

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 16<sup>th</sup> JULY 2019**

**Present:**

Cllrs; Greening, Holliday, Lake, Leppard, Shaw and, together with and County Councillor Geoff Lymer.

1. **APOLOGIES** – Cllrs.; Norris, Pilcher, and Community Warden Andrew Hawkins.

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

- Works undertaken to the Bridleway New Dover Road to Old Dover Road. *Action/Resolution: Cllr: Lake is to check on responsibility. It is thought, this is part of Jarvis Homes, i.e. their Land with PROW access and has not been carried out by KCC, but as part of development conditions relating to enhancement.*
- Concerns raised on fruit/veg man blocking pathway on Farmers' Market days. *Action/Resolution: This has been checked with the authorities previously and legally he is allowed to trade on the street.*
- Playing Field enhancement to upgrade surface to be discussed further. *Action/Resolution: Grants to be investigated.*
- Capel Street grass cutting a cause for concern. *Action/Resolution: This has been reported to Kent Highways who cut rural verges just once a year between May to September. Cost of cutting to be investigated further.*

3. **MINUTES OF THE MEETING HELD ON 18<sup>th</sup> JUNE 2019**

The Minutes of the meeting held on 18<sup>th</sup> June 2019 were approved and signed by the Chairman, Cllr. Tony Lake, proposed by Cllr: Holliday, seconded by Cllr: Leppard and agreed by all.

4. **DECLARATION OF PERSONAL INTERESTS**

- Cllr: Norris had submitted interest in item 6a (107-127 Capel Street Planning Application)..
- Cllr. Pilcher had submitted interest in item 6d (Battle of Britain Memorial Planning Application).

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

a) **Traffic Management**

- Still waiting date for installation of highway speed roundels to Capel Street, New Dover Road and Old Dover Road. *Action/Resolution: Invoice paid. To be monitored and chased.*
- 40mph Extension on New Dover Road (Dover end) being chased with both KCC and Jarvis Homes - *Action/Resolution: Thanks were expressed to District Councillor James Rose for organising a letter from Charlie Elphicke MP to KCC and Jarvis Homes referring to this delay of implementation.*
- Inconsiderate/dangerous parking junction at junction Winehouse Lane/Old Dover Road investigated by Kent Highways. *Action/Resolution: Formation of an earth bund being considered together with remarking white lines.*

b) **School Project Donation**

Provision of storage shed and implementing 1st Aid Training.

*Action/Resolution: With school term ending this will be re-visited in September with Head Teacher.*

c) **Vacancies** - No candidates.

d) **Other**

Resilience Emergency Plan. *Action/Resolution: Being updated by Cllr: Lake*

6. **PLANNING**

- a) **Land 107-127 Capel Street** (*Declaration of interest declared by Cllr: Norris*)  
 Confirmation that objection had been sent to Planning Authority. It was stated there could be issues for refusal due to Architects have addressed the Inspector's comments on last Appeal. *Action/Resolution: Reminder to Dover District Council that confirmation required that this application will be reported to Planning Committee in line with their Scheme of Delegation.*

Signed ..... Chairman

Date ..... 20<sup>th</sup> August 2019

- b) **Site at Western Heights & Farthingloe**  
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); etc. *Action/Resolution: Application: Waiting Dover District Council Decision.*
- c) **Annexe 124 Capel Street Capel Le Ferne CT18 7HB.**  
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 | *Action/Resolution: Granted full planning permission.*
- d) **Other**  
**Advertising hoardings Old Dover Road and New Dover Road on Jarvis' Homes development.**  
*Action/Resolution: Waiting replies on enforcement issues noted on Landscape Management and Noticeboards on Jarvis Homes Development.*  
**Longview, Land South of Old Dover Road**  
*Action/Resolution: Appeal submitted by applicant.*  
**8 Helena Road Capel Le Ferne CT18 7LG** - 19/00786 | Erection of an outbuilding.  
*Action/Resolution: Waiting Councillors comments.*  
**Battle of Britain Memorial New Dover Road Capel Le Ferne CT18 7JJ**  
19/00787 | Construction of brick walls, brick piers and installation of gates reclaimed from RAF Biggin Hill (existing gates to be removed). *Action/Resolution: Waiting Councillors comments.*

