

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 18th AUGUST 2015

Present:

Cllrs; K Pilcher, J Shaw, G Greening, C Norris, J Stone, B Tutt, together with Frederick Scales (District Councillor)

1. **APOLOGIES:** Paul James (Community Warden), County Councillor Geoff Lymer and PCSO Gretel May.
2. **DECLARATION OF PERSONAL INTERESTS** - None.
3. **PUBLIC ADDRESS TO COUNCILLORS** - None received
 Clerk read the Surgery feedback from Parishioners;
 - Dog fouling problem corner of Beatrice/Alexandra Road; *Action: P James and Clerk*
 - Not stopping at road junction Alexandra/Victoria Road due to missing signage; *Action P James*
 - Petanque equipment storage container request – following discussion agreed it may present a Health and Safety issue. Resident to be informed. *Action: Clerk.*

4. **STATEMENTS FROM (3) CANDIDATES FOR THE (3) CASUAL VACANCIES**

Summaries:

- a) Cherry Leppard: Items of interest in village; litter and fly-tipping. Willing to take responsibility for and/or take on any role.
- b) Lyn Ratcliff: Served on another Council in charge of play equipment. Interested in speeding and planning/building/developments. Lived 11 years in village.
- c) Viv Hale: Community spirited and links. Interested in communication with village, speeding drivers and quad bikes, planning of large houses, traffic calming B2011, pathway Cauldham Lane/Capel Street.

Chairman thanked candidates and informed meeting, discussions and decision to be made at end of meeting.

5. **MINUTES**

The Minutes of the meeting held on 21st July 2015 were proposed as a true record by Cllr. Greening and seconded by Cllr. Tutt and approved. Signed by the Chairman, Cllr. Pilcher.

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

Chairman decided that firstly the four (4) planters at Courtwood Roundabout would be discussed.

Comments raised - Summary

- i. Earth in front of gate had been placed there by Farmer, who would be building a bund on roadside (Dover Bound) to prevent HGV parking.
- ii. Concrete planters in place (Folkestone bound), require painting and planting. Although there was a question on who would carry this out and maintain them, as it appeared no decision had been agreed. It was noted they were in Hougham Parish Council area, who should be approach out of courtesy.
- iii. The future of the planters should be part of the Council's priority list for the village and cost etc., needs to be investigated for this purpose. Liabilities on painting and maintenance, from a Highway perspective, requires further advice.
- iv. Implications on correct procedure to follow was discussed and agreed requests from both sides should be in writing for clarification.

In order to progress this issue further it was decided to write a letter to County Councillor Lymer and to also arrange an on-site meeting with Highway representative, Hougham Parish Council and Capel-le-Ferne Parish Council representatives to ascertain next stage. *Action: Cllr. K Pilcher & Clerk*

a) **Open Space Needs – New Developments**

Cllr: Pilcher had attend a Village Hall Management Committee meeting to discuss viability and feasibility of working together to provide public toilet facilities and gave feedback. As there was a time scale involved to notify Dover District Council of decision, it was agreed to look at other possibilities than previously discussed, owing to various apprehensions on these facilities. Other future projects discussed, together with amount of funding that could be available, which would be equated and based on statistics. The following were agreed as those recognised and would be put forwarded to Development Officer at District Council for consideration:
Action: Clerk

1. Enhancement and redevelopment of entire length of Bridleway ER252.
2. Enhancement and/or resurface of football pitch.

It was agreed to advise VHMC to go ahead with their own plans. *Action: Cllr. J Stone*
 Consideration to be given to produce a list of other future priorities for working towards.

