

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 OCTOBER 2018, AT 7.30PM
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE

AGENDA

1.	To RECEIVE Apologies for absence;
2.	To RECEIVE any Public Address to Councillors & Surgery Feedback (<i>10-15 minutes</i>)
3.	To APPROVE Minutes of the meeting held on 18 th September 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 <ul style="list-style-type: none"> a) <i>Traffic Management (attached)</i> b) <i>Village Questionnaire and Village Status</i> c) <i>Bus Shelter outside Battle of Britain Memorial Site (attached)</i> d) <i>Public Spaces Protection Order 2018 – Dogs on Leads (attached)</i> e) <i>Council Vacancy</i> f) <i>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 <ul style="list-style-type: none"> a) <i>Neighbourhood Watch</i> b) <i>Play Equipment Status</i> <ul style="list-style-type: none"> ▪ <i>Expression Swing (attached)</i> c) <i>Highways</i> <ul style="list-style-type: none"> ▪ <i>Parish Seminar on 6th November</i> d) <i>Public Rights of Way</i> e) <i>Speed Watch</i> f) <i>Capel Cares</i> g) <i>Grapevine Newsletter</i> <ul style="list-style-type: none"> ▪ <i>Deliverers' Buffet (attached)</i> h) <i>Village Hall</i> i) <i>1914-1918 Nation's Tribute 100 years Remembrance - Sunday, 11/11/18</i> j) <i>Training/Workshops/Seminars</i> k) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i> l) <i>Other</i>
8.	To RECEIVE and DISCUSS Correspondence
9.	To RECEIVE and ADOPT: <ul style="list-style-type: none"> a) <i>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 <ul style="list-style-type: none"> a) <i>Councillors' comments</i> b) <i>Approve any resolutions for discussion in confidential items in agenda item 13</i>
12.	To CONFIRM date of next meeting - (<i>Tuesday, 20th November 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. Footpaths South and North New Dover Road - (*Kent Highways*)

Signed *m. leppard* (Parish Clerk).
09 October 2018

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 18th SEPTEMBER 2018

Present:

Cllrs; Greening, Holliday, Lake, Leppard, Shaw and Tutt together with District Councillor Frederick Scales and 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; Norris and Pilcher, Andrew Hawkins (Community Warden) and PCSOs.
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**
 - Notification received of 100s of Tyres fly-tipped on Eight Acres Road, towards West Hougham.
3. **MINUTES OF THE MEETING HELD ON 21st AUGUST 2018**
 The Minutes of the meeting held on 21st August 2018 were approved and signed by the Acting-Chairman Cllr. Anthony Lake, proposed by Cllr. Tutt, seconded by Cllr. Holliday.
4. **DECLARATION OF PERSONAL INTERESTS** – None.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management** – Consultations with Kent Police and Kent Highways with Councillors to take forward a “Traffic Calming Project” in the Village. Kent Police Dover Inspector and PSCOs agreed to endeavour to undertake more speed checks and Kent Highways are providing the Parish Council with costs on installing marked roundels on the highway, in order to allocate PC funds wisely. These markings will be reminders/repeaters, indicating to drivers the speed limit zone they are travelling in. Other traffic calming measures were discussed at great length and both professional outside agencies agreed and favour highway roundels as the most effective form of measure to take. Flashing signs was also another preferred option, which may form the agenda in future depending on funds available and when the B2011 speed limit zones have been moved accordingly. *Action/Resolution: Councillors agreed, initially, to allocate funds towards this Project.*
 - b) **Village Questionnaire** – Concerns expressed for the delay in publicising the results. Councillors are working hard to produce a document for the public and will be used to form a response to DDC on the Land Allocation Local Plan in 2019. *Action/Resolution: Cllr: Lake to contact Cllr: Norris and Pilcher on producing a published version.*
 - c) **Project Funding** - *Action/Resolution: Agreed by all present to transfer £10,000 from Current Account to Community Project Account.*
 - d) **Vacancy** – No nominations received to date. *Action/Resolution: Further notification of elections to be published in Grapevine.*
 - e) **Other** – None.
6. **PLANNING**

Pending Applications

Applications granted permission by Dover District Council

 - 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
 - 18/00539 | Erection of a garage (existing garage to be demolished) | 26 Alexandra Road, Capel-le-Ferne, CT18 7LN.
 - Certificate of Lawful Development – Conversion of garage into habitable room and insertion of new window to front elevation Location: 195 New Dover Road, Capel-le-Ferne, CT18 7JD.

