

CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council - Maureen Leppard
 Website: www.capel-le-fernepc.kentparishes.gov.uk
 Email: maureen.leppard@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, 21st JULY 2015, AT 7.00PM
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE

AGENDA

1. To RECEIVE Apologies for absence
2. To DECLARE any personal interests in items on Agenda
3. To RECEIVE Emma-Jane Allen (DDC Principal Infrastructure & Delivery Officer) Re: open space needs
4. To RECEIVE Paul James and Nick Thistle (Team Leader), Kent County Council Community Wardens
5. To RECEIVE any Public Address to Councillors (*10-15 minutes*)
6. TO RECEIVE Statements from (4) Candidates for the (3) Casual Vacancies (*attached letters of nomination*)
7. To APPROVE Minutes of the meeting held on 16th June 2015 (*draft attached*)
8. To DISCUSS matters arising from minutes not covered elsewhere on agenda
 - a) *New Litter Bin - Winehouse Lane*
 - b) *Adopt a Flower Box Scheme*
 - c) *Cherry Leppard's Award – Afternoon Tea (report attached)*
 - d) *Battle of Britain Memorial Trust - Bus Shelter and Residents' permit*
 - e) *Traffic and Road Improvements/Management*
 - i. *A20 Traffic Assessment Phase*
 - ii. *Capel Street 20mph*
 - iii. *Signage - HGV Overnight parking Old Dover Road*
9. To RECEIVE Delegates and other sub-committee reports not covered elsewhere on agenda
 - a) *Neighbourhood Watch (Community Warden/PCSO/Cllr: Shaw)*
 - b) *Play Equipment Status (Cllr. Pilcher)*
 - c) *Village Hall Management Committee (Cllr: Stone)*
 - d) *Highways (Cllr: Tutt)*
 - e) *Public Rights of Way*
 - f) *Annual Playing Field Event 2015 - (Report at August meeting)*
 - g) *11th November 2015*
 - h) *Training/Workshops/Seminars*
 - i) *District Councillor Scales and/or County Councillor Geoff Lymer*
 - j) *Other*
10. To RECEIVE and DISCUSS Correspondence
11. To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
12. To RECEIVE and DISCUSS Planning Applications
13. To RECEIVE and DISCUSS any other business concerning the Parish
 - a) *Councillors' comments*
 - b) *Approve any resolutions for discussion in confidential items in agenda item 15*
 - (i) *Casual Vacancies*
14. To CONFIRM date of next meeting - (*Tuesday, 18th August 2015*)
15. To RECEIVE and DISCUSS confidential items

LIST OF ITEMS - (UNRESOLVED)

1. Traffic management prioritised projects; Capel Street Traffic calming & 20mph speed limit, Speeding B2011, Weight Restriction Signage Old Dover Road
2. ER252 Bridleway surface to school rear gate for scooters etc. (*Waiting grant funding Up-on-the Downs*)
3. Stagecoach Bus Service Routes and Shelters - (*Waiting District Councillor Scales input*)
4. Planning: Satmar - (*Waiting DDC Enforcement Officer input*)
5. St Mary's Churchyard - (*Waiting Parochial Church Council decision*)
6. Replace some existing junior play equipment - (*Cllr: Norris and Cllr: Pilcher*)

Signed  (Parish Clerk). 14 July 2015

THREE (3) VACANCIES FOR CO-OPTION TO PARISH COUNCILLOR

FOR INFORMATION FOUR (4) CANDIDATES DETAILS FOR CONSIDERATION

VIV HALE

Please would you make it known to the Councillors, that I wish to be considered for the current vacancy on the Parish Council. As some of you will know, I have already served a term on the Council, some years ago, and despite having some time away from it, have remained an interested party in the 'goings-on' within our 'village'. I have lived in Capel-Le-Ferne for eighteen years and have been connected with the village, one way and another, for about thirty-three years. My background is in the Civil Service, as a Criminal Intelligence Officer for the UK Border Agency (formally Customs and Excise), where I worked for twenty-five years. I have a young son of seven, currently at the local school, where I am also an active member of the PFA. My hobbies include my horse and dogs, a bit of photography and good food (along with a glass or two!) I consider myself to be a realist and a forward-thinker and embrace change for the good of all concerned. I am passionate about our 'village' and hope, by becoming a Councillor, to be involved in cultivating a positive future, while at the same time preserving integrity our 'village' life. Submitted for your consideration.

