

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, 19th NOVEMBER 2019, AT 7.30PM
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE, CT18 7LX

AGENDA

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| 1. | To RECEIVE Apologies for absence |
| 2. | To WELCOME New Councillor Philippa Seager |
| 3. | To RECEIVE any Public Address to Councillors & Surgery Feedback (10-15 minutes) |
| 4. | To APPROVE Minutes of the meeting held on 15 th October 2019 (Draft Attached – Pages 2-5) |
| 5. | To DECLARE any personal interests in items on Agenda ▪ Cllr: Norris item 7b |
| 6. | To DISCUSS matters arising from minutes or not covered elsewhere on agenda <ul style="list-style-type: none"> a) Local Economy (Action Plan) <ul style="list-style-type: none"> ▪ Approach the Broadband & telephone providers to enquire on improvements. ▪ Locate the masts that provide the signals to the village ▪ Contact the water company enquire into improvements to the water pressure. b) Traffic Management (Action Plan) <ul style="list-style-type: none"> ▪ Kent Highways Earth Bund and Marking - Old Dover Road/Winehouse Lane junction ▪ Kent Highways - Dover Hill c) School ▪ 1st Aid Training d) Vacancy e) Other ▪ Resilience Emergency Plan ▪ The Lighthouse Site, Old Dover Road |
| 7. | To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> a) Longview, Land to South of Old Dover Road (Appeal Dismissed) b) Land 107 – 127 Capel Street (Waiting DDC Decision) c) 49 Victoria Road (Granted Permission) d) 26 Capel Street (Granted Permission) e) 4 Alexandra Road (Waiting DDC Decision) f) 54 Old Dover Road (Waiting DDC Decision) g) 35 Old Dover Road (Waiting Parish Council Decision) h) Plot 38, Land South New Dover Road (Waiting Parish Council Decision) i) Other <ul style="list-style-type: none"> Jarvis' Homes development ▪ 40mph Extension (Waiting KCC Highways), ▪ Landscape Management and Advertising hoarding (Waiting Dover District Council) ▪ PROW ER252 |
| 8. | To RECEIVE Delegates and any other working parties or sub-committee reports not covered elsewhere <ul style="list-style-type: none"> a) Neighbourhood Watch b) Playing Field <ul style="list-style-type: none"> ▪ Equipment Status (Report attached – Page 6) ▪ Planning application c) Highways d) Public Rights of Way e) Action Plan f) Speed Watch g) Capel Cares h) Grapevine Newsletter i) Village Hall j) Training/Workshops/Seminars ▪ Parish Seminar k) District Councillor Rose and/or County Councillor Geoff Lymer l) Other ▪ KALC Community Award ▪ Council Website Changes |
| 9. | To RECEIVE and DISCUSS Correspondence |
| 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) Councillors' comments b) Approve any resolutions for discussion in confidential items in agenda item 13 |
| 12. | To CONFIRM date of next meeting - (Tuesday, 17 th December 2019) |
| 13. | To RECEIVE and DISCUSS confidential items approved by resolution in item 11b |

Signed ...  (Parish Clerk).
 12 November 2019

LIST OF ITEMS NOT ON AGENDA – PENDING OR UNRESOLVED

1. Site at Western Heights & Farthingloe - (Waiting Dover District Council)
2. WW1 Airfield Memorial on New Dover Road - (Waiting Airfields of Britain Conservation Trust (ABCT) for decision on position and unveiling)
3. Improvements to Playing Field surface - (Deferred to New Financial Year)
4. New Waste Bins, New Dover Road - (Deferred to New Financial Year)
5. Footpaths North New Dover Road - (Waiting Kent Highways)
6. Public Spaces Protection Order 2018 Dogs on Leads Areas - (Dover District Council – 2020/2021)
7. Training and Development Policy and Data Protection Policy - (Waiting Clerk to update)
8. New Play Equipment Expression Swing - (Deferred to a later date)

AGENDA Item 4 - Draft Minutes

1 of 4

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 15th OCTOBER 2019

Present:

Cllrs; Greening, Holliday, Lake, Leppard, Norris, Pilcher, Shaw, together with District Councillor James Rose and Community Warden Andrew Hawkins.

