	To DECLARE any personal interests in items on Agenda
5.	To DISCUSS matters arising from minutes or not covered elsewhere on agenda <i>a) Traffic Management</i> <i>b) Village Questionnaire and Village Status</i> <i>c) Council Vacancy</i> <i>d) Other</i>
6.	To RECEIVE and DISCUSS Planning Applications
7.	To RECEIVE Delegates and any other working parties or sub-committee reports not covered elsewhere <i>a) Neighbourhood Watch</i> <i>b) Play Equipment Status</i> <i>c) Highways</i> <i>d) Public Rights of Way</i> <i>e) Speed Watch</i> <i>f) Capel Cares</i> <i>g) Grapevine Newsletter</i> <i>h) 1914-1918 Nation's Tribute 100 years Remembrance - Sunday, 11/11/18</i> <i>i) Training/Workshops/Seminars</i> <i>j) District Councillor Scales and/or County Councillor Geoff Lymer</i> <i>k) Other</i>
8.	To RECEIVE and DISCUSS Correspondence
9.	To RECEIVE and ADOPT: <i>a) Training and Development Policy and Data Protection Policy (Next Meeting)</i>
10.	To RECEIVE, APPROVE and AUTHORISE - BACS payments and SIGN Cheques
11.	To RECEIVE and DISCUSS Any Other Business concerning the Parish <i>a) Councillors' comments</i> <i>b) Approve any resolutions for discussion in confidential items in agenda item 13</i>
12.	To CONFIRM date of next meeting - (Tuesday, 21 st August 2018)
13.	To RECEIVE and DISCUSS confidential items approved by resolution in item 11b

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). 10 July 2018

1 of 5

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 19th JUNE 2018

Present:

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

1. **APOLOGIES** – Cllrs; Leppard, Pilcher, Shaw and Tutt and County Councillor Geoff Lymer.
2. **The meeting welcomed Jayne Cribben from the Thanet Community Bus Scheme**, who explained services that could be available for residents, which included a Dial-Up service (Membership £5 per annum and £3.50 per trip). Councillors enquired about a regular route service via Blackbull Road. *Action/Resolution: This would be investigated further by the Company. Capel Cares to hand out leaflets and invite Jayne to their next coffee morning with bus.*
3. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**
 - Concerns were expressed by some members of public present on the issues at the Farmers Market with a stallholder. *Action/Resolution: Cllr. Norris (Vice-Chairman) informed everyone that the Farmers' Market is run and organised by the Village Hall Management Committee and all concerns should be addressed to them.*
 - Neighbour issues with dead and overgrown trees. *Action/Resolution: Community Warden investigating further.*
 - Fly-tipping in Hockley Sole. *Action/Resolution: Reported to Dover District Council.*
4. **MINUTES OF THE MEETING HELD ON 15TH MAY 2018**
The Minutes of the meeting held on 15th May 2018 were approved and signed by the Vice-Chairman Cllr. Chris Norris, proposed by Cllr. Holliday, seconded by Cllr. Lake.
5. **DECLARATION OF PERSONAL INTERESTS** – None.
6. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management** – KCC Highway Network and Solution Team notified Council that the recent traffic survey had justification in reinstalling the flashing 40mph sign on B2011 (Dover end of village - Folkestone bound). *Action/Resolution: Further discussion on this would be discussed at the next meeting.*
 - b) **Village Questionnaire** – Draft data document almost complete. *Action/Resolution: A working party of Councillors to meet to finalise details on producing key data for public knowledge. A meeting will be arranged to discuss further with Adrian Fox at Dover District Council on presentation of data and Village Status. Cllr. Scales requested to attend meeting.*
 - c) **Postman Jay Memorial** – Official opening now taken place by family. *Action/Resolution: This item would now be removed from the agenda.*
 - d) **Defibrillator** – Pedi-pads (0-8 years use) now received. *Action/Resolution: Unit had now been registered with NHS Ambulance Service SECAMB. It was agreed by those present to enquire with Cllr. Pilcher if Pedi-pads could be installed in the defibrillator cabinet, for use by everyone. This item would now be removed from the agenda.*
 - e) **Community Bus Scheme** – *Action/Resolution: Waiting feedback from Kent County Council Big Conversation seminar on rural bus services.*
 - f) **Vacancy** - *Action/Resolution: Notification sent out on co-option of new member. Nominations to be in by 9th July, although this can be extended.*
 - g) **General Data Protection regulations** – All items required now done, (change of email, notification to database addresses to opt-in to new system and agreement to use of their data, notification on website, Facebook Page and Grapevine Newsletter on use of data held). *Action/Resolution: Encryption of computer to be investigated further.*
 - h) **Other** – New glass panel installed to bus shelter outside Battle of Britain Site.