CHERRY LEPPARD

I have lived in Capel over 30 years and involved with Capel school for about 40 years with children and then granddaughter. I am a trustee for Capel village hall and run the Farmers Market and Garage Sale Safari.

I have been on the Parish Council a few years ago but would like to serve on it again as I am very interested in the village and the community.

LYNDA RATCLIFF

My finest hour was when DDC applied for planning which appeared to be on Sandwich Road, Eastry, which they later claimed had been an administrative error. I became part of the Team which stopped the building of many houses and which resulted in a "10 year Plan" by the Council, it also came to light that the land on which the houses were to be built was owned by a member of the PC.

In the time I have lived in Capel I have supported as many of the Capel village activities as possible including quizzes, FM, Garage Safari, etc., I am also an active member of the Capel (Evening) Women's Institute.

I would like to apply for one of the vacancies as advertised in the latest issue of the Grapevine. I have completed and enclosed a copy of the nomination form.

My professional background is in NHS and local authority (Social Services) administration, before taking early retirement I was employed at the Royal Victoria Hospital for 14 years. I am currently involved in creating (spectacular) greetings cards which I sell at Capel Farmer's Market, as well as other outlets.

Before moving to Capel 11yrs ago, I lived in Eythorne, nr Dover and was an active member of the Parish Council there and was jointly responsible for liaison with the Youth Clubs, playing fields and Community Centre. When I first moved to Capel the Eythorne PC asked me to stay on for a time, but I became less and less interested in what went on there, which I felt wasn't fair to the residents.

PETER WOODSFORD

With regards to the vacancies that exist on the Parish Council I would like to tender my application. As you know doubt remember I served on the Council until I resigned over a point of order that I felt very strongly about. I am a little bit older and hopefully a bit wiser now. Before my retirement and after serving some years in the Kent Ambulance Service I joined Shepway District Council and managed the open air swimming pool on Folkestone sea front which sadly is no longer there and then commissioned the indoor swimming pool in South Road, Hythe. After being promoted to the post of Technical Officer (Sport and Recreation) where I became responsible for all sport and Recreation in the District. For many years I chaired the Shepway Sports Advisory Council and also acted in an advisory capacity to my Chief Officer at full Council Meetings. My feeling is that with my experience at meetings etc., I would be able to offer to the Parish Council some degree of assistance as I feel that in this troubled time there should be a full complement on the Parish Council. I look forward to hearing from you in due course.

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 16th JUNE 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. **PUBLIC ADDRESS TO COUNCILLORS** - None received

4. **MINUTES**

The Minutes of the meeting held on 19th May 2015 were proposed as a true record by Cllr: Tutt and seconded by Cllr: Greening and approved, signed by the Chairman, Cllr: Pilcher.

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

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

- i. Slide parts fitted and refurbishment complete.
- ii. Petanque Court Signs “no dogs and no cycling” fitted.
- iii. RoSPA Annual Inspection due in July.
- iv. Gym Equipment – Clerk to check if TOGC have been to check equipment.

b) New Litter Bin – Winehouse Lane

This bin had not been installed due to a siting problem. A mutually convenient position has now been agreed. Clerk to contact DDC waste to request installation.

c) Land Development - South of New Dover Road

Following application being submitted to DDC, a series of open displays for the public had been held.

