

# 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, 20<sup>th</sup> NOVEMBER 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 16 <sup>th</sup> October 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"> <li>a) <i>Traffic Management</i> <ul style="list-style-type: none"> <li>▪ <i>Kent Highways Roundels Cost</i></li> <li>▪ <i>Wheelie Bin Speed Zone Stickers</i></li> </ul> </li> <li>b) <i>Village Questionnaire and Village Status</i></li> <li>c) <i>Bus Shelter outside Battle of Britain Memorial Site</i></li> <li>d) <i>Roadside Planters Working Party</i></li> <li>e) <i>2019 KALC Community Award</i></li> <li>f) <i>Council Vacancy</i></li> <li>g) <i>Other</i></li> </ul>
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"> <li>a) <i>Neighbourhood Watch</i></li> <li>b) <i>Play Equipment Status</i></li> <li>c) <i>Highways</i></li> <li>d) <i>Public Rights of Way</i></li> <li>e) <i>Speed Watch</i></li> <li>f) <i>Capel Cares</i></li> <li>g) <i>Grapevine Newsletter</i> <ul style="list-style-type: none"> <li>▪ <i>Deliverers' Buffet on 9<sup>th</sup> March 2019</i></li> </ul> </li> <li>h) <i>Village Hall</i> <ul style="list-style-type: none"> <li>▪ <i>AGM 3<sup>rd</sup> December – Representative Nomination</i></li> </ul> </li> <li>i) <i>Report on 1914-1918 Nation's Tribute 100 years Remembrance - Sunday, 11/11/18</i></li> <li>j) <i>Training/Workshops/Seminars</i> <ul style="list-style-type: none"> <li>▪ <i>Report on Highway/Parish Seminar - 6<sup>th</sup> November</i></li> </ul> </li> <li>k) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i></li> <li>l) <i>Other</i></li> </ul>
8.	To RECEIVE and DISCUSS Correspondence
9.	To RECEIVE, 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"> <li>a) <i>Councillors' comments</i></li> <li>b) <i>Approve any resolutions for discussion in confidential items in agenda item 12</i></li> </ul>
11.	To CONFIRM date of next meeting - ( <i>Tuesday, 18<sup>th</sup> December 2018</i> )
12.	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*)
4. Public Spaces Protection Order 2018 – Dogs on Leads (*Cllr. Scales and DDC*)
5. Training and Development Policy
6. Data Protection Policy

Signed .  . (Parish Clerk).  
13<sup>th</sup> November 2018

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 16<sup>th</sup> OCTOBER 2018**

**Present:**

Cllrs; Greening, Holliday, Lake, Leppard, Norris, Pilcher, Shaw and Tutt together with Community Warden Andrew Hawkins.

1. **APOLOGIES** – District Council Frederick Scales and County Councillor Geoff Lymer.
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**
  - None received.
3. **MINUTES OF THE MEETING HELD ON 18<sup>th</sup> SEPTEMBER 2018**  
The Minutes of the meeting held on 18<sup>th</sup> September 2018 were approved and signed by the Chairman, Cllr. Keith Pilcher, proposed by Cllr. Greening, seconded by Cllr. Tutt.
4. **DECLARATION OF PERSONAL INTERESTS** – None.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
  - a) **Traffic Management** –
    - Public Orders received for change in speed zone to 40mph on Dover Hill.
    - Disappointment expressed in no reply from Kent Highways (Kelly Garrett) on cost of installing roundels.  
*Action/Resolution: Clerk read email from Kelly stating would be available early November.*
    - Stickers on wheelie bins, as seen in other areas as reminders for speed zones was discussed.  
*Action/Resolution: Clerk to make enquiries with Kent Highways, Kent Police and Dover District Council on this.*
  - b) **Village Questionnaire** – Draft copy circulated. This still had a few items to be updated, together with items of pro-active action points to be added, with 7-10 items to take forward as a group.  
*Action/Resolution: This would hopefully be ready for printing and delivering February/March 2019. Clerk to write to land owner of Longships, Cauldham Lane, on their plans presented to Councillors for apartment development, signifying - “data from Questionnaire now indicates some people need these type of properties with suggestions for them to take further to DDC Planning Concept Stage with a Pre-Application meeting”.*
  - c) **Bus Shelter outside Battle of Britain Memorial Site** – Quotations with options circulated; Option one, middle bar, metal bottom half and poly carb in top = £1,900 or Option two, middle bar, metal bottom half and glass in top = £1,850, plus VAT. *Action/Resolution: Proposed by Cllr. Greening, seconded by Cllr. Leppard and agreed by all to accept quotation from Ashley Light Engineering Option One for £1,900 plus VAT.*
  - d) **Public Spaces Protection Order 2018 – Dogs on Leads** – Dover District Council notification received that existing PSPO not due to expire until July 2021, so would not be looking to vary it again until its expiry. *Action/Resolution: Cllr. Scales had written to Officer requesting: this is treated as a special case and that a solution is proposed prior to the next review in 2021. Will wait answer.*
  - e) **Vacancy** – No nominations received to date. *Action/Resolution: Ways to encourage nominations was discussed, with no real solution how to attract candidates other than informal discussion with any residents who had previously applied and to continue insert in Grapevine.*
  - f) **Other** – None.
6. **PLANNING**

