

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, 18th OCTOBER 2016, AT 7.30PM,
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE

AGENDA

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|----|---|
| 1 | To RECEIVE Apologies for absence |
| 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 20 th September 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 and 20mph on-road signage)</i> b) <i>Neighbourhood Plan future (Cllrs: Pilcher)</i> c) <i>Bus Shelter, Helena Road</i> d) <i>Bulb planting Playing Field boundary at Lancaster Avenue (attached picture of those ordered - Cllr: Stone)</i> e) <i>Donations to Organisations (attached correspondence from; St Radigunds Church, Capel Preschool and Village Hall Management Committee)</i> f) <i>Other</i> |
| 6 | To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> a) <i>Proposed Development Land South of New Dover Road (B2011)</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> |
| 7 | 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, White Gates/Flower Box refurbishments (Cllr: Pilcher)</i> c) <i>Village Hall Management Committee (Cllr: Stone)</i> d) <i>Highways (Cllr: Tutt)</i> e) <i>Public Rights of Way (Cllr: Hale)</i> f) <i>Training/Workshops/Seminars</i> g) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i> h) <i>Other</i> |
| 8 | To RECEIVE and DISCUSS Correspondence |
| 9 | To APPROVE and AUTHORISE - BACS payments and SIGN Cheques |
| 10 | To RECEIVE and DISCUSS Any Other Business concerning the Parish <ul style="list-style-type: none"> a) <i>11th November Remembrance Day</i> b) <i>Councillors' comments</i> c) <i>Approve any resolutions for discussion in confidential items in agenda item 12</i> |
| 11 | To CONFIRM date of next meeting - (<i>Tuesday, 15th November 2016</i>) |
| 12 | To RECEIVE and DISCUSS any confidential items from resolution approval item 10b |

Signed  (Parish Clerk). 11th October 2016

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| | <p>LIST OF ITEMS - (PENDING)</p> <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>ER252 Bridleway surface to school rear gate for scooters etc. - (Deferred to a later date)</i> 4. <i>Stagecoach Bus Service Routes - (Cllr: Scales)</i> 5. <i>Planning: Satmar - (Waiting DDC Enforcement Officer input)</i> 6. <i>Replace some existing junior play equipment - (Cllr: Norris and Cllr: Pilcher)</i> 7. <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 20th SEPTEMBER 2016

Present:

Cllrs; Holliday, Norris, Pilcher, Shaw, together with District Councillor Frederick Scales.

1. **APOLOGIES** – Cllrs; Greening, Hale, Leppard, Stone, Tutt, Community Warden Andrew Hawkins, PCSO Gretel May and Cllr: Geoff Lymer.
2. **DECLARATION OF PERSONAL INTERESTS** - None.
3. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCILLOR SURGERY and OTHER SOURCES**
 - Pam Barr, from Capel Baptist Church and Mick Marshall BEM, attended the meeting and the Chairman, Keith Pilcher, presented Pam and Mick with a cheque for £250 as a donation towards a Water Well in Malawi. This was requested by Mick in lieu of a “village celebration” of his BEM Award in the Queen’s 90th Birthday Honour’s List. Thanks were expressed from both Pam and Mick, reinforcing what a wonderful man he is and so deserving of his honour.
 - 20mph Signage on roads suggested for side roads as a reminder. *Action: Clerk to make enquiries.*
4. **MINUTES OF THE MEETING HELD ON 16th AUGUST 2016**
 The Minutes of the meeting held on 16th August were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Norris, seconded by Cllr. Shaw.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management (Speed-Watch Scheme, Speeding and traffic calming - B2011 and Capel Street)**
 - Kent County Council funding should be decided by end of September. *Action: Agreed by those present, that if funding is not forthcoming, to go ahead and order the Sure-Sight equipment anyway.*
 - Concerns were expressed on recent fatality on B2011 and continued speeding traffic, with vehicles bypassing the A20 onto the B2011, due to the TAP scheme and cameras on A20. The recent tragic accident has given renewed determination to control traffic speeds on this stretch of road. Everyone expressed their thoughts and sympathy to Daniel’s family, no-one can begin to imagine how they will come to terms with their loss. *Action: District Councillor Frederick Scales agreed to contact the media with a view to highlighting this issue to the newspapers.*
 - b) **Neighbourhood Plan future procedure**
 - Reminder to those present for the meeting on 24th September, 2pm – 4pm. Cllr: Scales to talk on behalf of Dover District Council. The Plan will not stop present allocated sites from development taking place, but was to ascertain interested parties in developing a Plan for the future.
 - c) **Bus Shelter Helena Road**
 Clerk had received Kent County Council grant form to apply for 50% funding (up to £2,000) under the Parish Bus Stop Shelter Grant (PBSSG). Quotations received from Queensbury Company, as recommended by Dover District Council. A decision was required on type of shelter to apply for.
Action: Those present agreed a 2 bay Arun shelter, with; barrel style roof, polycarbonate sides, aluminium seat and coated green (Cost £4,970 less £275 for removal of old being carried out by DDC). Clerk to complete application form accordingly.
 - d) **Other** - None.
6. **PLANNING**
 - a) **Proposed Development Land South of New Dover Road (B2011)**
 Appeal had been lodged by Jarvis Homes with Planning Inspectorate. Dover District Council statement to appeal was received. *Action: To send a letter to Inspectorate, supporting DDC statement.*
 - b) **Proposed Development Land junction Winehouse Lane and Capel Street**
 This had been refused by Dover District Council, by virtue of its design, layout, scale, form, appearance, bulk and siting, which would result in an intrusive, incongruous, unsympathetic form of development.

