

**MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 18<sup>th</sup> OCTOBER 2016**

**Present:**

Cllrs; Holliday, Leppard, Pilcher, Shaw, Stone and Tutt.

1. **APOLOGIES** – Cllrs; Greening (approved long term due to illness), Hale, Norris, Community Warden Andrew Hawkins, PCSO Gretel May, Cllr: Geoff Lymer and Cllr. Frederick Scales
2. **DECLARATION OF PERSONAL INTERESTS** – Cllrs: Leppard and Stone declared interest in item 5e of agenda.
3. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCILLOR SURGERY and OTHER SOURCES**
  - Hedgerows opposite Amin Stores and Battle of Britain Site require cutting back – overgrown over footpath. *Action: Clerk to report to Kent Highways.*
  - Speeding in 20mph zone a cause for concern. *Action: Waiting resurrection of Speedwatch Scheme.*
4. **MINUTES OF THE MEETING HELD ON 20<sup>th</sup> SEPTEMBER 2016**  
 The Minutes of the meeting held on 20<sup>th</sup> September were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Holliday, seconded by Cllr. Shaw.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
  - a) **Traffic Management (SpeedWatch Scheme, Speeding and traffic calming - B2011 and Capel Street)**
    - Continuation to purchase of a new camera. Waiting Kent Police notification of Kent County Council grant.
    - Education required to drivers speeding in 20mph zones. Feedback from Kent Highways that there are no funds available based on statistics to provide more signs on road to remind drivers travelling on Capel Street, Old Dover Road and Victoria Road.
  - b) **Neighbourhood Plan future procedure**
    - A disappointed attendance at recent meeting was reported to discuss initiating a Neighbourhood Plan document for the future of Capel-le-Ferne developments and needs. Reports received that some confusion on what is happening now and the Plan for the future. An evening meeting was also discussed. *Action: Councillors decided to defer, “due to lack of response, interest and support, unless someone comes forward, to help”. Chairman to contact Jim Boot etc., notifying of this decision.*
  - c) **Bus Shelter Helena Road**  
 Clerk still waiting notification of grant decision from Kent County Council.
  - d) **Other**  
**Bulb Planting.** Quote received from Young’s Landscaping, of £65 to plant 1,000 bulbs, under and around trees and memorial on boundary of Playing Field, Lancaster Avenue. Request to also plant memorial bulbs on New Dover Road for a past member of the Women’s Institute. *Action: Quote accepted and Chairman would liaise with contractors, when bulbs received.*
  - e) **Donations to Organisations.** - Cllrs: Leppard and Stone left the meeting for this item.  
 Three organisations had requested financial grants; St Radigunds Church for new noticeboards and grass cutting at St Mary’s Church; Capel Preschool for rent arrears and Village Hall Management Committee for extension and repairs. These were discussed. *Action: These would be subject to a new policy being implemented in the Council’s Financial Regulations in accordance with the Local Government Act 1972 for Parish and Town Councils in England. The requests would be revisited at January meeting when budget for next financial year is addressed. Clerk to inform organisations.*
6. **PLANNING**
  - a) **Proposed Development Land South of New Dover Road (B2011)**  
 Appeal Informal Hearing organised for 10am at Dover District Council on 8<sup>th</sup> November. *Action: Chairman to liaise with other Councillors on the format of this, if requested to speak by Inspector.*
  - b) **Proposed Development Land junction Winehouse Lane and Capel Street**  
 No further notifications on development and plans that had been refused by Dover District Council.

Signed ..... Chairman  
 Date .....15<sup>th</sup> November 2016

**PLANNING continued**

- c) Quinn Estates - Land North of New Dover Road (B2011)  
No further notification on development or submission of plans. Drilling on land noted.
- d) Other  
Applications being considered by Parish Council
- 16/01150 - 41, Victoria Road, Capel-le-Ferne. CT18 7LT  
Applications being considered by Dover District Council
  - 16/00919 - Battle Britain Memorial, New Dover Road, Capel-le-Ferne, CT18 7JJ  
Extension of existing car park, construction of new car park and access road.
  - 16/00764 - Les Jeanne, 30 Alexandra Road, Capel-le-Ferne, CT18 7LP  
Erection of an outbuilding for recreational use (retrospective)  
Applications Granted Permission by Dover District Council
  - 16/01002 - 18 Helena Road, Capel-le-Ferne, CT18 7LG  
Erection of a single storey rear extension and insertion of windows in side elevations.
  - 16/00778 - Land opposite 143-153, Old Dover Road, Capel-le-Ferne, CT18 7HX  
Installation of underground geo technic instrumentation and monitoring equipment.

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

Community Warden, Andrew Hawkins, reported:

- Walk round continues and main issues are speeding and parking. Unfortunately, he has no powers to enforce these.
- Dog Warden to be pursued over an incident.
- Parking in Lancaster Avenue a particular problem being investigated.
- Concerns over elderly and vulnerable people of the village to be addressed
- Accidents on B2011 noted.

Cllr: Julie Shaw reported:

A Group of Volunteers, including our local Clergy, Councillors, Community Warden and Police Community Support Officer, are considering setting up a scheme in our village which would essentially help, give assistance and advice to vulnerable people in our village.

With this in mind, there will be a meeting (with tea/coffee and mince pies), in St Radigund's Church Hall, on Friday, 9<sup>th</sup> December 2016 from 10:30am.

