

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 21<sup>st</sup> AUGUST 2018**

**Present:**

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

With the absence of Chairman and Vice-Chairman, Cllr. Lake was proposed by Cllr. Tutt and seconded by Cllr. Leppard, to act as Chairman for the meeting. Cllr. Lake accepted.

1. **APOLOGIES** – Cllrs; Greening, Norris, Pilcher, District Councillor Frederick Scales, Andrew Hawkins (Community Warden) and PCSO Ian Fox.
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**
  - No street sign for Crete Road East. *Action/Resolution: Clerk to report.*
  - Straw in gutter down Capel Street, could cause blocked drains when rains. *Action/Resolution: Clerk to report for cleaning.*
  - Speeding in Capel Street. *Action/Resolution: Waiting meeting with Kent Police on requesting future checks.*
3. **MINUTES OF THE MEETING HELD ON 19<sup>th</sup> JUNE 2018**  
 The Minutes of the meeting held on 17<sup>th</sup> July 2018 were approved and signed by the Acting-Chairman Cllr. Anthony Lake, proposed by Cllr. Holliday, seconded by Cllr. Tutt.
4. **DECLARATION OF PERSONAL INTERESTS** – None.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
  - a) Traffic Management – Notification on meeting with Kelly Garrett from Kent Highways for the 11<sup>th</sup> September had been received. *Action/Resolution: Clerk to check with Cllr. Pilcher on availability.*
  - b) Village Questionnaire – *Action/Resolution: Deferred to next meeting when Cllr. Norris available.*
  - c) Vacancy – No nominations received.
  - d) Other – None.
6. **PLANNING**  
 Notification received from resident on Ecological Surveys for Operation Stack being carried out by Highway England.
 

**Pending Applications**

**Applications granted permission by Dover District Council**

  - 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.

**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. *Action/Resolution: Being discussed by DDC on 23<sup>rd</sup> August. Decision not to speak proposed by Cllr. Shaw, seconded by Cllr. Holliday and agreed by all, as it is for the change of use only, in accordance with the officer's recommendation.*
  - 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
  - 18/00539 | Erection of a garage (existing garage to be demolished) | 26 Alexandra Road, Capel-le-Ferne, CT18 7LN.
  - 18/00693 | Erection of single storey rear and side extension (existing rear extension to be demolished) | 2 Cauldham Lane, Capel-le-Ferne, CT18 7HG

Signed ..... Chairman  
 Date ..... 18<sup>th</sup> September 2018

**Pending Applications continued ...**

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

**Applications waiting Parish Council Decision**

- 18/00819 | Change of use of land to site 30 no. holiday caravans and associated landscaping and access | Land at New Dover Road and Winehouse Lane, Capel-le-Ferne, Folkestone.  
*Action/Resolution:* To object to application on:
  - \* There are enough caravan sites in the village and this one will impinge on several properties.
  - \* It will be another amount of traffic onto the New Dover Road (B2011), already an extremely busy road, from Winehouse Lane exit.
  - \* Even with the usual restrictions, this would, in effect, be a further 30 dwellings and the loss of more green fields.
  - \* It is detrimental to both the street scene of the village and to neighbouring properties.
  - \* Any expansion to the number of holiday homes in Capel-le-Ferne should be within the confines of existing sites.

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

- Reported broken down vehicle left in Old Dover Road, moved back to owner's property.
- Parking on pavement targeted by Community Warden. Andrew Hawkins will continue to have informal requests with owners.
- Milestone in Old Dover Road tidied, but not been back-filled in. *Action/Resolution: Cllr. Lake to discuss with Dover District Council.*

**b) Play equipment**

- Annual Maintenance being carried out on gym equipment, together with installation of height signage.

**c) Highways**

- Councillors need to address speeding and funding any schemes, when best solution decided.
- Filling of pot-holes being carried out when reported.

**d) Public Rights of Way**

- Footpath from Alexandra Road to Lancaster Avenue now cleared.
- Bridleway top of Dover Hill also cleared by Town Sprucer.
- Footpath leading to clifftop, not official PROW. *Action/Resolution: Cllr. Lake to discuss further with Town Sprucer.*
- Footpath Winehouse Lane to Satmar, overgrown. *Action/Resolution: Cllr. Lake to report.*

**e) Speed Watch**

- More sessions need to be organised. *Action/Resolution: Recruitment advertising campaign to be undertaken.*
- Cllr. Lake considering writing to Kent Police on reinstating 1<sup>st</sup> letter observation under scheme.

