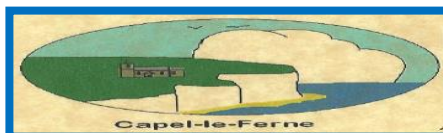


CAPEL-LE-FERNE PARISH COUNCIL

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, 21st AUGUST 2018, AT 7.30PM
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE
AGENDA

1.	To RECEIVE Apologies for absence; <i>Cllrs: Greening, Norris, Pilcher</i>
2.	To RECEIVE any Public Address to Councillors & Surgery Feedback (<i>10-15 minutes</i>)
3.	To APPROVE Minutes of the meeting held on 17 th July 2018 (<i>draft attached</i>)
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 - (<i>Tuesday, 18th September 2018</i>)
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). 15 August 2018

Signed Chairman
 Date 21st August 2018

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 17th JULY 2018**

Present:

Cllrs; Holliday, Lake, Leppard, Norris, Pilcher, Shaw and Tutt

1. **APOLOGIES** – Cllrs; Greening, District Councillor Frederick Scales, Andrew Hawkins (Community Warden), PCSO Ian Fox and County Councillor Geoff Lymer.
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**
 - Lack of feedback from Police to victims regarding fuel thefts. *Action/Resolution: Letter to be sent to Dover Police Inspector.*
 - Travellers on Playing Field and deterrents, i.e. investigate lockable posts or stone boulders. *Action/Resolution: Councillors were concerned on amount of funding required and decided to defer.*
 - Speeding and speed zone in vicinity of White Cliffs Caravan Park dangerous with a population of over 150 residents on site. *Action/Resolution: 10+ Years had been dedicated by Councillors under Traffic Management to encourage Kent Highways to move the speed zone to beyond Park. This had been rejected on numerous occasions. With the development of Jarvis Homes, the speed zone will be moved to Winehouse Lane.*
 - Hedge opposite Battle of Britain Memorial Site overgrown. *Action/Resolution: Reported to Kent Highways to cut back.*
3. **MINUTES OF THE MEETING HELD ON 19th JUNE 2018**

The Minutes of the meeting held on 19th June 2018 were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Norris, seconded by Cllr. Holliday.
4. **DECLARATION OF PERSONAL INTERESTS** – None.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management** – Reinstatement of the flashing 40mph sign on B2011 (Dover end of village - Folkestone bound). *Action/Resolution: Defer until results of Village Questionnaire were produced. Other traffic calming measures should possibly be considered for both B2011 and Capel Street; i.e. speed limit repeater signs and/or roundels on road.*
 - b) **Village Questionnaire** – Draft pie-chart data document, showing percentages, circulated. *Action/Resolution: The working party of Councillors to meet to finalise details on producing a professional document with Action Plan details. The meeting with Adrian Fox at Dover District Council on presentation of data and Village Status would be booked when document ready for release.*
 - c) **Vacancy** – No nominations received. *Action/Resolution: An open-ended notification to be sent out again, until someone comes forward and is elected.*
 - d) **Other** – See item 7i.
6. **PLANNING**
 - Pending Applications**
 - Applications granted permission by Dover District Council**
 - 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
 - 18/00379 | 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

6. **PLANNING continued**

Pending Applications

Applications waiting Dover District Council Decision

- 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
- 18/00531 | 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
- 18/00539 | Erection of a garage (existing garage to be demolished) | 26 Alexandra Road, Capel-le-Ferne, CT18 7LN.
- 18/00585 Proposal: Scoping Opinion - Environmental Impact Assessment (updated) Location: Site at Western Heights & Farthingloe, Dover, CT17 9DX

Applications waiting Parish Council Decision

- 18/00693 | Erection of single storey rear and side extension (existing rear extension to be demolished) | 2 Cauldham Lane, Capel-le-Ferne, CT18 7HG

7. **DELEGATES' REPORTS**

a) **Neighbourhood Watch**

- Twinning Sign (Oye-Plage) requires renewal for new twinned village Vieille Église.
Action/Resolution: Clerk to contact Kent Highways.
- Property in Old Dover Road - building debris left in fenced area of land on cliff top.
Action/Resolution: Cllr. Lake to make further enquiries with Area of Outstanding Natural Beauty.
- Escape Lane on Dover Hill overgrown. *Action/Resolution: Clerk to report to Kent Highways.*
- General Litter in village to be monitored.

b) **Play equipment**

- Bi-monthly report circulated. *Action/Resolution: Sign repair with plastic bolts to be carried out by Cllr. Pilcher and waiting RoSPA Annual Report.*

c) **Highways**

- Meeting with County Councillor Mike Whiting (Cabinet Member for Planning, Highways, Transport and Waste) still not arranged due to absence of Councillor. *Action/Resolution: Clerk to chase Member for a date.*
- Check on cleaning of road signs to be investigated further. *Action/Resolution: Cllr. Pilcher.*
- PROW alongside of new development on New Dover Road (Old Dover Road to School), position on planning application conditions to be investigated further. *Action/Resolution: Cllr. Lake.*
- 50Mph zone agreed by Highways and Folkestone and District, from bottom of Dover Hill to Battle of Britain Memorial Site entrance. Two lanes into one, still being investigate. *Action/Resolution: Cllr. Pilcher.*