Signed Chairman
 Date 16th October 2018

Pending Applications continued ...

Applications waiting Dover District 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
- 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.
- 18/00889 | Erection of a single storey rear extension (existing extension to be demolished) | Little Croft, 9 Alexandra Road, Capel-le-Ferne, CT18 7LD

Applications waiting Parish Council Decision

- 18/00851 | Erection of a detached dwelling and creation of vehicular access and parking | 147 New Dover Road, Capel-le-Ferne, CT18 7LF.

Other

Councillors expressed concerns on Longships, Cauldham Lane and owners request to discuss revised plans which was deferred waiting Village Questionnaire results. *Action/Resolution: Cllr: Lake to discuss further with working party Councillors.*

7. DELEGATES' REPORTS

a) Neighbourhood Watch

- Report of more inconsiderate parking in Capel Street and Old Dover Road. *Action/Resolution: Clerk to publish reminder in Grapevine to be mindful if having deliveries or building works carried out.*
- Removal of Twinning sign junction Old Dover Road and New Dover Road (B2011). *Action/Resolution: Agreed by all to request removal. Clerk to contact Capel Twinning Association on replacement.*
- Old Map returned to Kath Clark. *Action/Resolution: Cllr: Shaw to make more enquiries on getting photocopied.*
- Enquiry on when speed-zone flower box/gates are being replaced. *Action/Resolution: Notification received these are now ready. Working party required to remove old ones, then they can be replaced.*
- Community Warden reported he wished to organise a "Community Clean-up Day" with residents, focusing on cleaning bus shelters and street name plates. *Action/Resolution: Agreed by those present, with further agreement to fund materials required.*
- Bus Shelter outside Battle of Britain Memorial glass shattered again. *Action/Resolution: One quotation had been received for Perspex replacement, but it was decided further enquiries and investigations on other ways and types of replacement be pursued.*

b) Play equipment

- Bi-monthly monitoring report received by Councillors with two issues noted for attention. *Action/Resolution: Rear gate on Children's Play Area required adjustment. Damaged DDC "Dogs not allowed" sign to be replaced. BMX and Muga defects to be monitored.*
- Enquiry regarding change in Public Space Order for Playing Field to include All Dogs of Leads. *Action/Resolution: Clerk to investigate further with Dover District Council.*

c) Highways

- Cllr: Tutt emphasised, that if costs agreed on placing "highway roundels" that consultation with residents on where placed should be considered.
- "No HGVs" Sign replaced in lay-by on Dover Hill.
- Relocation of 40mph signs, outside Battle of Britain would be required if change in zone agreed by KCC Highways.
- Request to consider Thanet Community Transport Scheme charge of £35 for Group Membership. *Action/Resolution: Proposed by Cllr. Lake, 2nd by Cllr. Shaw and agreed by those present for Parish Council to go ahead and join and then advertise in Grapevine.*

d) Public Rights of Way

- KCC Autumn tidy due. *Action/Resolution: To be monitored by Cllr. Lake*

Signed Chairman

Date 16th October 2018

3 of 4

e) **Speed Watch**

- No report from Cllr. Greening. New volunteer trained, together with Roger Tapley as a co-ordinator. *Action/Resolution: Campaign results to be published in Grapevine.*

f) **Capel Cares**

- Still continuing to help regular clients.
- Thanet Community Transport Association helping with transport. Company considering Blackbull Road route when drivers have upgraded their qualifications and route checked.
- Christmas meal being organised for clients and helpers.

g) **Grapevine Newsletter**

- Afternoon Tea for delivers to be organised, possibly in February 2019. *Action/Resolution: Cllr. Greening to investigate costs from a friend.*

h) **Village Hall Management Committee**

Damage recently sustained at Hall from private letting reported. Police investigating.