**Pending Applications**  
**Applications granted permission by Dover District Council**

  - 18/00693 | Erection of single storey rear and side extension (existing rear extension to be demolished) | 2 Cauldham Lane, Capel-le-Ferne, CT18 7HG
  - 18/00889 | Erection of a single storey rear extension (existing extension to be demolished) | Little Croft, 9 Alexandra Road, Capel-le-Ferne, CT18 7LD

Signed ..... Chairman

Date ..... 20<sup>th</sup> November 2018

**Pending Applications continued ...****Applications waiting Dover District Council Decision**

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

**Applications waiting Parish Council Decision**

None

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

- Dogs barking. *Action/Resolution: Notice of Dog Warden contact details to be inserted in Grapevine. Community Warden to arrange a joint visit with Dog Warden.*
- No crimes reported.
- Tyres dumped at Hawkinge. *Action/Resolution: Awareness that a company may be responsible for several incidents recently.*
- Development in Capel Street and parking issues in relation. *Action/Resolution: Site had been visited and although a lot of vehicles, none where parked illegally.*
- Incident with resident in Helena Road dealt with following Life Line contact with Capel Cares and Parish Clerk. *Action/Resolution: Resident had fallen and was assisted by Community Warden who called Ambulance to attend.*
- Abandoned push bike, top of Capel Street. *Action/Resolution: Will be reported as fly tipped if not removed within two weeks.*
- Development corner of Clarence road a concern with vehicles parked on grass verge causing visibility issues on B2011. *Action/Resolution: Community Warden to have informal chat with contractors.*
- Red car constantly parked on pavement in Lancaster Avenue. *Action/Resolution: Community Warden to monitor and acquire registration number to trace owner.*

**b) Play equipment**

- Repairs carried out to gate in junior play area.
- Swings lubricated.
- Quote received for provision of an "expression swing" (double facing) discussed, deferred to next financial year.

**c) Highways**

- Survey of streets required on positions of repeater roundels on roads if decision made to install.
- Cllr. Tutt and Lake to attend Highways/Parish Seminar and would report back at next meeting.
- Affinity Water works continue with Morrison Contractors. No problems to date.

**d) Public Rights of Way**

- KCC Autumn maintenance work carried out.
- Notification received of a footpath downgrading. *Action/Resolution: Cllr. Lake investigating.*

**e) Speed Watch**

- Sessions continue weekly and proving successful. 45 Speeding vehicles reported to Kent Police *Action/Resolution: Campaign results to be published in Grapevine.*

**f) Capel Cares**

- Regular help continues to be provided to several residents.
- Write-up in Grapevine Newsletter updating work of volunteers.

**g) Grapevine Newsletter**

- Afternoon Tea for delivers – quote received from approx. £5 per head. *Action/Resolution: Proposed by Cllr. Lake and seconded by Cll. Holliday to an interim amount of £200 spend was agreed by all. Cllr. Leppard and Greening to arrange booking of hall and caterer.*

**h) Village Hall Management Committee**

- Charity Commission had agreed, with a change to constitution, on the use of a "roving Chairman".
- Change to deposit to be reviewed and may increase.

Signed .....