d) **Public Rights of Way**

- Kent County Council PROW had carried out some works in village.
- North Downs Way not done, although notified as carried out by contractor. *Action/Resolution: Cllr. Lake to chase.*
- Town Sprucer used for some works carried out. *Action/Resolution: To be considered in future for any ad-hoc work required.*
- Parts of footpath from Alexandra Road to Lancaster Avenue not cleared. *Action/Resolution: Cllr. Lake to chase.*

e) **Speed Watch**

- More sessions need to be organised. *Action/Resolution: Deferred to next meeting to discuss with Cllr. Greening on a recruitment advertising campaign to take weekday ownership for organisation.*

f) **Capel Cares**

- Coffee Mornings continue monthly.
- Thanet Community Bus Scheme used for a resident to visit William Harvey Hospital. Cost was £15 return journey.

3 of 4

g) **Grapevine Newsletter**

- Nothing to report.

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

- 99th ATC will walk with residents from Village Hall to Battle of Britain Memorial Site.
- Meeting to be held with VHMC on making a decision on film show.
- Fish and Chip van booked.
- 100 Memorial Poppies are progressing.

i) **Training/workshops/seminars**

- Cllr Pilcher attended County Conference. Items highlighted; anti-action for terrorists; redundant County Offices to be looked after; Fire and Rescue on looking after vulnerable people with prevention measures, i.e. Fire alarms; Finance Company offering energy products and provision of loans
- Cllr. Lake attended Big Conversation Parish seminar. Items highlighted; Questionnaire completion on-line (copies circulated); not improving existing bus services, but feeding services; getting people to main transport.
- Cllr Lake attended Dover District Council Local Plan seminar. Items highlighted; 75 People attended; feeding details of their vision and ideas for developers; summary to follow; National Planning Policy Framework due for release; 600 houses per year required to meet delivery of amount required.

j) **District Councillor Frederick Scales** – No report**County Councillor Geoff Lymer** – No reportk) **Other**

- None.

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

- Invitation to WI Birthday Party - *Action/Resolution: Cllr. Lake to check if available.*
- Clerks and Councils Direct Magazine
- HAGS Play Equipment List
- Viking Brochures – Facilities Essential, July Sale

9. **ORDERS AND POLICIES**a) Training and Development Policy and Data Protection Policy not available. *Action/Resolution: Deferred to next meeting*10. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr. Norris, seconded by Cllr. Lake and agreed by all. Signed by the Chairman, Cllr. Pilcher, having been confirmed by Clerk/Responsible Finance Officer.

Signed Chairman

Date 21st August 2018

To be confirmed and agreed at 17th July 2018 meeting. MONTH'S INCOME/EXPENSE

Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS	Cheque, BACS, DD, SO	BANK A/Cs	Statement No:	Reconciliation
	Brought Forward					41,163.15				
19.06.18	Thomas and Partners	Advert	40.00			40.00	R BACS			
19.06.18	S Hixon Capel Renovations	Advert	28.00			28.00	R BACS			
25.06.18	Battle of Britain	Memorial Day	100.00		100.00		R Q1545			
29.06.18	HMRC	PAYE	217.80		217.80		R BACS			
29.06.18	Nat West	Interest	1.55			1.55	R INT			
13.07.18	Street2StreetZ	Advert	18.00			18.00	R BACS			
15.07.18	Light and Power	Advert	80.00			80.00	R BACS			
16.07.18	S Hixon Capel Renovations	Advert	28.00			28.00	R BACS			
17.07.18	Dover District Council	Grapevine Print (June)	382.92		382.92		BACS Reserve A/c	234		39,090.09
17.07.18	Harmer and Sons	Grass Cut (June)	412.50	82.50	495.00		BACS Current	833		1,181.88
17.07.18	Furniture at Work	Noticeboards Village Hall	200.00	40.00	240.00		BACS Project	20		728.43 *****
17.07.18	Dover District Council	Ground Rent Playing Field	112.50		112.50		R SO			41,000.40
17.07.18	William Colvin	50% Planters	360.00		360.00		Q1552			
17.07.18	Staff	Salaries	479.76		479.76		BACS Less Un-Reconciled			2,130.77
17.07.18	Staff	Broadband % payment	11.10		11.10		BACS			
17.07.18	McAfee	Live Safe PC Security	89.99		89.99		BACS			
					2,489.07	41,358.70				
						38,869.63				38,869.63
		Signed							Project	728.43 *****
		Signed							Other	38,141.12
		Signed							TOTAL	38,869.55
					17th July 2018					

11. MATTERS CONCERNING THE PARISH

a) **Councillors' comments**

- Speeding on Capel Street still a cause for concern and lack of footpaths.
- Use of Playing Field for Garage Safari agreed by all present.

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

Cllr. Tutt requested to inform members of issue.

12. DATE OF NEXT MEETING – Tuesday, 21st August at 7.30pm.
 (Apologies; Cllr. Pilcher for meetings 21st August and 18th September).

13. CONFIDENTIAL ITEMS

- Report under separate cover.

Signed Chairman
 Date 21st August 2018