

CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council - Maureen Leppard

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A MEETING OF THE PARISH COUNCIL WILL BE HELD ON
TUESDAY, 16th AUGUST 2016, AT 7.30PM,
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE
AGENDA

1	To RECEIVE Apologies for absence (<i>Cllr: Greening</i>)
2	To DECLARE any personal interests in items on Agenda
3	To RECEIVE any Public Address to Councillors & Surgery Feedback (<i>10-15 minutes</i>)
4	To APPROVE Minutes of the meeting held on 19 th July 2016 (<i>attached</i>)
5	To DISCUSS matters arising from minutes not covered elsewhere on agenda <ul style="list-style-type: none"> a) <i>Traffic Management (Speed-Watch Scheme, Speeding and traffic calming - B2011 and Capel Street)</i> b) <i>Resilience Plan – Preparing for Emergencies (Cllr: Stone – draft circulated under separate cover)</i> c) <i>Neighbourhood Plan future procedure (Cllrs: Pilcher and Stone)</i> d) <i>CCTV – Coverage, camera adjustment and equipment cupboard</i> e) <i>Broadband/Phone expenses (attached)</i> f) <i>Commemoration of Mick Marshall's BEM Award (Cllr: Leppard)</i> g) <i>Other</i>
6	To RECEIVE Delegates and other sub-committee reports not covered elsewhere on agenda <ul style="list-style-type: none"> a) <i>Neighbourhood Watch (Cllr: Shaw/Community Warden/PCSO)</i> b) <i>Play Equipment Status, Signs and White Gates/Flower Box refurbishments</i> c) <i>Village Hall Management Committee (Cllr: Stone)</i> d) <i>Highways (Cllr: Tutt)</i> e) <i>Public Rights of Way (Cllr: Hale) – Community Payback Scheme (Community Warden)</i> f) <i>Annual Playing Field Event</i> g) <i>Training/Workshops/Seminars</i> h) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i> i) <i>Other</i>
7	To RECEIVE and DISCUSS Correspondence <ul style="list-style-type: none"> a) <i>Garage Safari – Sunday, 4th September 2016</i>
8	To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
9	To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> a) <i>Proposed Development Land South of New Dover Road (B2011) – Reply to Appeal</i> b) <i>Proposed Development Land junction Winehouse Lane and Capel Street</i> c) <i>Quinn Estates - Land North of New Dover Road (B2011)</i> d) <i>Other</i>
10	To RECEIVE and DISCUSS Any Other Business concerning the Parish <ul style="list-style-type: none"> a) <i>Councillors' comments</i> b) <i>Approve any resolutions for discussion in confidential items in agenda item 12</i>
11	To CONFIRM date of next meeting - (<i>Tuesday, 20th September 2016</i>)
12	To RECEIVE and DISCUSS any confidential items from resolution approval item 10b

Signed *m. Leppard* (Parish Clerk). 9th August 2016

	LIST OF ITEMS - (PENDING) <ol style="list-style-type: none"> 1. <i>A20 Traffic Assessment Phase - (Waiting Highways England decision)</i> 2. <i>2017 Event Working Party</i> 3. <i>Bulb planting Lancaster Avenue to commemorate HM Queen 90th Birthday (Sept - Cllr: Stone)</i> 4. <i>ER252 Bridleway surface to school rear gate for scooters etc. - (Deferred to a later date)</i> 5. <i>Stagecoach Bus Service Routes - (Cllr: Scales)</i> 6. <i>Planning: Satmar - (Waiting DDC Enforcement Officer input)</i> 7. <i>Replace some existing junior play equipment - (Cllr: Norris and Cllr: Pilcher)</i> 8. <i>Footpaths South and North New Dover Road - (Waiting Kent Highways)</i>
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MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 19th JULY 2016

Present:

Cllrs; Hale, Holliday, Leppard, Norris, Shaw, Stone, Tutt, together with District Councillor Frederick Scales.
 In the absence of Chairman, Cllr: Norris (Vice-chairman) chaired the meeting.