1. **APOLOGIES** – PCSO Megan Keehner
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES** - (Items raised are discussed by Councillors under related entries on Agenda).
 - Highway Roundels – more required and in other roads. *Action/Resolution: Councillors to consider in new financial year.*
3. **MINUTES OF THE MEETING HELD ON 17th SEPTEMBER 2019**
 The Minutes of the meeting held on 17th September 2019 were approved and signed by the Chairman, Cllr. Tony Lake, proposed by Cllr: Holliday, seconded by Cllr: Leppard and agreed by all.
4. **DECLARATION OF PERSONAL INTERESTS**
 - Cllr: Norris submitted interest in item 6a (107-127 Capel Street Planning Application).
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management**
 - All installed, but one on B2011, waiting extension 40mph. *Action/Resolution: To be monitored and the effects of roundels to be recorded in speed Watch.*
 - Earth bund and remarking of lines, invoice paid. *Action/Resolution: Waiting Kent Highways installation.*
 - Alterations to traffic flow on Dover Hill - quotation received by County Member for Shepway, Dick Pascoe. *Action/Resolution: Due to cost implications, will address new financial year.*
 - b) **School Project Donation**
 - Provision of storage facilities at School now funded by Council and installed.
 - First Aid training for children to also be funded by Council *Action/Resolution: Waiting booking of dates.*
 - c) **Vacancies** – Nomination received from Philippa Seager. Councillors had previously met Philippa and held discussions and agreed no informal interview was necessary. *Action/Resolution: Proposed by Cllr: Lake and seconded by Cllr: Holliday and agreed by all to co-opt Mrs Seager as a member.*
 - d) **Other**
 - **Resilience Emergency Plan**. Cllr: Lake had completed. *Action/Resolution: To be forwarded to Kent Resilience Team for checking, then forwarded to Dover District Council, Village Hall for reference and installed on Parish Council website.*
 - **Lighthouse Inn and Restaurant**. Cllr: Lake completed application form for Dover District Council to enquire if building can be made an “Asset of Community Value”. *Action/Resolution: Waiting decision.*
 - **Christmas Tree on Playing Field**. Consideration given. *Action/Resolution: Concerns raised on cost and complications on installation.*
6. **PLANNING**
 - a) **Longview, Land South of Old Dover Road**
 19/00041, Erection of a single dwelling house, creation of parking and associated landscaping, 'The Longview', Land to South of Old Dover Road, Capel-le-Ferne, CT18 7HL
Action/Resolution: Waiting Government Inspector decision on Appeal.

Signed Chairman
 Date 19th November 2019

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- b) **Land 107–127 Capel Street** (*Declaration of interest declared by Cllr: Norris*)
Dover District Council Planning Committee met and representative from Parish Council and District Councillor James Rose gave statements. *Action/Resolution: Planning Committee deferred decision until Kent Highways had attended an on-site meeting (especially at school session time) and discussed the following; substantiate the statement of double yellow lines in Capel Street with the loss of 18 spaces; verify the issue on where these 18 lost parking spaces are to be substituted; authenticate the width of Capel Street to enable large refuse/emergency vehicles to turn at the site access point; Parish Councillors still have apprehensions that the continued density of the development accentuates considerably more traffic movement than stated.*
- c) **49 Victoria Road, CT18 7LT**
19/00935, Erection of a two-storey rear extension incorporating 2no. dormer windows, alterations to roof and erection of a front porch extension (existing extension to be demolished). *Action/Resolution: Privacy issue noted. Waiting Dover District Council decision.*
- d) **26 Capel Street, CT18 7LZ**
19/01076, Conversion of garage for ancillary use and erection of new detached garage
Action/Resolution: Obstruction issue noted. Waiting Dover District Council decision.
- e) **4 Alexandra Road, CT18 7LB**
19/01017, Erection of a single storey extension, which would extend beyond the rear wall of the original house by 5m, for which the maximum height would be 3.4m, and for which the height of the eaves would be 3.1m *Action/Resolution: Refused Permitted Development.*
- f) **30 Cauldham Lane, CT18 7HG**
19/00928, Certificate of Lawfulness proposed for a single storey side extension. *Action/Resolution: Certificate of Lawful Development granted.*
- g) **54 Old Dover Road, CT18 7HW**
19/01054, Erection of balcony to first floor south elevation. *Action/Resolution: Waiting Parish Council Comment.*
- h) **Other**
Advertising hoardings Old Dover Road on Jarvis' Homes development.
Issues relating to open space surface fronting Old Dover Road and the hoarding with no permission, being investigated further by Planning Enforcement at DDC. Name of Management Plan Contractors requested. *Action/Resolution: Waiting replies on enforcement issues.*
Planning Enforcement issues
1A Beatrice Road Capel-Le-Ferne CT18 7LL
2 Rear dormers roof extensions and 3no. rooflights on front roof slope.
Action/Resolution: Confirmed no enforcement necessary.