PLANNING continuedc) Quinn Estates - Land North of New Dover Road (B2011)

Quinn Estates continues to endeavour to arrange a meeting with Councillors. *Action: Clerk to write reply agreed by those present; Councillors requested their thanks were conveyed to Quinn Estates for consultation on this; they cannot support this proposed development and agreed a decision that the protection of this "Area of Outstanding Natural Beauty" is extremely important to them to conserve; other sites already agreed for development and assigned in the Land Allocation Local Plan, represents more than enough development for our small village and no benefit in discussing any other incentives offered.*

a) OtherApplications Granted Permission by Dover District Council

- 16/00664 | Erection of an outbuilding | 1a Old Dover Road, Capel-le-Ferne, CT18 7HJ
- 16/00851 | Erection of a single storey rear extension, insertion of rooflights to front and rear roof slopes and windows to front and rear elevations, alterations to existing windows and installation of a flue | 21 Helena Road, Capel-le-Ferne, CT18 7LQ
- 16/00827 | Erection of a single storey front extension with balcony over | 51A Old Dover Road, Capel-le-Ferne, CT18 7HP
- 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

Applications Decisions made by Parish Council

- 16/00919 | Extension of existing car park, construction of new car park and access road | Battle Britain Memorial, New Dover Road, Capel-le-Ferne, CT18 7JJ. *Resolved: Support with no objections.*
- 16/00764 | Erection of an outbuilding for recreational use (retrospective) | Les Jeanne, 30 Alexandra Road, Capel-le-Ferne, CT18 7LP. *Resolved: No objections providing used for recreational use and not residential.*
- 16/01002 | Erection of a single storey rear extension and insertion of windows in side elevations | 18 Helena Road, Capel-le-Ferne, CT18 7LG. *Resolved: Support providing no sight line or privacy issues with neighbouring properties either side.*
- 16/00778 | Installation of underground geo technic instrumentation and monitoring equipment | Land opposite 143-153, Old Dover Road, Capel-le-Ferne, CT18 7HX. *Resolved: No objections*

7.

DELEGATES REPORTSa) Neighbourhood Watch

- Leaflets to be obtained from Shepway District Council on Lifelines
- Report of incident regarding aggressive dogs. *Action: Community Warden, Andrew Hawkins, had followed up this report to Dog Wardens and will update on his return from holiday.*
- PCSO Gretel May had been endeavouring to secure sessions on speeding on B2011. *Action: To be investigated further on Community Warden, Andrew Hawkins, return from holiday.*

b) Play equipment

- Wet-pour surface in several places repaired in Junior Play Area.
- "No ball game" signs put up in vicinity of playing field adjacent to Beatrice Road.
- One flower box in Old Dover Road still to be painted.
- Notification received from The Great Outdoor Gym Company that the guarantee had now expired on gym equipment. *Action: Agreed by those present, to enter into a contract for service and maintenance for another 3 years for the amount of £2,800 plus VAT.*

c) Village Hall Management Committee

- Trustees thanked the Parish Council for the use of the field for car parking on Garage Safari day. Visitors to the village were actively encouraged to use it.
- New Trustees will be elected at the annual meeting in November. If councillors are aware of anyone interested in joining the management committee (without which the hall would close) then more information is available from Jayne.