1. **APOLOGIES** – Cllrs: Greening, Pilcher and Community Warden Andrew Hawkins.
2. **DECLARATION OF PERSONAL INTERESTS** - None.
3. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCILLOR SURGERY and OTHER SOURCES**
 None
4. **MINUTES OF THE MEETING HELD ON 21st JUNE 2016**
 The Minutes of the meeting held on 21st June were approved and signed by the Vice- Chairman Cllr Chris Norris, proposed by Cllr: Stone, seconded by Cllr: Shaw.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) Bus shelter at the Battle of Britain site.
 Repositioning to comply with Disability Act now completed.
Other bus shelters
 Cllr: Scales reported, funding mentioned previously only for advertising purposes.
 - b) White Gates and Flower Box Refurbishment
 In absence of Cllr: Pilcher, it was believed the two boxes in Old Dover Road may still require repainting.
 - c) Traffic Management - Capel Street traffic calming & 20mph speed limit
 - Speed Watch resurrection awaiting Kent Police decision on funding on 1st September. Speeding still a concern, as expressed by many residents.
 - d) Resilience Planning – Preparing for Emergencies
 Village Hall and Baptist Church named as designated buildings.
 Names to assist - work in progress and to be added to Plan.
 - e) Neighbourhood Plan
 Meeting arranged to discuss setting up a Public Meeting.
 - f) CCTV – Coverage, camera adjustment and equipment cupboard
 Cupboard to house CCTV monitor and DVD unit on order. Display boards also ordered to use in Old Post Office Room to hide chairs and display posters etc.
 - g) Other Items Deferred from previous meeting
 - i. Public Rights of Way Delegate - Cllr: Hale agreed to continue.
 - ii. Laptop computer warranty/Broadband/Phone expenses.
 Parish Council Dell computer warranty expiration – Agreed not to renew.
 McAfee Anti-virus to be renewed for one year.
Action: Clerk to present Broadband and Phone charges for next meeting.
6. **DELEGATES REPORTS**
 - a) Neighbourhood Watch
 Cllr: Shaw to research Life-Lines for Elderly and then insert an item in next Grapevine Newsletter.
 Scams and Fraud issues continue to be published by Clerk on-line and social media.
 - b) Play equipment
 Trees on Playing Field boundary (Lancaster Avenue), cut back and dead tree in Village Hall Car Park removed.
 CCTV Signage (6) agreed and (2) No Ball Games in Area (rear of Beatrice Road) agreed. *Action: Clerk to order.*
 Other sign relating to Rules and Regulation Use of Playing Field to be discussed further at next meeting.

Agenda Item 4**6. DELEGATES REPORTS continued****c) Village Hall Management Committee**

Letter received from Management Committee on concerns advertised of a 65% growth in residential housing and there will be a need to have an enlarged Village Hall as part of consideration in any future Housing Development or Neighbourhood Plan.

d) Highways

- Enforcement Officers notified of driveway with no drainage grid in place.
- Parking on grass verge B2011, notified to Kent Highways.
- Concerns expressed on rough cuts to grass, due to weather conditions.

e) Public Rights of Way

Concerns expressed on overgrown vegetation on PROWs, as Kent County Council only cut twice a year in May and August. Land owners not complying. *Action: Clerk to ask Community Warden to check availability of Community Payback Workers to carry out cuts.*

f) Annual Playing Field Event – 23rd July

- i. Bunting to be put up Friday pm.
- ii. Judo to be included in main arena, as will Hawkinge Flyers.

g) Training/workshops/seminars - None.**h) District Councillor Scales reported the following:**

- i. New Dover Leisure Centre Consultation. Existing not big enough.
- ii. New door entry at Reece Adams House, Cauldham Close.
- iii. Devolution Powers to “Super Councils” including Boundary Reviews, before 2019. Main areas District Councils may take over; Highways, Health and Social Care, Waste. Parish Councils maybe responsible for Parking Services, Planning, PROW.

i) Other

None.

7. CORRESPONDENCE**a) Capel Twinning Association letter notifying the Parish Council that the Capel Twinning Association have an informal arrangement with a new French village Vielle Eglise, (a village about four miles from Oye-Plage). *Action: Agreed as the Twinning Association was independent any further intervention was not required by Council at this point.*****b) Other**

Reply letter received from Mick Marshall on a commemoration of his BEM Award. It was agreed that further information be obtained on the Charity in Malawi he has requested. *Action: Cllr: Leppard to investigate further with Pam Barr from Baptist Church.*

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

1. Reply from Mick Marshall
2. Capel Twinning Association
3. White Cliffs Walking Festival 25th-31st August, leaflet, poster and letter
4. Kent Trust for Youth Sport Introduction Letter
5. Kent County Council Waste Management – Kent Waste Disposal Strategy Consultation letter
6. Came and Company Insurance – Change of Trading Style
7. Clerks and Councils Direct Magazine
8. Kent and Medway NHS Connected Booklet
9. Wicksteed Memory Swing leaflet

8. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Shaw, seconded by Cllr: Stone and signed by the Vice-Chairman, Cllr: Norris, having been confirmed by Clerk/Responsible Finance Officer.