- b) **New Litter Bin, Winehouse Lane** – Still not in place – DDC to be contacted. *Action Mrs Leppard.*

Signed
 Chairman / Vice-Chairman – 15th September 2015

6. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA - continued**

- c) Adopt a Flower Box Scheme – Size of plaques measured and required – Six (6) 8” x 3”. Three quotations circulated for consideration as attached. Agreed to accept White Cliffs Engraving, Whitfield – cost £25 each. *Action Clerk and Cllr. Pilcher to fit.*
- d) Cherry Leppard’s Award – Afternoon Tea. All plans in place. *Action Tea Party Organisers.*
- e) Battle of Britain Memorial Trust Bus Shelter
Application forms to be completed for 50% grant from KCC Bus Shelter Partnership and County Members Fund. *Action Clerk.*
Proposed by Cllr: Stone, seconded by Cllr Shaw and all agreed, that the shortfall of up to £1,000 be donated from Parish Council, possibly to be shared with Battle of Britain memorial Trust.
- f) Other
Traffic and Road Improvements/Management
A20 Traffic Assessment Phase – no further communication from Highway England.
Action: Clerk to chase decision on slip road closure.
Tree on Playing Field – Tree Surgeon had been back and applied more solution to eradicate stump.

7. **DELEGATES REPORTS**

- a) Neighbourhood Watch – *Community Warden/PCSO and/or Cllr. Shaw.*
➤ Cllr: Shaw reported that the Farmers’ Market was being used to recruit new members.
➤ Name of Co-ordinator still to be change on website. *Action Cllr: Greening*
➤ Regular Grapevine inserts to be produced. *Action Cllr. Shaw*
➤ Future plans include a meeting and/or community day with Police, Fire Brigade and Paramedic attendance. Source of leaflets for circulating to be investigated further. *Action Cllr. Shaw*
- b) Play Equipment Status – *Cllr. Pilcher.*
Tarmac on gym surface and around skate-park grind-rail to be chased with Capel Groundworks. *Action: Clerk*
- c) Village Hall Management Committee - VHMC Minutes/Cllr. Stone.
Report circulated and attached. Reminder on Last Night of the Proms event on September 12th.
- d) Highways – *Cllr. Tutt.*
➤ Footpath South side of New Dover Road (B2011) reported to Kent Highways and now waiting contractors to attend to cracking and weed growth.
➤ Courtwood Planters dealt with under agenda item 6.
➤ Parking on grass verge reported to Kent Highways for investigation on enforcement procedure.
- e) Public Rights of Way
Grant Application from Up on the Downs declined. Another grant applied for from The Big Lottery Fund. *Action Mrs Leppard.*
- f) Annual Playing Field Event 2015
Accounts to date circulated and attached. Cllrs: Stone and Pilcher to arrange a meeting with The Royal Oak. It was agreed by all present to hold another event in 2016 in July. Date to be confirmed.
- g) 11th November 2015
The Reverend Brian Williams (St Radigund’s Church) and Lay Minister Mrs Pam Barr (Baptist Church) had accepted invitations to a wreath laying ceremony. The school had also been invited, but due to holidays, a reply was still pending. A bugler was being arranged. *Action: Cllr. Greening.*
Programme of event to be drafted for consideration at next meeting. *Action: Clerk*
- h) Training/Workshops/Seminars
Dates of new councillor induction, Cllrs. Greening and Shaw unable to attend dates offered.
Cllr. Pilcher would be attending a Chairman’s Workshop in September.
- i) District Councillor Scales and/or County Councillor Lymer
Councillor Lymer sent a report in his absence, on the trial of parking HGV on Manston Airport.
Councillor Scales reported:
➤ Dover District Council were against the parking of HGV on Manston Airport.
➤ Slip road still not open. Suggestion to write again to Highways England.
Councillor Scales reported continued:
➤ Demolition of Burlington House in Dover to take place.
➤ Grassland – Land South of New Dover Road – negotiations still ongoing with Developer and Planning Department, including road layout and more detailed explanation on design and style with evidence produced.
- j) Other – New Dell Laptop Computer now purchased and being set-up for use. Password Protection applied.