Date ..... 20<sup>th</sup> November 2018

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

- Lanterns assembled by WI.
- Certificate to be printed for children taking part.
- Film being shown "Black Adder Goes Forth".
- Fish and Chip caterer booked.
- Andy (Community Warden) assisting with marshalling of procession from Village Hall to Battle of Britain site.
- Air Cadets to lead procession.
- A Silhouette figure of soldier will be on loan from DDC for displaying at Memorial Service, in Village Hall and at Battle of Britain Site.
- Rev Brian Williams to give speech at Memorial Site.
- A peel of bells and floodlight on pilot.

j) **Training/workshops/seminars**

- Effective Higher Level Planning – Monday, 3<sup>rd</sup> December at Dover.
- Highway/Parish Seminar – Cllrs. Lake and Tutt attending.

k) **County Councillor Geoff Lymer**

- There is a ten week consultation regarding the Lower Thames crossing. This will start on the 10th October and conclude on the 20th December 2018.
- The Minister of Housing, Communities & Local Government announces new measures to support first time home buyers and those wishing affordable housing, by introducing reforms to facilitate the obtaining of planning permission in certain urban and rural areas.
- The Local Government Association has published a report into Adult Social Care fundraising integration. 83% of Local Authority respondents said suitable funding is a major problem placing a large financial burden on most Local Authorities.
- NHS (England) will be holding some public events over the next few weeks, to explore options for changes to hospital and local care services. These events will take place over areas within East Kent, to be confirmed, taking place between 30th October and 20th November; To find the nearest event location log on the NHS website.
- KCC's proposed budget will be discussed at full Council on the 18th October, I will give a précis of what is proposed in my monthly newsletter article.

**District Councillor Frederick Scales**

- Nomination received for new District Councillor for Capel/Alkham Ward.

l) **Other**

- None.

8. **CORRESPONDENCE**

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

1. Local Government Boundary Commission, Electoral Review of Dover – Final Recommendations
2. Royal Mail – Sam Mail Poster
3. KALC – Annual Report 2017/2018 and AGM Paperwork – 17<sup>th</sup> November at Aylesford
4. Leaflet Kompan Play Equipment
5. Viking Brochure – October Sale, Own Brand Essentials, Paper, Ink and Toner
6. Furniture at Work Brochure
7. Broxap Sunshine Gym Fitness Equipment Brochure.

9. **ORDERS AND POLICIES**

- a) Training and Development Policy and Data Protection Policy not available.  
*Action/Resolution: Deferred to next meeting.*

Signed ..... Chairman

Date ..... 20<sup>th</sup> November 2018

**10. CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr. Lake, seconded by Cllr. Greening and agreed by all. Signed by the Chairman, Cllr. Pilcher, 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
<b>Brought Forward</b>			<b>37,112.26</b>					
Dover District Council	Grapeine Print	382.92		R	BACS			
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Thanet Community Transport	Membership One Year	35.00		R	BACS			
HMRC	PAYE	220.20		R	DD			
Nat West	Interest		1.25	R	INT			
Envy Beauty	Advert		40.00	R	BACS			
Dover District Council	Ground Rent	112.50		R	SO			
On the Mark Driving School	Advert		100.00	R	100419			
Harmer and Sons	Grounds Maintenance	495.00			BACS	<b>Cash in Hand</b>		<b>90.00</b>
PKF Littlejohn LLP	Audit Fee 2017/2018	240.00			BACS	<b>Reserve A/c</b>	<b>237</b>	<b>25,094.58</b>
Stephen Huxtable	St Marys Grass Cut	120.00			Q	<b>Current</b>	<b>846</b>	<b>536.96</b>
Keith Pilcher	Lanterns and Lights	58.07			Q	<b>Project</b>	<b>22</b>	<b>10,728.43</b>
Staff	Salaries	479.76			BACS			<b>36,359.97</b>
Expenses - Maureen Leppard	Preschool Wreath £17.00, Keyboard Key Caps £29.26, Broadband (Aug, Sept, Oct, £33.30)	79.56			BACS	<b>Less Un-Reconciled</b>		<b>1,622.39</b>
Capel Baptist Church	Wreath Payment		15.00		CASH			
Parishioners	History Books		75.00		CASH			
		2,605.93	37,343.51					
			<b>34,737.58</b>					<b>34,737.58</b>

<i>Project</i>	<i>10,728.43</i>
<i>Other</i>	<i>24,009.15</i>
<b>TOTAL</b>	<b>34,737.58</b>

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

- Roundels to be priority consideration for Traffic Management, when cost known.
- Concern expressed on lack on anyone coming forward for Council vacancy.

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

**12. DATE OF NEXT MEETING** – Tuesday, 20<sup>th</sup> November at 7.30pm.

**13. CONFIDENTIAL ITEMS** None.

Signed ..... Chairman  
Date ..... 20<sup>th</sup> November 2018