- i. A working party had met to discuss response and provide comments accordingly.
- ii. It was agreed that the comments forwarded by Councillors covered all aspects required in relation to the response for the Planning Authority, with the exception of a couple of items deemed from residents at the recent open display of the plans, i.e. extension of 30mph speed limit on Old Dover Road and bridleway at London House, these to be included. Thanks were expressed to those Councillors for their research undertaken and delivering comprehensive comments.
- iii. It was agreed by all Councillors present at the meeting, by discussion and consideration, that it would NOT be necessary to hold a planning committee meeting.
- iv. The Clerk was instructed to produce a draft response from these comments, to include a summary of points, referral to previous response to Jarvis Homes of which Developers seem to have taken no notice and the provision of a full landscape scheme to include appropriate buffer zone maintenance.
- v. The draft to be emailed to Councillors for any final amendments and/or alterations in time for submission. If everyone was happy with this draft and/or any further additions received from Councillors and added at the Clerk's discretion, it will be sent to the Planning Authority on the deadline date of Friday, 26th June 2015.
- vi. For future consideration by Parish Council; if grassland area is designated a public open space, of the Parish Council taking on the maintenance following any planting condition stipulated in any permissions granted – this to be discussed further at a later date.

d) Casual Vacancies

- i. Three (3) nominations had been received. It was agreed by all to invite the candidates to the next Parish Council meeting in July to meet all Councillors and give a short statement.
- ii. Councillors agreed to continue to advertise the vacancies and anymore applicants to also be invited to attend next meeting.

e) Adopt A Flower Box Scheme

Confirmation that most of the boxes had sponsors; Cllr: Shaw, Cherry Leppard and Mick Marshall (Primary School) to adopt the two Dover end of village. Lighthouse Inn to adopt one in Old Dover Road – Cllr: Shaw to liaise with them on possibly adopting both. Awaiting confirmation from Battle of Britain Memorial Trust Site if they will adopt the two Folkestone end of village.

f) Battle of Britain Memorial Trust – Bus Shelter and Residents’ Permit - No response to communication as yet.

g) Traffic and Road Improvements/Management Priorities

i. A20 Traffic Assessment Phase (TAP)

Meeting held with agencies and feedback, on proposals from this, is as follows;
yellow box hatchings to top of slip roads, slip road open until build-up of traffic at docks and traffic lights at Aycliffe are put into operation, signs indicating access to town centre only on B2011, Kevin Bown from Highways England endeavouring to obtain speed data from interactive sign on B2011, 40mph signs on A20 proposed to be installed on overhead gantries following further consultation with AONB and also that the scheme is likely to go ahead with possible variable speed limits operated by Port of Dover.

Cllr: Tutt reported that further media coverage would be forthcoming.

ii. HGV Signage – Old Dover Road

It has been recognised the weight restriction signs on Old Dover Road (Dover end) are in wrong place. Cllr: Scales continues to endeavour organising its repositioning.

“Leeds Castle Lorry Watch” on outskirts of Maidstone investigated by Cllr: Scales. This is a local initiative for logging of oversized Lorries using the road. Cllr: Lymer to make further investigation regarding Kent’s initiative on this and also reported that nationally, HGVs are not being catered for. Discussion on why lorry parks are not being used, it appears charging is a problem and national action is required at port of entry, together with improved signage, specific taxation and wear and tear of highways in Kent. Dangerous parking of HGVs should be reported to Police for enforcement action. Cllr Lymer agreed to explore further, the damaged caused by HGVs parking at Courtwood Roundabout on pathways and verges. He would ascertain the possibility of “tank traps” being placed in area and made to look attractive with plants etc.

6. DELEGATES REPORTS

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

Cllr: Shaw had spoken to PCSO May and Police Liaison Alex Harrington. Phil Jones is handing over NHW details and change of contact on “Our Watch” website being carried out.

Report circulated on Police Parish forum meeting attended by Cllr Shaw and Stone, summarised by; the Police cuts taking place and use of Police calls.