7. **DELEGATES REPORTS continued**d) Highways

- Lining reinstatement - Lancaster Avenue done, others still outstanding summer. *Action: Clerk to contact Kent Highways.*
- The high wall at number 85 Capel Street still not been lowered for visibility. *Action: Clerk to contact Dover District Council Planning.*
- Seminar details received. *Action: Cllr: Tutt to be asked if he wishes to attend on his return.*
- Highway Survey received for feedback. *Action: Cllr: Tutt to complete on return.*

e) Public Rights of Way - Nothing reported.f) Training/workshops/seminars - None.g) District Councillor Scales reported the following:

- Meeting arranged to discuss further the £26.4 million Leisure Centre complex at Whitfield (adjacent to B & Q Store). No timescales at present. Options on following reported; 8 lane 25m pool size; 250 capacity seating; large learner pool; sports hall; café; 220 station gym, 2 studios; 2 squash courts; climbing wall; sauna room; 5 aside court; 95-250 parking facilities; Spa still being investigated. Suggestions received from members; Water polo (moveable floor) and future of old site.

h) Other - None.8. **CORRESPONDENCE**

1. Consultation on Council Tax referendum principles. *Action: Cllr. Pilcher to review.*
2. 20ft Christmas Tree offer from resident. *Action: Clerk to reply – thanks but too big and transport issues.*
3. Invitation to Citizens Advice AGM on 6.10.2016.
4. Carbon Smart funding available
5. HAGS/SMP Play Equipment leaflet.
6. Wicksteeds Playground leaflet.
7. Clerks and Councils Direct magazine.

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

9. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

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

| To Whom | Particulars of Payment | Amount | VAT | TOTAL EXPENSE | TOTAL RECEIPTS | BANK A/Cs | Reconciliation |
|------------------------|------------------------|--------|--------|---------------|------------------|-----------|------------------|
| Brought Forward | | | | | 22,330.50 | | |
| Nat West | Interest | 0.97 | | | 0.97 | | |
| Various | Adverts | 130.00 | | | 130.00 | | |
| Dashwood | Advert | 36.00 | | | 36.00 | | |
| ZStreetZ toStreetZ | Advert (Aug) | 18.00 | | | 18.00 | | |
| Various | Adverts | 140.00 | | | 140.00 | | |
| ZStreetZ toStreetZ | Advert (Sep) | 18.00 | | | 18.00 | | |
| Kent County Council | Bus installation 50% | 480.00 | | | 480.00 | | |
| Dover District Council | Grapevine Printing | 382.92 | | 382.92 | | | |
| Harmer & Sons | Grass Cutting (Aug) | 393.75 | 78.75 | 472.50 | | | |
| Wicksteed Playgrounds | Wetpour surface | 542.00 | 108.40 | 650.40 | | | |
| Dover District Council | Playing Field Rent | 112.50 | | 112.50 | | Cash | 18.28 |
| Mr D Reed | Litter Collection | 79.16 | | 79.16 | | Reserve | 20,794.09 |
| Mrs M Leppard | Salary | 317.16 | | 317.16 | | Current | 1,612.67 |
| Mrs M Leppard | Tele./Broadband | 11.10 | | 11.10 | | Project | 728.43 |
| P Barr (Mick Marshall) | Donation to Africa | 250.00 | | 250.00 | | | 23,153.47 |
| | | | | 2275.74 | 23,153.47 | | 2,275.74 |
| | | | | | 20,877.73 | | 20,877.73 |

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

- State of repair to wooden noticeboard outside Church in Albany Road. *Action: Clerk reported the noticeboard in question belonged to Church. Clerk requested to ascertain if being repaired and/or if Parish Council could help financially in the restoration in anyway.*
- Report requested on bulb planting project along the Lancaster Avenue boundary of playing field. *Action: To make further enquiries of Cllr. Stone on her return from holiday.*

b) Approve resolution to discuss any confidential issues in agenda item 12 – None.**11. DATE OF NEXT MEETING - Tuesday, 18th October 2016.****12. CONFIDENTIAL ITEMS – None.****Agenda item No: 5d****Chosen Bulbs - planting Playing Field boundary at Lancaster Avenue**

St Keverne (Early and Very Early)

Pink Pride (Mid Season and Late)

Lothario (Mid Season and Late)

**Agenda item No: 5e****DONATIONS TO ORGANISATIONS (Under Section 137 of the Local Government and Housing Act 1972)****NOTE - FOR INFORMATION**

Under Section 137 of the Local Government and Housing Act 1972, local authorities were allowed to spend a limited amount on activities they were not otherwise empowered to do, but which they considered to be in the interests of their area or its inhabitants, and which would produce a benefit commensurate with the expenditure involved. When first introduced, the limit on expenditure under section 137 was often referred to as the "penny rate product limit", but went through several mutations as the form of local taxation changed.

This section was largely replaced by general well-being powers in the Local Government Act 2000, but limits on discretionary spending set by the Government using section 137 powers still apply to parish & town councils. The section 137 limit on town & parish councils takes the form of an amount per registered elector.