7. DELEGATES' REPORTS

- a) **Neighbourhood Watch**
- Lighthouse Inn Signs deceiving in present circumstances. *Action/Resolution: Awaiting outcome of sale.*
 - Fly tipping tyres near Courtwood Roundabout. *Action/Resolution: To be reported.*
 - CD of Kath Clarke's lesson to Primary School children. *Action/Resolution: Agreed to copy by family. Cllr: Pilcher to burn copies.*
 - Community Warden reported:
 - Carrying out assistant team leader role for a few weeks, so not available as much.
 - Working closely with Kent Rural Team with organised fly tip operations. Any noted please report.
 - Report received from PCSO Megan Keehner:
Crimes of note:
18/09/2019 - RTC – DOVER HILL
20/09/2019 – Fuel Theft from lorry – DOVER HILL
21/09/2019 – RTC – car reversed into a mobile home – CAPEL COURT
29/09/2019 – OBSTRUCTION – LANCASTER AVENUE

Signed Chairman
Date 19th November 2019

b) Play equipment

- Equipment Status

Close monitoring of rust areas, repaired by TGOGC on gym equipment. Maintenance and replacement of bearings required in future. *Action/Resolution: Repairs required noted for a cost of £395.*

Skate Park panel re-fixed.

Wet pour repair kit ordered to patch up areas in junior play area. *Action/Resolution: Cllr: Pilcher to carry out.*

- New Signs, Boundary Security, CCTV Security.

Problems incurred from Planning Authority with maps and drawings sent being not to correct scale. *Action/Resolution: Clerk to forward to Cllr: Norris to alter.*

c) Highways

- Cllr: Lake attending Parish Seminar on 14th November.

- Maps received on devolved maintenance of grass verge. *Action/Resolution: Maps very small to read. Clerk to forward to Cllrs: Norris to enlarge to A3.*

d) Public Rights of Way

- Annual Maintenance now completed for year.

- Enquiries to be made with KCC PROW on the Jarvis Homes footpath across meadow, together with link to Bridleway ER252. *Action/Resolution: Cllr: Lake to monitor. Email to be sent to request name of Management Plan contractors.*

e) Action Plan

Councillors to now take action with regard to next priority regarding Broadband speeds and coverage in village.

Action/Resolution: District Councillor Rose to contact member in KCC dealing with Broadband in Kent with a view to ascertaining specific requirements, for checking what is received in village.

f) Speed Watch

Weather conditions and change to daylight, will now reflect how many sessions held.

g) Capel Cares

- Progressing well.

h) Grapevine Newsletter

- Non-delivery reported to one property. *Action/Resolution: Check to be made and a spare copy, if available, delivered.*

i) Village Hall Management Committee

- Grants available for Village Halls. *Action/Resolution: Clerk to send District Councillor Rose contact for Village Hall for him to pass on details.*

- Cllr: Lake to attend Annual General Meeting.

j) Training/workshops/seminars

- Manston Airport Airspace Design and Procedure – Design Principles focus group.

- Finance Conference – Herne Bay

- Dynamic Councillor – Rochester

- Highway Parish Seminar -Westgate-on-Sea. *Cllr: Lake attending*

- Code of Conduct Meeting – *Clerk attending.*

k) District Councillor James Rose

- Confirmation that Leader of DDC had resigned and a new Leader will be elected at next meeting.

- Development of affordable housing of 20 self-contained units in Harold Street, Dover, due 2020.

- Re-opening of Lord Nelson Public House and one other - Noted.