8. **CORRESPONDENCE**

Email from Rev. Brian Williams on St Mary's Churchyard: "Update on the position regarding St Mary's Churchyard: Following discussions with the insurers and the Diocese, it was agreed earlier this year that those parts of the churchyard that are visited most frequently will be close mown while those areas where graves are visited less frequently will be managed for wildlife, and the grass cut less frequently. Signage is likely to be introduced asking visitors to keep to those areas which are close mown, and to the paths. As I believe I may have indicated in a previous email, this represents a significant departure from the policy that our insurers had been pursuing. A management plan for the churchyard is in the process of being prepared in the light of all this. We have noted the kind offer of members of the Parish Council for assistance in applying for grants should this be necessary, which had prompted our approach to the Parish Council for help in meeting their requirements".

Dover District Council, Regeneration and Delivery Team: Collating Information on services and facilities lost or gained: Reply as follows: *Action: Clerk*

LOST - Post Office facilities (Post Office Limited), - 40mph flashing speeding sign (Kent Highways)
- Full time Community Warden (Kent County Council) - The A20 entry slip road (Highways England)

Strategic Indoor Leisure Needs Assessment Survey: Cllr. Stone had almost completed survey, with just three questions outstanding. Following discussion it was agreed by all that a "no" be answered to these.

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

Other received:

1. Broxap Litter/recycle bins brochure
2. Dover District Council – Review Licensing Policy, Draft available
3. Live On Concert – Christmas Celebration @ Guildhall, London. 9th and 10th December £40 tickets

9. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr. Stone, seconded by Cllr. Norris and signed by the Chairman, Cllr. Pilcher and Clerk/Responsible Finance Officer.

MONTH'S INCOME/EXPENSES

| Received/Paid | Description | INCOME | EXPENSES | VAT | Cheque No: or BACS/SO/DD | | TOTAL IN HAND |
|-------------------------|---|--------------------|-----------------|------------------|--------------------------------|---|------------------|
| Jessica Young | Grapevine Advert | 72.00 | | | BACS | R | |
| Various | Adverts & History Book Sales | 150.50 | | | 100381 | R | |
| Roger Crowther | Grapevine Advert | 108.00 | | | BACS | R | |
| Event | Summer Fete & Beer Festival | 450.49 | | | 10 | R | |
| Harmer Landscape | Grass cutting July | | 387.50 | 77.50 | BACS | | |
| KALC | Chairman's Workshop | | 72.00 | | Cheque: 1503 | | |
| Village Hall Management | Rent PO Room Jul - Dec 2015 | | 30.00 | | Cheque: 1504 | | |
| J Carter | Lady Cherry's Refreshments | | 50.00 | | BACS | | |
| Dell | Inspiron 17 5000 Computer | | 368.25 | 73.65 | BACS | | |
| Mr D Reed | Litter Clearance August | | 75.00 | | BACS | | |
| Mrs M Leppard | Salary & Expenses August (Salary £301.50, Postage £4.87, Flowers for Memorial and Cherry £66) | | 372.37 | | BACS | | |
| Nat West | Interest | 0.59 | | | | | |
| | | 781.58 | 1,355.12 | 151.15 | | | |
| TOTAL IN HAND | | | | | | | 13,910.50 |
| BANK A/Cs | Date | Statement No: | Amount | Reconciliation | | | |
| Reserve | 29.07.15 | 204 | 10,458.80 | | | | |
| Current | 06.08.15 | 683 | 4,816.04 | | | | |
| Project | 31.07.15 | 16 | 728.43 | 16,003.27 | | | |
| | | Less Un-Reconciled | | 2092.77 | | | |
| | | | | 13,910.50 | | | |