The main idea is to help keep elderly villagers in their own homes for as long as possible, but also, give any support required to other residents, can be investigated.

Firstly, this meeting is to find out what is required in the village and secondly, to hopefully find some more volunteers.

b) Play equipment

- Flower box refurbishment, all now completed.
- Accident on skate-park reported. A small "burr" of metal on edge had caused a minor injury to a child.  
*Action: Complete edge of ramp had now been filed down. Will be monitored.*

c) Village Hall Management Committee

- Pursuing organisations to pay rents reported. Rents not high in comparison to other venue. Some are paying a small amount at a time.
- AGM to be held on 28<sup>th</sup> November.

d) Highways

- Reinstatement of road marking underway with some completed in Lancaster Avenue. Others still to be carried out.
- Cllr: Tutt attending Highways seminar (Friday, 21<sup>st</sup> October) and will report back at next meeting.

e) Public Rights of Way - Nothing reported.f) Training/workshops/seminars – Dynamic Councillor Workshop in Sittingbourne.g) District Councillor Scales and County Councillor Geoff Lymer – No reporth) Other - None.

Signed ..... Chairman

Date .....15<sup>th</sup> November 2016

8. **CORRESPONDENCE**

1. Invitation to all Councillors - Cheese & Wine Evening @ St Radigund's Church – 21<sup>st</sup> October.  
*Action: Cllrs: Pilcher, Leppard and Shaw, together with Clerk attending.*
2. 2017/2018 Local Government Finance Settlement: Technical Consultation for Dept. Local Government. *Action: Completed by Cllrs: Pilcher and Stone*
3. Glasdon Waste Bins brochure
4. Hags Play equipment leaflet
5. Kent Association of Local Councils AGM Meeting 19<sup>th</sup> November @ Ditton Community Centre  
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. Tutt seconded by Cllr. Stone 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   |
|------------------------|---------------------------------|----------|--------|---------------|------------------|-----------|------------------|
| <b>Brought Forward</b> |                                 |          |        |               | <b>20,877.73</b> |           |                  |
| Sam Pile               | Advert                          |          |        |               | 60.00            |           |                  |
| Various                | Sale of Biscuits and Juice etc. | 5.00     |        |               | 5.00             |           |                  |
| Viking                 | Ink Cartridges                  | 52.46    | 10.49  | 62.95         |                  |           |                  |
| Wicksteed Refund       | Play surface repair             | 110.00   | 22.00  |               | 132.00           |           |                  |
| Bright Ideas           | Advert                          | 120.00   |        |               | 120.00           |           |                  |
| Spectrum Finance       | Advert                          | 168.00   |        |               | 168.00           |           |                  |
| Capel Groundworks      | Advert                          | 120.00   |        |               | 120.00           |           |                  |
| East Kent Foot Care    | Advert                          | 143.00   |        |               | 143.00           |           |                  |
| Absolute Security      | Advert                          | 120.00   |        |               | 120.00           |           |                  |
| Various                | Adverts                         | 446.00   |        |               | 446.00           |           |                  |
| StreetZ2               | Advert                          | 18.00    |        |               | 18.00            |           |                  |
| Keith Pilcher          | Paint                           | 14.07    |        | 14.07         |                  |           |                  |
| PKF Littlejohn         | Audit 2015-2016                 | 200.00   | 40.00  | 240.00        |                  |           |                  |
| Village Hall           | Rent                            | 32.00    |        | 32.00         |                  |           |                  |
| TGOGC                  | 3 Year Maintenance              | 2,800.00 | 560.00 | 3,360.00      |                  |           |                  |
| Dover District Council | Grapevine Printing              | 382.92   |        | 382.92        |                  |           |                  |
| Harmer & Sons          | Grass Cutting                   | 393.75   | 78.75  | 472.50        |                  |           |                  |
| Mr D Reed              | Litter Clearance                | 79.16    |        | 79.16         |                  | Cash      | 23.28            |
| Mrs M Leppard          | Salary                          | 317.16   |        | 317.16        |                  | Reserve   | 19,794.09        |
| Mrs M Leppard          | Tel/Broadband                   | 11.10    |        | 11.10         |                  | Current   | 1,600.98         |
|                        |                                 |          |        | 4,971.86      | 22,209.73        | Project   | 728.43           |
|                        |                                 |          |        |               |                  |           | 22,146.78        |
|                        |                                 |          |        |               |                  |           | 4,908.91         |
|                        |                                 |          |        |               | <b>17,237.87</b> |           | <b>17,237.87</b> |

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

- Arrangements for 11<sup>th</sup> November – Wreaths ordered, Music PA system booked. Apologies Cllr: Stone. *Action: Clerk to advertise event. Cllr: Leppard to ask Mick Marshall to lay out a few chairs and to cone off road.*
- Speeding in Capel Street – SpeedWatch will hopefully educate drivers and diverted Lorries using the narrow road a possible “Sat Nav” issue. *Action: Clerk to investigate “Think Speed” A3 signs for residents use in their gardens.*
- Legislation on attendance at meetings to be circulated for information.

b) **Approve resolution to discuss any confidential issues in agenda item 12 – None.**11. **DATE OF NEXT MEETING** - Tuesday, 15<sup>th</sup> November 2016.12. **CONFIDENTIAL ITEMS** – None.

Signed ..... Chairman  
Date .....15<sup>th</sup> November 2016