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

The salt bin had now been placed in car park and filled with salt, although there is about a third of a bag left, which Cllr: Norris agreed to disperse into other salt bins around the village.

c) Highways – Cllr: Tutt.

i. SGN had revisited B2011 and put in top soil, only where residents do not park their vehicles.

ii. Elizabeth Drive had been resurfaced.

d) Public Rights of Way

Funding is being sought to resurface of bridleway from playing field to school rear gate. Clerk had completed a grant funding application with Up on the Downs. Other sources of funding would be from Public Rights of Way and County Members’ Fund.

e) Annual Playing Field Event 2015 – Report circulated

Main events: Napoleon Enactment display, dog show, judo competition, together with a large amount of stalls. Various beers would be available. Most of the paperwork was now completed, i.e. event management plan and risk assessment.

f) Training/Workshops/Seminars

i. Police Parish Forum Meeting attended by Cllr: Shaw and Stone dealt with under NHW agenda item 6a.

ii. Induction Workshop attended by Cllr Stone and Tutt was a useful event and recommended for others to attend as a refresher. A lot was learnt which included answering a questionnaire.

g) District Councillor Scales and/or County Councillor Lymer

Councillor Scales reported:

Update on change of bus route – a meeting with Stagecoach resulted in them investigating further with any feedback being received from Stagecoach at end of August.

Councillor Lymer reported:

Lobbying sessions taking place on redevelopment of Manston Airport
Savings of a substantial amount affecting Health Care.

h) Other

Parish Councillors' Surgeries - the Chairman and Clerk reported the public attendance at the Farmers' Market sessions would prove more beneficial, following experience when the display of Development Plans was held. It was decided that enquiries be made to Village Hall Management Committee on charge, to hold monthly sessions (same Tuesday as Parish Council meeting, i.e. 3rd Tuesday of month), in the Old Post Office room at the Farmers' Market. The District and County Councillor would continue their sessions on the 2nd Monday of the month.

7. **STANDING ORDER and FINACIAL REGULATIONS**

These documents were re-adopted and would be available on the Parish Council website.

8. **CORRESPONDENCE**

Kent County Council Community Safety and Public Protection Services

This was to officially inform the Parish Council of the retirement of Dave Bish and the identification of a permanent replacement for our area (and Hawkinge) of Paul James as from 22nd June 2015.

Post Office Services

Following requests for reinstatement of Post Office, they had considered the request, but had decided not to open an additional branch facility at this time.

KALC Dover Area AGM - Wednesday 24th June 2015.

Kent Police Commissioner/Chief Constable/SECAMB free Events - 22nd July at Whitfield and 23rd September (venue to be confirmed).

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

Other received:

1. Kent County Council Community Warden, Capel-le-Ferne.
2. Post Office Services, Capel-le-Ferne
3. KALC Area/AGM Meeting Wednesday, 24th June 2015
4. Kent Police & Crime Commissioner, Chief Constable and SECAMB, events 22nd July and 23rd September.
5. Local Government Boundary Commission Draft Recommendations on new electoral arrangements
6. Air Ambulance Charity Cycle Challenge letter and poster + invitation to Special afternoon tea in Surrey
7. AGM Rainbow Centre, 22nd June at The Grand, Folkestone
8. Society of Local Council Clerks training and events programme
9. HAGS/SMP playground equipment leaflet
10. Glasdon village furniture booklet

9. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised: Proposed by Cllr: Tutt, seconded by Cllr: Norris 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		29,456.14	15,458.21	
Bank Account (Current) Balance		846.23	819.82	
Bank Account (Community Project)		277.94	277.94	
TOTAL		30,580.31	16,555.97	
INCOME - DETAILS				NOTES
<u>Payments received and confirmed receipt into Bank Account</u>	INVOICE		<i>Credit No: or BACS</i>	
Dave Parker Services – Grapevine Advert	120.00	100380		
To and Fro Cars – Grapevine Advert	36.00	100380		
Jessica Young – Grapevine Advert	36.00	100380		
Streetz – Grapevine Advert	18.00	BACS		
Greenview Nursery – Grapevine Advert	120.00	BACS		
Stephen Huxtable – Grapevine Advert	60.00	BACS		
Parishioners etc – History Book Sales	30.00	100381		
TOTAL	420.00			