Signed
Chairman / Vice-Chairman – 15th September 2015

10. **PLANNING**
Applications Granted
3 Old Dover Road – Certificate of lawfulness (proposed) for the erection of a single storey rear extension (existing extension to be demolished).
Applications Received
Development of 41 Houses Land South of New Dover Road – *Awaiting information from DDC Planning*
147 New Dover Road – Erection of a detached dwelling and creation of vehicular access and parking. Amended application received. *Action: Waiting committee decision.*
9 Clarence Road – Erection of a detached dwelling and construction of a vehicular access (existing garage to be demolished). *Action: Waiting committee decision.*
Weston, Green Lane – Erection of a two storey rear extension (existing extension to be demolished).
Action: Waiting committee decision.
11. **MATTERS CONCERNING THE PARISH**
a) Councillors' Comments
➤ Cllr. Greening observed “No HGV Parking Signs in Dover Hill Layby”. Noted.
b) Approved resolutions to discuss any confidential issues in agenda item 13
12. **DATE OF NEXT MEETING** - Tuesday, 15th September 2015 at 7.30pm.
13. **CONFIDENTIAL** - recorded under separate cover

Emails, Brochures, magazines, etc., correspondence items: Meeting Tuesday, 18th August 2015

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

Due to a vast amount of emails received and to save paper, if Councillors require any of them, please contact Clerk and relevant emails will be forwarded on).