The Department for Communities and Local Government (DCLG) has confirmed that the appropriate sum for the purpose of section 137(4) (a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2016/17 is £7.42. **1655 on Electoral Register for 2015 x £7.42 = £12,280**

Following requests made - summary to date;

1. Church Grass Cutting at St Mary's Church.

Hi Maureen just wondering if something could be asked at Parish Council meeting. We have a lovely old church which I for 1 go to tend a grave regularly. When I went last week Richard Salmon was giving his time cutting the grass which is quite a task. I have found out that Alkham & Hougham parish council pay for the two church yards to have the grass cut twice a year so was wondering if this could be put forward for St Mary's church to have the same - thank you Jane Ashton.

Thank you for copying me in to this correspondence. As Jane says, we do rely on Dick Salmon's generosity with his time in order to meet our obligations where St Mary's Churchyard is concerned and we are extremely grateful to him for what he does. Dick is away just now, but I shall be pleased to comment further once I have had an opportunity to speak with him about this. Kind regards, Brian Williams, Curate-in-Charge, Benefice of Alkham with Capel le Ferne and Hougham

2. Repairs to wooden Noticeboard outside the St Radigunds Church, Albany Road - which was raised at the last meeting.

- Thank you for getting in touch about the wooden noticeboard outside the church which requires replacement. We are most grateful to the Councillors for their kind offer. How would they like to proceed? Best wishes, Brian Williams, Curate-in-Charge, Benefice of Alkham with Capel le Ferne and Hougham*
- Parish Clerk reply: I understand from the Councillors at their last meeting, that it is more a case of finding out what the Church are intending to do with the broken wooden noticeboard. Then when you have decided, perhaps you could write to the Parish Council informing them and requesting some assistance by way of a possible donation, quoting costs involved. The next Parish Council meeting is on 18th October, so if you could possible decide by then, it can be discussed by the Councillors. Look forward to hearing from you. If I can be of any further assistance, please do not hesitate to contact me.*
- Many thanks. We will be in touch. Best wishes, Brian Williams, Curate-in-Charge, Benefice of Alkham with Capel le Ferne and Hougham*

3. Letter received from Capel Pre-school on "lack of numbers and other playgroups/nurseries in village" having an effect resulting in present financial difficulties.

Dear Councillors

I am writing to you with a request in the hope that you could assist the Capel Preschool with a problem being experienced of financial difficulties being encountered.

Capel Preschool is a "community run playgroup", operating in the Village Hall, Lancaster Avenue. During the last few years, the number of children attending our group has declined, due to two other "business" groups operating within the area (one at the Primary School and the other at The Old School, both in Capel Street).

We are a community "non-profit making" operated group, with qualified and experience staff. The following are the issues we are undergoing;

- 1. We are subject to obviously paying rent for the use of the large village hall and at present we are overdue with the fees. The Village Hall Management Committee are being very understanding of this at the present.*
- 2. Staff are paid a salary and recently, have taken a pay decrease to help alleviate the situation a little.*
- 3. Our annual accounts 2015-2016, have recently been audited. We have only £96.83 in the bank and no other assets, other than the equipment for use by the children.*
- 4. We are applying to other organisations for grants. Unfortunately, nothing has yet been forthcoming.*
- 5. Fund-raising, by way of events, is on-going.*

I would be extremely grateful if you could consider this letter as a plea to help our community group by way of a financial donation, in whatever amount is favourable, to help us get through this and continue to offer this service to the village, which has been operating for well over 40 years.

Thank you for reading this and look forward to hearing from you in due course.

Yours sincerely, Alison Cloake, Supervisor

4. Village Hall Extension.

Dear Parish Council

The village hall is in need of major work doing - the front needs to be upgraded to provide disabled access which meets modern standards, the original window winders are now perishing and we have been advised that they need replacement, the damp proof membrane has perished and the whole floors needs to be chemically treated and new flooring throughout. To do this the hall needs to be completely emptied which will entail renting of a metal storage container. There is also a 30 year old flat roof which is beginning to perish and we are looking at replacing it.

The front will cost around £30,000, the floor £25,000. As yet we haven't looked at prices for the windows or roof. We also know the all is due for redecoration which will be another £6,000 to £9,000.

As you can see we are heading for an expensive time and any help the PC could offer would be gratefully accepted. We're now getting people asking for rent discounts. Currently the rental income only just covers running costs. All maintenance and refurbishment is funded via fundraising.

At present our hiring fees are lower than most other local halls. The hiring fees only cover running costs - all maintenance and refurbishment is paid for by fundraising efforts.

Local residents do get a discount, in the region of 40%, which is significant. At present more and more local clubs are asking for discounts and several are behind with the rent. Regards Jayne Stone