## 7. DELEGATES' REPORTS

- a) **Neighbourhood Watch**
- Flower Planters, Old Dover Road, require new sponsors, now The Lighthouse closed.  
*Action/Resolution: Waiting grass cutting, then Clerk to advertise.*
  - Covered rubbish bin on New Dover Road by bus shelter. *Action/Resolution: Missing inner liner.*
  - Police car attendance noted on Old Dover Road.
- b) **Play equipment**
- Equipment Status**  
Report on status of all equipment circulated. *Action/Resolution: Items for attention noted. Replacement of zip-wire tyre requested. Cross-trainer gym equipment to be checked. Cut back to hedgerows carried out around BMX trail area. New larger signs and removal of smaller ones circulated. Action/Resolution: Deferred to next meeting.*
  - Boundary Security**  
Design to install benches circulated. *Action/Resolution: to be investigated further for a suitable sympathetic form to deter incursion.*
  - CCTV Security**  
Still no reply from NSL Security regarding upgrading system. *Action/Resolution: Deferred with upgrading of CCTV to be referred to other companies.*
- c) **Highways**
- Grass Cutting in Capel Street and Old Dover Road only carried once a year a cause for concern.
  - Concerns on signage on Dover Hill by barriers being confusing to visitors and foreign drivers.  
*Action/Resolution: Reported to Kent Highways and reply received that no further action will be taken due to lack of accident data. County Councillor Lymer to be sent copy of reply.*
- d) **Public Rights of Way**
- New concrete bollards to replace wooden type on footpath ER242, junction with Lancaster Avenue, to deter incursion.
  - Investigation of Bridleway Old Dover Road – New Dover Road on responsibility of recent works.
  - KCC had carried out a 2<sup>nd</sup> cut on the Coastal Path North Downs Way.
- e) **Action Plan** - Working party still to have a meeting.

f) **Speed Watch**

- Excessive speeding of vehicles in Capel Street noted referring to sessions undertaken. Hopefully the new highway roundels will remind vehicles of the speed zone being 20mph.
- Letter to be produced for delivering to residents of nearby sites, to obtain permission for volunteers to park in driveways.

g) **Capel Cares**

- Still well attended and many volunteers helping residents.
- New volunteer came forward at meeting and would be passed on to Group.

h) **Grapevine Newsletter**

August issue to include extra separate sheet on St Mary's Church Lynchgate project.

i) **Village Hall Management Committee**

Plans for Fete. Request for attendance. Clerk and Community Warden to be present in morning.

j) **Training/workshops/seminars**

- Cllr: Lake and Norris to attend Dover District Council Local Plan meeting on 25<sup>th</sup> July
- South Kent Coast Clinical Commissioning Group Engagement Meeting. No attendees.

k) **District Councillor James Rose** – No report.

**County Councillor Geoff Lymer**

- Rapid Bus Service funding by KCC, Rural to Town.
- Some funding being received back from Government on support of Asylum Seekers to care for children.
- Grass cutting of verges noted – but can conflict with the spoiling of habitats.

l) **Other** – Enquiry received on Village Resilience Plan. *Action/Resolution: Cllr: Lake to update.*

8. **CORRESPONDENCE**

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

1. Creative Play Brochure
2. Viking Brochures; Smart Choice, Jue/July Sales, July/August Sales, Facilities Essentials.
3. Clerks & Councils Direct Magazine

Signed ..... Chairman

Date ..... 20<sup>th</sup> August 2019

**9. CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Holliday, seconded by Cllr: Shaw 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>54,319.92</b>					
18.06.19	Staff	Expenses: Broadband June	18.00		18.00		R	BACS			
20.06.19	Viking	Copier Paper	17.23	3.45	20.68		R	BACS			
28.06.19	Nat West	Interest	6.78			6.78	R	INT			
01.07.19	Dover District Council	Playing Field Rent	112.50		112.50		R	SO			
09.07.19	Kent County Council	Highway Roundels	3,659.00		3,659.00		R	BACS			
10.07.19	HMRC	VAT Reimbursed	1,879.29			1,879.29	R	BACS			
12.07.19	HMRC	PAYE	202.20		202.20		R	DD			
15.07.19	Various	Adverts	46.00			46.00	R	BACS			
16.07.19	Dover District Council	Grapevine Print July	382.92		382.92			BACS			
16.07.19	Harmer & Sons	Grass Cutting	412.50	82.50	495.00			BACS	Cash/Chq in Hand		1.56
16.07.19	Viking	Ink Cartridges	64.55	12.91	77.46			BACS	Reserve A/c	245	38,954.22
16.07.19	Currys/PC World	Computer Repair	50.00	10.00	60.00			BACS	Current	884	2,555.40
16.07.19	Norton	Anti-virus Annual Protection	37.49	7.50	44.99			BACS	Project	22	10,728.43
16.07.19	McAfee	Live Safe Annual Protection	89.99		89.99			BACS			52,239.61
16.07.19	Staff	Salaries	516.30		516.30			BACS			
16.07.19	Staff	Expenses: Broadband July	18.00		18.00			BACS	Less Un-Reconciled		1,684.66
					5,697.04	56,251.99					
						<b>50,554.95</b>					<b>50,554.95</b>

Project	10,728.43
Other	39,826.52
<b>TOTAL</b>	<b>50,554.95</b>

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

- Concerns over the closure of the Lighthouse expressed.

*Action/Resolution: Agreed by meeting for Cllr: Lake to make further investigation on listing under "Asset of Community Value" and Clerk to make enquiries on "Tree Preservation Orders".*

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

*Action/Resolution: Cllr: Lake requested point to be discussed under confidential agenda item 12 was agreed.*

*Action/Resolution: Clerk requested point to be discussed under confidential agenda item 12 was agreed.*

**11. DATE OF NEXT MEETING – Tuesday, 20<sup>th</sup> August 2019 at 7.30pm.****12. CONFIDENTIAL ITEMS Recorded under separate cover.**

Signed ..... Chairman

Date ..... 20<sup>th</sup> August 2019