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

- Request to purchase 2 refill gas cylinders for gas beacon at approx. cost of £50. *Action/Resolution: Agreed by all present.*
- Inquiry as to cost of hiring Thanet Community Transport for anyone unable to walk to Battle of Britain Memorial Site. *Action/Resolution: Agreed by all present.*

j) **Training/workshops/seminars**

- KALC Notifications received on; Chairman Conference, Community Resilience Workshop and Dynamic Councillor.
- Cllr. Lake reported on seminar attended about Community Transport service held at DDC, Whitfield. Thanet Community Transport Scheme notification for Group Membership at £35. Kent Carrier shopping trips.

k) **County Councillor Geoff Lymer**

- Reminder on completing non-household Waste Charge Consultation.
- Report Potholes - blitz before weather change.
- Cllr. Lymer reported an increase in workload with French connections continuing and may not be attending all meetings.
- Committee now available for people suffering loneliness if living alone.

District Councillor Frederick Scales

- Commissioner's decision on Boundary Review due October. Capel-le-Ferne given special case in DDC reply.
- Two successful prosecutions for fly-tipping, with one conviction and one community work/fine.
- Three prosecutions for littering with financial fines.
- 5 Offences of rubbish in allies.
- Work started on renovations at Kearsney Abbey.

l) **Other**

- Bench on clifftop –unable to find owner of land, so will be installed anyway in Spring.

8. **CORRESPONDENCE**

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

1. Letters regarding Bench on Clifftop.
2. Kent Police Leaflet Don't ignore it, share it.
3. Kent County Council Help your Community as a Volunteer Support Warden.
4. Glasdon – Village Gateways and other street furniture.
5. Kent County Council Leaflets and letter Waste Recycling Centre Consultations.
6. Dover District Council – Prospective Councillor poster and invite to event 8th November.
7. Dover District Council – Community Housing and Self-Build posters and leaflets.
8. Dover District Council – Energy Deal (Collective Energy Switching Scheme) poster.
9. Hags play equipment leaflet.
10. Wicksteed play equipment leaflet.
11. Clerks and Councils Direct magazine.
12. Viking Facilities Essentials and September Sale brochures.

Signed Chairman
 Date 16th October 2018

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. Greening, 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	TOTAL EXPENSES	TOTAL RECEIPTS		Cheque, BACS, DD, SO	BANK A/Cs	Statement No:	Reconciliation
Brought Forward			36,608.07					
Furniture at Work	Duplicate Payment		240.00	R	BACS			
A Home	Advert		78.00	R	BACS			
P Relf	Advert		100.00	R	100417			
DMS Property	Advert		240.00	R	BACS			
Absolute Security	Advert		120.00	R	BACS			
Capel Groundworks	Advert		120.00	R	BACS			
Fitting Creations	Advert		120.00	R	BACS			
Viking	Ink Cartridges	79.61		R	BACS			
Haworth, Bentham, Simpson, Parker	Adverts		444.00	R	100418			
Nat West	Interest		1.56	R	INT			
Dough Dough Pizza	Advert		28.00	R	BACS			
Thomas & Partners	Advert		40.00	R	BACS			
Village Hall Management	Rent	21.00		R	BACS			
Smart Cleaning	Advert		84.00	R	BACS			
StreetZ2StreetZ	Advert		18.00	R	BACS	Reserve A/c	236	36,093.33
S Hixon	Advert		28.00	R	BACS	Current	842	1,784.06
Harmer & Sons	Grass Cutting	495.00			BACS	Project	20	728.43
RBL Poppy Appeal	Wreaths	82.00			Q1554			38,605.82
Staff	Salaries	479.76			BACS	Less Un-Reconciled		1,493.56
		1,157.37	38,269.63					
			37,112.26					37,112.26

11. MATTERS CONCERNING THE PARISHa) **Councillors' comments**

- Straw on Capel Street still not cleared. *Action/Resolution: Clerk to re-contact DDC Cleaning.*
- Trucks parking again in layby outside Amin Stores. *Action/Resolution: Request Community Warden to monitor.*
- Dog Barking issues. *Action/Resolution: Advised to contact DDC Dog Warden for assistance.*

b) **Approve resolution to discuss any confidential issues in agenda item 13.** None.