| | | |
|------------------------------------|--|--------|
| Kent Association of Local Council | Event Announcement: Achieving CiLCA - Workshop and Training, 06 November 2015 | 12:54 |
| Katy Sharp | FW: New Premises Licence Application - Buckland Post Office, London Road, Dover | 11:44 |
| week | | |
| Deal With It - Transition Deal | DWI August Update | Aug 15 |
| roadworkseast@kent.gov.uk | Urgent Road Closure - Ackholt Road & Clarendon Road, Aylesham - 24 August 2015 (Dover) | Aug 14 |
| Laila Summers | Isaura's Fine Foods, 4 Victoria Road, Deal, CT14 7AP | Aug 14 |
| roadworkseast@kent.gov.uk | Urgent Road Closure - Middle Street, Deal - 19 August 2015 (Dover) | Aug 14 |
| administrator | FW: Kent County Council Minerals & Waste Local Plan 2013-30 - Proposed Modifications Cc | Aug 14 |
| MWDFSP@kent.gov.uk | Kent County Council Minerals & Waste Local Plan 2013-30 - Proposed Modifications Consu | 11:07 |
| day | | |
| Guy Rollinson 46054436 | Speed Watch Volunteer Training Opportunity - Hawkinge Community Centre Tues 18 Aug 2 | Aug 13 |
| Allpark Sales | Allpark's Summer Sale | Aug 13 |
| roadworkseast@kent.gov.uk | Urgent Road Closure - Mill Road, Deal - 17 August 2015 (Dover) | Aug 13 |
| roadworkseast@kent.gov.uk | Urgent Road Closure - St Georges Crescent, Dover - 19 August 2015 (Dover) | Aug 13 |
| roadworkseast@kent.gc | Urgent Road Closure - Barfrestone Road, Eythorne - 17 August 2015 (Dover) | Aug 13 |
| Rebecca Williams | Rural affordable housing and CLTs event | Aug 13 |
| Kent Community Foundation | New Funds Open | Aug 13 |
| Kent Association of Local Council | What's On in Autumn 2015 | Aug 13 |
| nhw.east.kent@kent.pnn.police.u | Kent Community Messaging - South kent - Update charge - Dover | Aug 13 |
| this week | | |
| Katy Sharp | New Premises Licence - 329 Dover Road, Walmer | Aug 12 |
| Laila Summers | Premises Licence - Motis Freight Clearance and Truckstop Facility, Western Docks, Lord War | Aug 12 |
| Planning for Climate Change Cor | Planning for Climate Change Conference Series 21st December LONDON and 28th October | Aug 12 |
| roadworkseast@kent.gc | Temporary Road Closure - Goodnestone Road, Wingham - 13 September 2015 (Dove | Aug 11 |
| Stuart Wetherell | Wicksteed's new 7 year paint guarantee | Aug 11 |
| Broxap Litter Bins and Recycling I | Recycling at the 'Double' at Marlowe's Shopping Centre and Bedford Bus Station... | Aug 11 |
| Laila Summers | Deal Town Council, High Street, Deal, CT14 6TR | Aug 10 |
| Kent Association of Local Council | Event Announcement: The Clerk In Action - Workshop and Training Module, 07 October 20 | Aug 10 |
| roadworkseast@kent.gov.uk | Urgent Road Closure - Albert Road, Dover - 12 August 2015 (Dover) | Aug 6 |
| roadworkseast@kent.gov.uk | Temporary Road Closure - Lower Road, Temple Ewell - 9 August 2015 (Dover) | Aug 6 |
| Brake, the road safety charity | Brake News Bulletin - 6 August 2015 | Aug 6 |
| roadworkseast@kent.gov.uk | Update: Urgent Road Closure - Liverpool Road, Walmer - 3 August 2015 (Dover) | Aug 6 |
| Karen Brookes | Make the smart choice with Planning | Aug 6 |
| Planning for Climate Change Cor | Planning For Climate Change Conference Series 21st December LONDON and 28th October | Aug 6 |
| PLANTSCAPE | LIGHT UP YOUR TOWN WITH SOLAR POWERED CHRISTMAS TREES! | Aug 5 |
| Applause | Applause seeks new trustees | Aug 4 |
| administrator | LICENSING ACT 2003 | Aug 4 |
| admin | Unipar Services - Speed Detection & Display Systems Summer 2015 Limited Offer Promotio | Aug 4 |
| Broxap Street Furniture | Take Your Seat this Summer... A Selection of Broxap's Seats and Benches... | Aug 4 |
| Stuart Wetherell | On the road with fully compliant outdoor gyms! | Aug 3 |
| administrator | Business Rates & Toilets | Aug 3 |
| Andy Steele | Celebrating Community Hub Success | Aug 3 |
| Laila Summers | Walmer Court Farm Shop, The Old Tractor Shed, Walmer Court Farm, Dover Road, Walmer, | Jul 31 |
| Andy Steele | Making A Difference With Sandwich Technology School | Jul 31 |
| Explore Kent | Explore Kent August e-news | Jul 31 |
| Southern Water | Your views welcomed for important Southern Water stakeholder research | Jul 31 |
| Kevin Charles | Coastal Revival Fund - bidding prospectus and application | Jul 30 |
| Rebecca Williams | Rural Retailer Competition 2015 | Jul 30 |
| Roger Walton | FW: Fw: Major Study Of Leisure Facilities Includes Look At Future For Dover Leisure Centre | Jul 30 |
| Planning for Climate Ch | Planning For Climate Change Conference Series 21st December LONDON and 28th C | Jul 30 |
| Jo Gurr | Produced in Kent August E-Bulletin | Jul 29 |
| Lisa Inman | Building a rural community | Jul 28 |
| Andy Steele | Salvatori Group In Aylesham Move | Jul 28 |
| nhw.thanet@kent.pnn.police.uk | Kent Community Messaging - South kent - Update of Charges Dover | Jul 28 |
| Broxap Street Furniture | Introducing a selection of Broxap's Access Control and Traffic Management Products... | Jul 28 |
| Amanda Scott | Wicksteed Newsletter Issue 17 from Amanda | Jul 28 |