Particulars of Payment	Amount	VAT	TOTAL EXPENSE	TOTAL RECEIPTS	TOTAL IN HAND	BANK A/Cs	Statement No:	Reconciliation
				27,614.33	27,614.33			
Adverts	204.00			204.00				
Grapevine printing	457.12		457.12	0.00				
Fee charge	20.00		20.00	0.00				
Advert	39.00		0.00	39.00				
Advert	18.00		0.00	18.00				
Employers Tax	186.00		186.00	0.00				
Bus shelter reposition	980.00	196.00	1,176.00	0.00				
Grass cutting	393.75	78.75	472.50	0.00				
Grapevine printing	351.12		351.12	0.00				
Paper & Ink	69.28	13.86	83.14	0.00				
Litter Clearance	79.16		79.16	0.00				
Salary & Postage	317.16 2.06		319.22	0.00		Reserve	213	21,791.35
						Current	727	4,692.43
						Project	19	728.43
								27,212.21
								Unreconciled 2,481.14
	3116.65	288.61	3,144.26	27,875.33	24,731.07			24,731.07

12. **PLANNING**e) **Proposed Development Land South of New Dover Road (B2011)**

Nothing further to report.

f) **Proposed Development Land junction Winehouse Lane and Capel Street**

To date, amended plans still to be submitted to Dover District Council

g) **Quinn Estates - Land North of New Dover Road (B2011)**

A meeting with the Policy and Project Planner at Dover District Council was arranged with 2 Councillors and a report would be forthcoming following this.

h) **Other****Applications Granted by Dover District Council**

- 16/00189, Conversion of redundant farm buildings to four dwellings and erection of garage building, together with associated works, following demolition of three buildings, Poulton Farm, Poulton, Hougham, CT15 7DP
- 16/00671, Construction of a pitched roof to existing rear extension and installation of 5 no. roof-lights to front and rear roof slope, 121 New Dover Road, Capel-le-Ferne, CT18 7JL

Applications Waiting Decision by Dover District Council

- 16/00602, Erection of extensions (existing conservatory to be demolished and storage container to be removed), Site at Battle Britain Memorial, New Dover Road, Capel-le-Ferne, CT18 7JJ
- 16/00754, Erection of a single storey side extension incorporating garage, single storey rear extension, front porch extension and rear dormer roof extension (existing conservatory to be demolished), 26 Victoria Road, Capel-le-Ferne, CT18 7LR

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

- Waste Enforcement Officer requested to attend property in Capel Street on refuse and other waste accumulation in front garden. *Action: Clerk to inform Dover District Council.*
- British Heart Foundation container outside Village Hall in Lancaster Avenue discussed, due to amount of items left outside bin because it is always full. *Action: Cllr: Stone would mentioned to Village Hall Management Committee on removal.*

b) Approve resolution to discuss any confidential issues in agenda item 12 - None14. **DATE OF NEXT MEETING**

Tuesday, 16th August 2016. (*Apologies from Cllrs: Greening and Tutt*)

15. **CONFIDENTIAL ITEMS**

None.

Rental and other charges

☞ **Phone line - 01303 259564**

Package

Broadband and Calls - 27 Jul-26 Oct 16 £ 74.40

This is the cost of your Package at £24.80 a month, charged in advance from 27 Jul 2016 to 26 Oct 2016. This gives you:

- **Calling Plan** Unlimited Evening and Weekend Plan
- **Broadband** BT Infinity Option 1

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Unlimited Anytime Calls Add-on - 27 Jul-26 Oct 16 £ 25.50

This is the cost of your Unlimited Anytime Calls Add-on charged in advance (£8.50 a month)

Includes anytime calls to UK landlines and discounts to UK mobiles

3 months Charge in advance £ 99.90

Monthly charge £ 33.30