12. DATE OF NEXT MEETING – Tuesday, 16th October at 7.30pm.

13. CONFIDENTIAL ITEMS None.

Signed Chairman
Date 16th October 2018

AGENDA Item 5a**Traffic Management**

I have not had an opportunity to do this yet I'm afraid. I don't think we discussed time scales when we met. As I am sure you can appreciate I have many Parish Councils to advise and assist as well as my own programme of work for the County Council to deliver. We are committed to working with our Parish Councils but this may not always be as quick as perhaps hoped. In order to provide you with a cost I will need to make a further site visit to determine where the roundels are best situated and how many. I anticipate getting something back to you by early November.

Kind Regards, Kelly Garrett.

AGENDA Item 5c**Bus Shelter outside Battle of Britain Memorial Site**

To remove glass from far end. To manufacture and install 2 no 2" x 2" aluminium box section mid rails powder coated green. To Manufacture 2 mm aluminium folded sheets or 1.5 mm pre galv folded sheets to fit into lower half with either the option of 8 mm clear poly carb sheet or 6 mm clear toughened safety glass to upper half and all powder coated green. Options as below

Option 1 (Poly Carb) = £ 1900.00 + Vat

Option 2 (Glass) = £ 1850.00 + Vat

Mark Aldridge, Ashley Light Engineering Ltd

Or replace as existing

To supply and install 1 no sheet of Axguard Acrylic to the Battle of Britain Bus shelter; £729 Inc VAT

To supply and install 1 no sheet of Scratch Resistant Axguard Acrylic to the Battle of Britain Bus shelter; £1050 Inc VAT

AGENDA Item 5d**Public Spaces Protection Order 2018 – Dogs on Leads**

As discussed we have recently finished a public consultation on varying our 2018 PSPO.

I understand you have been asked to enquire as to whether a dogs on lead requirement could be considered under our PSPO at Capel recreation ground off Lancaster Avenue.

Our existing PSPO is not due to expire until July 2021 so we had not been looking to vary it again until its expiry. Leading up to its expiry we will look to email all parish councils before going to public consultation again to ensure that we have considered all pieces of land where dog restrictions may be required.

It is possible to amend a PSPO during its three year period however we have only just hosted a consultation on varying the 2018 PSPO and the results of consultation are due to be put to council cabinet in the near future..

I would also advise that a dogs on lead requirement at Capel recreation ground would not be in keeping with the rest of the recreation grounds across the district so would be unlikely to be included in our recommendations for a renewed PSPO at present.

Should fouling be a problem I would encourage your councillors to contact my team so we can task enforcement officers to conduct patrols in this area and take enforcement action when offences are witnessed. Patrols can be requested by completing one of our online reporting forms on our website or by clicking on the following weblink:

<https://forms.dover.gov.uk/Dogfouling>

I will request a replacement sign is installed for you at the skate park.

Andrzej Kluczynski, Environmental Crime Team Leader, Dover District Council

Dear Andrzej

Although dog fouling is an on-going problem at the Lancaster Road recreation ground the reason

For requesting an amendment to the PSPO is due to a safety concern.

This recreation ground is not fenced unlike many recreation grounds in the district. On numerous occasions dogs off leads have been seen to run uncontrolled out of the recreation ground straight across the road in front of cars.

I am sure you will share the communities concerns over safety not only to the dogs but also members of the public. We are asking that this is treated as a special case and that a solution is proposed prior to the next review in 2021.

Best regards, Cllr Frederick Scales

AGENDA Item 7b

CODE	DESCRIPTION	UNIT PRICE	QTY	TOTAL
6040-110	Wicksteed supply only price 2.4M Memory Swing (1 Flat & 1 Cradle Seat)	£ 2,590.00 Carriage	1	£ 2,590.00 £ 129.50
	<i>Please note this is not an official quotation.</i>	Total excl VAT		£ 2,719.00



AGENDA Item 7g**Grapevine Deliverers' Buffet**

Buffets are about £5 per head.

Facebook page is: Stacey's Tearooms deliveries. There are photos on there to show the spread.

If you decide she does get booked up so would need to know numbers, date, time, delivery address.