Signed Chairman
Date 17th July 2018

7. **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
- DOV/18/00532 Erection of a two storey rear extension, front porch extension and raise roof to facilitate loft conversion (existing porch to be demolished) Location: 79 Capel Street, Capel-le-Ferne CT18 7HF
- 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 roofslopes, extension of existing garage to provide garage/workshop (existing conservatory to be demolished) | 54 Old Dover Road, Capel-le-Ferne, CT18 7HW
- 18/00454 | Erection of a single storey rear extension (existing conservatory to be demolished) | 11 Helena Road, Capel-le-Ferne, CT18 7LG

Applications waiting Parish Council Decision

- 18/00585 Proposal: Scoping Opinion - Environmental Impact Assessment (updated)
Location: Site at Western Heights & Farthingloe, Dover, CT17 9DX

Action/Resolution:

Whilst Capel-le-Ferne Parish Council support the regeneration of the Western Heights, we are concerned about the number of dwellings proposed in the picturesque area of Farthingloe. There will be an impact on the volume of traffic on the B2011 through Capel-le-Ferne, which will tender to further sever the village into two halves.

Capel-le-Ferne Parish Council agree with the comments made by Kent Highways for a need to re-scope a Transport Assessment and Highways England should also be asked for their comments. The original traffic counts from July 2010 are out of date, as is the census data used from 2001. The Dover Strategic Transport Model has also been updated and there have been further developments committed/completed (e.g. St James) which need to be taken into account.

Link to Kent Highways document:

https://planning.dover.gov.uk/online-applications/files/E4082B53AE83BF1FD0D0887588E2B6EE/pdf/18_00585-KENT_DOWNS_AONB-1469416.pdf

Capel-le-Ferne Parish Council also agree with the comments made by Kent Downs Area of Outstanding Natural Beauty, referring to Transportation, Landscape and Visual Impacts and Land Use and Recreation.

Link to AONB document:

https://planning.dover.gov.uk/online-applications/files/E4082B53AE83BF1FD0D0887588E2B6EE/pdf/18_00585-KENT_DOWNS_AONB-1469416.pdf

- 18/00539 | Erection of a garage (existing garage to be demolished) | 26 Alexandra Road, Capel-le-Ferne, CT18 7LN. *Action/Resolution: Capel-le-Ferne Parish Council have no objections to this application. Construction appears to be similar to previous in a slightly re-aligned location. However, there are no dimensions on what is proposed other than floor plan. Dover District Council need to satisfy themselves on the proposed height, size compared to original and the views of neighbours. Subject to the above comments, we have no further objections or comments to the application, assuming Dover District Council are satisfied all current planning and building regulation requirements are met.*
- 18/00531 | Erection of an attached single storey side annexe extension incorporating garage (existing garage to be demolished) | 136 New Dover Road, Capel-le-Ferne, CT18 7JZ *Action/Resolution: Capel-le-Ferne Parish Council have no objection this this application. It does not affect any other property and has no more impact than the original. Subject to the above comments, we have no further objections or comments to the application, assuming Dover District Council are satisfied all current planning and building regulation requirements are met.*

Signed

Chairman

Date 17th July 2018

Applications granted permission by Dover District Council

- 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
- 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

Applications waiting Government Inspectorate Appeal decision – Appeal dismissed

- 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.**

Draft Consultation in 2019.

Circulated Community Infrastructure Levy survey.

Not adopted by Dover District Council – therefore cannot reply.

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

- No crimes reported.
- Environmental issue on Old Dover Road being monitored. *Action/Resolution: PCSO to be requested to check on late night patrols.*
- Community Warden reported parking issues becoming frustrating and he had no powers to resolve. *Action/Resolution: Ways to report inconsiderate parking to Kent Police and/or Dover District Enforcement Officer to be advertised.*
- Neighbour disputes over trees being investigated further.

b) Play equipment

- Some street signs cleaned by Cllr. Pilcher.
- RoSPA Annual Inspection of all equipment on field to be carried out in July.

c) Highways

- No report.

d) Public Rights of Way

- Cllr. Lake reported notification from KCC PROW that problems had been encountered with their contractor and maintenance to footpaths/bridleways had been delayed. *Action/Resolution: Cllr. Lake would be writing to KCC on this issue.*

e) Speed Watch

Sessions continue to take place when volunteers are available. *Action/Resolution: Cllr. Greening reported that more volunteers were required and anyone interested should contact Parish Council or Community Warden to find out more information on how to join our village scheme.*

f) Capel Cares

- No report.

g) Grapevine Newsletter

- No report.

h) 1914-1918 Nation's Tribute 100 years Remembrance - Sunday, 11/11/18

- New insert for Grapevine received indicating activities arranged to date.

i) Training/workshops/seminars

- Cllr Lake to attend: Dover District Council Local Plan seminar on 17th July.
- Cllr. Lake to attend: Big Conversation Parish seminar on 3rd July.
- Introduction to Planning workshops circulated.