Signed
Chairman / Vice-Chairman – 15th September 2015

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|-----------------------------------|---|--|--------|
| roadworkseast@kent.gov.uk | Urgent Road Closure - Liverpool Road, Walmer - 3 August 2015 (Dover) | | Jul 27 |
| roadworkseast@kent.gov.uk | Urgent Road Closure - Straight Mile, Northbourne - 3 August 2015 (Dover) | | Jul 27 |
| Andy Steele | Road Safety Matters - Partnership Visits School To Help Drive Home Safety Message | | Jul 24 |
| Brake, the road safety charity | Your Road Safety Week 2015 countdown bulletin | | Jul 24 |
| Kent County Council Consultation | Changes to where Sexual Health Services are delivered in Kent - Invitation to Join | | Jul 24 |
| Kent Association of Local Council | Our Next Big Event at KALC | | Jul 24 |
| nhw.east.kent@kent.pnn.police.u | Kent Community Messaging - South kent - Update charges | | Jul 24 |
| Andy Steele | Kearsney Parks Farm And Forest Day | | Jul 23 |
| administrator | CANCELLATION OF COUNCILLORS CONFERENCE - 24TH JULY 2015 | | Jul 23 |
| Brake, the road safety charity | Brake News Bulletin - 23 July 2015 | | Jul 23 |
| Planning for Climate Change Cor | Planning For Climate Change Conference Series 21st December LONDON and 28th October | | Jul 23 |
| Nadia Brookes | THIRD SECTOR IMPACT STUDY: SURVEY OF CHARITIES AND VOLUNTARY GROUPS | | Jul 22 |
| Toby Wintgens | Strategic Indoor Leisure Needs Assessment - Dover District | | Jul 21 |

Items already forwarded

| | | | |
|-------------------------------------|--|--|--------|
| ► Kent Association of Local Council | Event Announcement: General Power of Competence - A Workshop., 01 October 2015 | | 9:58 |
| DDC NeighbourHoodForums | Neighbourhood Forum Meetings 2015/16 | | Aug 12 |
| Nadia Brookes | Third Sector Impact Study: Survey of charities and voluntary groups | | Aug 12 |
| Andy Steele | Energy Deal Scheme Set To Help Residents Save Money | | Aug 11 |
| sek | | | |
| administrator | Kent Presentation on Defibrillators/PCC/Chief Constable/ 23 September and 2nd December | | Aug 7 |
| administrator | KCC Consultation: Kent Environment Strategy - deadline 25 September | | Aug 6 |
| Andy Steele | Dover District Council Responds To Use Of Manston Airport During Operation Stack | | Aug 5 |
| Kathryn Cook | Your August Fields in Trust update | | Aug 4 |
| administrator | 2015/2016 Council Tax statistics for Parish and Town Councils | | Jul 31 |
| nhw.east.kent@kent.pnn.police.u | Kent Community Messaging - South kent - Microsoft office scam | | Jul 30 |
| Andy Steele | Major Study Of Leisure Facilities Includes Look At Future For Dover Leisure Centre | | Jul 28 |
| administrator | OPERATION STACK UPDATE | | Jul 22 |
| DDC Community | Kearsney Parks - project update | | Jul 21 |

Other items received:

1. Broxap Litter/recycle bins brochure
2. Dover District Council – Review Licensing Policy, Draft available
3. Live On Concert – Christmas Celebration @ Guildhall, London. 9th and 10th December £40 tickets

Agenda Item 6c

QUOTATIONS FOR BRASS PLAQUES – FLOWER BOX ADOPTION SCHEME SPECIFICATION:

6 x 2mm brass plaques with 4 drilled holes, bevelled edge and text as required. 8” x 3” or 6” x 3”

| | | |
|--|---|---|
| Banks Engraving, Cheriton | Do not work on brass, | due to lack of specialist machinery. |
| Gary Wilshaw. gary@whitecliffsengraving.co.uk White Cliffs Engraving Unit 2A Honeywood House, Honeywood Road, Whitfield, Dover, Kent CT16 3EH Tel: 01304 829615 | 8” x 3” – £25.00 each + VAT | 6” x 3” – £22.50 each + VAT |
| Arien Signs beki@ariensigns.co.uk steve@ariensigns.co.uk Station Road, Cheddar Somerset, BS27 3AH Tel: 01934 744656 | 8” x 3” – £39.00 each plus delivery and vat | 6” x 3” – £39.00 each plus delivery and vat |
| Matt info@andygraphix.co.uk Andy Graphix Sign Makers Kent Unit 7 The Glenmore Centre, Shearway Business Park, Pent Rd, Folkestone, Kent CT19 4RJ. Tel: 01303 279777 | 8” x 3” – £66 + VAT | 8” x 3” – £66 + VAT |

Signed
Chairman / Vice-Chairman – 15th September 2015