**f) Capel Cares**

- A number of regular clients now reported and more residents getting involved in helping.
- The scheme is working very well and thanks expressed to all involved.

**g) Grapevine Newsletter**

- Cllr. Shaw made enquiry on Old Map (Kath Clarks), which was going to be displayed in Village Hall. *Action/Resolution: Clerk to progress request.*

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

- Timetable and request for help to be advertised in September Grapevine Newsletter.

**i) Training/workshops/seminars**

- KALC Notifications received on; Allotment Management and Law; Chairmanship Conference; Annual Finance Conference; Community Resilience Workshop.

Signed ..... Chairman  
Date ..... 18<sup>th</sup> September 2018

j) **County Councillor Geoff Lymer**

- Cllr. Lymer to make further enquiries on the charges made by KALC for training/workshops. He consider this cost should be coming from the subscriptions Parish Councils pay.
- New initiative to acknowledge and encourage people to interact and befriend each other, especially those in need of assistance similar to Capel Cares.
- Use of Community Bus – waiting results of “Big Conversation” workshops and consultations.
- Bollards to be progressed on New Dover Road and Capel Street (chain-link between existing).

**District Councillor Frederick Scales** – No report

k) **Other**

- Official thanks and appreciation received from Village Hall Management Committee, via Vice-Chair (Jayne Stone), for provision of new internal noticeboards in foyer.

8. **CORRESPONDENCE**

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

1. Email from Charlie Elphicke – Bench on Clifftop. *Action/Resolution: Waiting DDC on land ownership. But may advise to site the bench anyway if no owner forthcoming.*
2. Viking Brochures – July and August Sales.

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. Holliday, seconded by Cllr. Shaw and agreed by all. Signed by the Acting-Chairman, Cllr. Lake, having been confirmed by Clerk/Responsible Finance Officer.

| To/From Whom                     | Particulars of Payment    | Amount | VAT   | TOTAL EXPENSES | TOTAL RECEIPTS   | BANK A/Cs          | Statement No: | Reconciliation   |
|----------------------------------|---------------------------|--------|-------|----------------|------------------|--------------------|---------------|------------------|
| <b>Brought Forward</b>           |                           |        |       |                | <b>38,869.63</b> |                    |               |                  |
| Nat West Bank                    | Interest                  | 1.68   |       |                | 1.68             |                    |               |                  |
| Greenview Nursery                | Advert                    | 80.00  |       |                | 80.00            |                    |               |                  |
| StreetZ2Streetz                  | Advert                    | 18.00  |       |                | 18.00            |                    |               |                  |
| Capel Renovations                | Advert                    | 28.00  |       |                | 28.00            |                    |               |                  |
| Furniture at Work                | Noticeboards Village Hall | 200.00 | 40.00 | 240.00         |                  |                    |               |                  |
| Playsafety Limited               | Equipment Annual Insp     | 262.50 | 52.50 | 315.00         |                  |                    |               |                  |
| Harmer & Sons                    | Grass Cutting             | 412.50 | 82.50 | 495.00         |                  |                    |               |                  |
| Viking Direct                    | Paper                     | 16.87  | 3.37  | 20.24          |                  |                    |               |                  |
| Viking Direct                    | Ink Cartridge             | 16.27  | 3.25  | 19.52          |                  | Reserve A/c        | 234           | 37,091.77        |
| Shepway Glass                    | Perspex PC Noticeboards   | 164.00 | 32.80 | 196.80         |                  | Current            | 833           | 1,177.11         |
| Stephen Huxtable July and August | St Marys Grass Cutting    | 240.00 |       | 240.00         |                  | Project            | 20            | 728.43           |
| Dover District Council           | Grapevine Printing        | 382.92 |       | 382.92         |                  |                    |               | 38,997.31        |
| Staff                            | Salaries                  | 479.76 |       | 479.76         |                  | Less Un-Reconciled |               | 2,389.24         |
|                                  |                           |        |       | 2,389.24       | 38,997.31        |                    |               |                  |
|                                  |                           |        |       |                | <b>36,608.07</b> |                    |               | <b>36,608.07</b> |

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

- Straw on Capel Street.

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

None.

12. **DATE OF NEXT MEETING** – Tuesday, 18<sup>th</sup> September at 7.30pm. (Apologies; Cllr. Pilcher).13. **CONFIDENTIAL ITEMS** None.

Signed ..... Chairman

Date ..... 18<sup>th</sup> September 2018