- Market Square received 2.4 million pounds Government funding for fountains and pedestrian access.

- New Local Plan with new sites to be discussed at next meeting.

County Councillor Geoff Lymer

No report.

Other. None.

8. CORRESPONDENCE

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

1. Viking magazines for Smart Choices, October Sale and Facilities' essentials.

9. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Greening, seconded by Cllr: Holliday and agreed by all present.

Signed by the Chairman, Cllr. Lake, having been confirmed by Clerk/Responsible Finance Officer.

| Date | To/From Whom | Particulars of Payment | Amount | VAT | TOTAL EXPENSES | TOTAL RECEIPTS | | Cheque, BACS, DD, SO | BANK A/Cs | Statement No: | Reconciliation |
|----------|------------------------|-------------------------------------|----------|-------|----------------|------------------|---|----------------------|--------------------|---------------|------------------|
| | Brought Forward | | | | | 39,029.06 | | | | | |
| 16.09.19 | Sally Rogers | Advert | 13.00 | | | 13.00 | R | BACS | | | |
| 16.09.19 | Sonia Sparkle | Advert | 60.00 | | | 60.00 | R | BACS | | | |
| 18.09.19 | Planning Portal | Application | 137.83 | 4.17 | 142.00 | | R | BCS | | | |
| 23.09.19 | Smart Cleaning | Advert | 84.00 | | | 84.00 | R | BACS | | | |
| 30.09.19 | Dover District Council | Playing Field Rent | 112.50 | | 112.50 | | R | SO | | | |
| 30.09.19 | Nat West | Interest | 4.89 | | | 4.89 | R | INT | | | |
| 02.10.19 | Meander | Advert | 56.00 | | | 56.00 | R | BACS | | | |
| 02.10.19 | Stephen Huxtable | St Marys Grass Cut | 120.00 | | 120.00 | | R | BACS | | | |
| 07.10.19 | Mackenzie | Advert | 28.00 | | | 28.00 | R | BACS | | | |
| 07.10.19 | Bright Ideas | Advert | 220.00 | | | 220.00 | R | Cheque | | | |
| 08.10.19 | DMS | Advert | 120.00 | | | 120.00 | R | BACS | | | |
| 08.10.19 | Viking | Ink Cartridges | 64.34 | 12.87 | 77.21 | | R | BACS | | | |
| 09.10.19 | Shed R Us | School Shed Project | 1,575.00 | | 1,575.00 | | R | BACS | | | |
| 09.10.19 | Viking | Pens and Cartridge | 41.32 | 8.26 | 49.58 | | R | BACS | Cash/Chq in Hand | | 1.56 |
| 14.10.19 | StreetZ2StreetZ | Advert | 18.00 | | | 18.00 | R | SO | Reserve A/c | 249 | 26,372.49 |
| 15.10.19 | Harmer and Sons | Grass Cutting | 412.50 | 82.50 | 495.00 | | | BACS | Current | 905 | 454.18 |
| 15.10.19 | Dover District Council | Grapevine Print September | 382.92 | | 382.92 | | | BACS | Project | 23 | 10,728.43 |
| 15.10.19 | Staff | Salaries | 516.30 | | 516.30 | | | BACS | | | 37,556.66 |
| 15.10.19 | Staff | Expenses: Broadband & Energy August | 18.00 | | 18.00 | | | BACS | Less Un-Reconciled | | 1,412.22 |
| | | | | | 3,488.51 | 39,632.95 | | | | | |
| | | | | | | 36,144.44 | | | | | 36,144.44 |

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| Project | 10,728.43 |
| Other | 25,416.01 |
| TOTAL | 36,144.44 |

10. MATTERS CONCERNING THE PARISH

a) Councillors' comments

- Street and drain cleaning requested to remove straw debris in Capel Street.
- Samphire Hoe signage on Old Dover Road (Folkestone end) to be checked on why there.

b) Approve resolution to discuss any confidential issues

None.

11. DATE OF NEXT MEETING – Tuesday, 19th November 2019 at 7.30pm.

12. CONFIDENTIAL ITEMS None.

Signed Chairman
Date 19th November 2019

Some wear on bottom link to be monitored
Suggest seat and chain replaced in the Spring