EXPENSES - DETAILS <u>Invoices received and Payments to be made</u>	INVOICE	VAT	<i>Cheque No: or BACS/SO/DD</i>	NOTES
Broker Network Ltd (Came and Company) Insurance.	1180.56		BACS	
Harmer and Sons Grounds Maintenance – Grass Cutting	387.50	77.50	BACS	
Dover District Council – Grapevine printing	382.92		BACS	
Sutcliffe Play – Parts for Playzone	1724.42	344.89	BACS	
Village Hall Management Committee – Hall rent for display of plans	59.25		<i>Cheque 1499</i>	
Royal British legion Poppy Appeal – Wreath	18.50		<i>Cheque 1500</i>	
Ashley Engineering – Installation & Renovation Playzone	1250.00	250.00	BACS	
Viking Payments – Ink Cartridges & Envelopes	50.75	10.09	BACS	
Mr D Reed – Litter Clearance June	75.00		BACS	
Mrs M Leppard – Salary (£301.50) & Postage (£2.67)	304.17		BACS	
TOTAL	5433.07	682.48		

10. **PLANNING**

Applications Received

Development of 41 Houses Land South of New Dover Road - Already discussed under agenda item 5c.

147 New Dover Road – Erection of a detached dwelling and creation of vehicular access and parking

Application Granted subject to recommendations

124 Capel Street – Erection of two and single storey rear extensions and single storey side extension to form annexe (existing side and rear extensions to be demolished)

Application Granted subject to conditions

88 Capel Street – The replacement of an existing garage on the same site

11. **MATTERS CONCERNING THE PARISH**

a) Councillors' Comments

- i. Request for a letter of thanks to be sent to Phil Jones for his service to Parish Council.
- ii. Purchase of laptop for Clerk to be used solely for Parish business – agreed Clerk to obtain prices for discussion at next meeting.
- iii. Cherry Leppard's award. Clerk reported her family would like to hold an event to celebrate this. It had been decided by the family to have "Lady Cherry's Tea Party", to be held sometime in August, when hopefully she will have received her medal and to have an open afternoon inviting the village to drop in to acknowledge this achievement. Further details to follow.
- iv. The start time of the Parish Council meeting was discussed, but some members would find it difficult to attend earlier. It was decided to have a flexible and variable start time depending on agenda items, i.e. if a speaker or presentation arranged, then meeting would start at 7pm with the business following at 7.30pm.
- v. Change of agenda items agreed: move play equipment to delegates' reports and Land South of New Dover Road to Planning.

b) Approved resolutions to discuss any confidential issues in agenda item 18 – Candidates for vacancy.

12. **DATE OF NEXT MEETING - Tuesday, 21st July 2015 at 7.30pm.**

REPORT ON CHERRY LEPPARD'S AWARD
ARRANGEMENTS FOR
"LADY CHERRY'S AFTERNOON TEA"

The Medal (BEM) will be presented to Cherry by the Lord Lieutenant of Kent sometime in October 2015.

1. Date set for event Saturday, 22nd August 2015, from 2.30pm – 5pm. Hall to be booked from 11am – 6pm. £1.00 to be paid only to hire hall for insurance purposes. (*Jayne Stone*).
2. Arrangement for Cherry and grand-daughter transport to Village Hall (*Maureen Leppard*).
3. Sandwiches, cakes, sausage rolls and crisps etc., with tea, coffee and soft drinks (*Family*).
4. Any donations of refreshments by friends and residents to be taken to hall by 1.15pm.
5. Advertising of event to friends and residents with request for assistance and donations of refreshments by means of Grapevine Newsletter, Website, Facebook page and email database. (*Maureen Leppard*).
6. Music (*Family*).
7. Attendance at event to be listed for catering purposes via notification to (*Maureen Leppard*).
8. Floral (*Maureen Leppard*).
9. Set-up tables and chairs etc. (*Family*).
10. Table decorations (*Family*).
11. Village Hall plates and cups/saucers to be used.

Councillors asked to consider financial contribution towards some refreshments and expenses.