Signed Chairman

Date 17th July 2018

j) **District Councillor Frederick Scales report**

Boundary and Electoral Review (Capel-le-Ferne/River Ward) was not supported by Parish Council.
Action/Resolution: Clerk to write to Dover District Council on Councillors disappointment that DDC Recommendation is still in favour of the River and Capel-le-Ferne Parish Councils proposal and would reiterate comments forwarded to the Boundary Commission on their Consultation, stating rejection and preferring a pattern of Alkham, Capel-le-Ferne and Hougham, which are all the same type of Wards and geographically, make better links and with one (1) Councillor.

County Councillor Geoff Lymer – No report

k) **Other**

- Following request at last meeting by Cllr. Leppard, agreement was reached by those present to provide funding to the Village Hall Management Committee to provide two new noticeboards in foyer. *Action/Resolution: Clerk to arrange measurements and order boards.*
- Locking of Post Office room. *Action/Resolution: Letter from Village Hall Management Committee that room will be locked at all times with the key.*
- Clerk requested replacement of Perspex in two of the Parish Council Noticeboards. *Action/Resolution: Agreed by those present.*

9. **CORRESPONDENCE**

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

1. Invitation to WI 59th Birthday Burlesque Evening – 11th September – *Deferred to next meeting*
2. Thank you card from Jayne Stone for flower bouquet
3. Letter from Village Hall Management Committee on locking up procedures
4. Notification from Local Government Boundary Commission on Dover boundary changes.
5. Dover District Council leaflet on Food Waste Collections
6. Society of Local Council Clerks – Data detail renewal
7. Merchant Navy Day Leaflet – Fly the Red Ensign – 3rd September
8. Viking brochures – Own Brands Essentials and Facilities Essentials

10. **ORDERS AND POLICIES**

- a) New Standing Orders – agreed by those present with some amendments.
- b) Financial Regulations – agreed by those present.
- c) Training and Development Policy and Data Protection Policy (Next Meeting)

11. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:
 Proposed by Cllr. Greening, seconded by Cllr. Lake and agreed by all. Signed by the Vice-Chairman, Cllr. Norris, having been confirmed by Clerk/Responsible Finance Officer.

Signed Chairman
 Date 17th July 2018

To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS	Cheque, BACS, DD, SO	BANK A/Cs	Statement No:	Reconciliation
Brought Forward					41,459.87				
Thomas & Partners	Advert	40.00							
Street2 to Streetz	Advert	18.00							
Dough Dough Pizza	Advert	28.00							
Greenview Nursery	Advert	80.00			250.00	BACS			
Smart Cleaning	Advert	84.00							
Came and Company	Insurance	1,403.53		1,403.53					
Various	Adverts	332.00			332.00	Pay Slip 100416			
Nat West	Interest	1.73			1.73	INT			
Andy Graphix Ltd	Sign – Defib	47.50				BACS			
First Rescue	Pedi-Pads Defib	67.95	9.50	57.00		BACS			
HMRC	VAT Reimbursed	3,950.05			3,950.05	BACS			
AXA Insurance	Claim – Bus shelter	132.19	13.59	81.54	132.19	BACS			
Village Hall	Rent for 11.11.18	39.00		39.00		BACS			
Dover District Council	Grapevine Printing	382.92		382.92		BACS			
Harmer & Sons	Grass cutting	412.50	82.50	495.00		BACS			
Capel Groundworks	Installation Bench	430.00	86.00	516.00		BACS			
Shepway Glass	Reglaze frame bus shelter	382.19	76.44	458.63		BACS			
Viking	Ink cartridges (new printer)	221.44	44.29	265.73		BACS			
Air Ambulance	Donation	300.00		300.00		Q1548			
Kent Association Local Councils	Conference	72.00		72.00		Q1549			
Stephen Huxtable	Grass cutting St Marys May & June	240.00		240.00		Q1550			
Royal British Legion	Wreath	18.50		18.50		Q1551	Reserve A/c	233	39,088.54
Staff	Salaries	479.76		479.76		BACS	Current	825	5,336.44
	Expenses – Broadband	11.10		11.10			Project	20	728.43
	Expenses – Bouquet	30.00		30.00					45,153.41
	Expenses – Printer	93.31	18.67	111.98			Less Un-Reconciled		3,990.26
				4,962.69	46,125.84				
					41,163.15				41,163.15

12. MATTERS CONCERNING THE PARISH

a) Councillors' comments

None

b) Approve resolution to discuss any confidential issues in agenda item 14.

None.

13. DATE OF NEXT MEETING – Tuesday, 17th July at 7.30pm. (Apologies; Cllr. Greening and District Councillor Scales)

14. CONFIDENTIAL ITEMS - None

Signed Chairman
Date 17th July 2018