

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 21<sup>st</sup> NOVEMBER 2017**

**Present:**

Cllrs; Greening, Holliday, Lake, Leppard, Norris, Pilcher, Shaw, Stone and Tutt, together with Andrews Hawkins (Community Warden) and District Councillor Frederick Scales.

1. **APOLOGIES** – PCSO Ian Fox and County Councillor Geoff Lymer.
2. **JOHN RIVERS, PRESIDENT KENT ASSOCIATION OF LOCAL COUNCILS DEFIBRILLATOR DEMONSTRATION**  
Councillors and members of the Village Hall Management Committee received a demonstration on using a defibrillator from representative of Kent Association of Local Councils and expressing the need for the provision of one in our community. *Action: Following this, it was unanimously agreed to purchase one, which will be sited outside the Village Hall. Exact location to be confirmed.*
3. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**
  - Grass verge/pavement reinstatement opposite Jarvis Homes development.
  - Plans submitted on an application of a property confusing.
  - Affinity water work in Lancaster Avenue causing chaos and request for lights on roadside signage.
  - Water logged Petanque Court.
  - Request for provision of tactile drop kerbs at entrance to Village Hall.
4. **MINUTES OF THE MEETING HELD ON 17<sup>TH</sup> OCTOBER 2017**  
The Minutes of the meeting held on 17<sup>th</sup> October 2017 were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Lake, seconded by Cllr. Holliday.
5. **DECLARATION OF PERSONAL INTERESTS** – None.
6. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
  - a) **Traffic Management**
    - A20 TAP.  
Continue to do traffic count when possible. Data from Kent Police is not available  
Speeding issues still a concern for Councillors on B2011, Old Dover Road and Capel Street and will continue to be pursued on ways to eliminate and educate drivers to keep to the speed zone limits.
    - B2011 - relocation 40mph and Old Dover Road - 30mph signs.  
Disappointment expressed on response letter sent from Kent County Councillor Cabinet Member for Planning, Highways etc., to our MP, following campaign by Parish/District/County Councillors to have the 40mph signage on B2011 (Dover end) relocated nearer to Courtwood Roundabout.  
Relocation of 40mph zone to bottom of Dover Hill (Folkestone end of B2011) being investigated further with Shepway MP and Folkestone Town Council.
    - Accidents on B2011 – making a safer road – None reported
  - b) **Sunday, 11<sup>th</sup> November 2018**
  - c) **1914-1918 Nation's Tribute 100 years Remembrance** – Councillors discussed next year's 100<sup>th</sup> Anniversary of the end of World War 1, alongside a ceremony to commemorate this special date.  
**Crocheted Poppies on Memorial Plinth.** - Several residents have started to crochet or knit poppies for display on the Memorial Plinth in Lancaster Avenue. Some have already been displayed and look excellent – thanks expressed. With this in mind, the Parish Council are hoping anyone who can crochet or knit, to join in and add now to the surrounding fence. It is envisaged a collection of 100 poppies, can be stored, to replace and display next year by 11<sup>th</sup> November 2018,.
  - d) **Legal advice from Insurance Company for Travellers on Playing Field**  
Damage reinstatement to ground surface would be responsibility of Parish Council and needs to be taken into account with next Insurance Policy renewal.

Signed ..... Chairman  
Date ..... 19<sup>th</sup> December 2017

e) **Clarification on Proposals for Historical Plans**

Cllr. Stone reported that documents were too fragile to photocopy. *Action: Cllr: Stone producing details for Grapevine and Cllr: Greening to produce stories from resident following meeting with Cllr: Shaw.*

f) **Other** - None7. **PLANNING**a) **Pending Applications****Applications waiting Parish Council Decision**

- 17/01324, Erection of dormer roof extensions to front and side roof slopes, 28 Helena Road, Capel-le-Ferne, CT18 7LQ
- 17/01190, Erection of a single storey rear extension, rear dormer roof extension with Juliette balcony and 2 front roof lights and replace existing brickwork to all elevations, 145 Capel Street, Capel-le-Ferne, CT18 7HA

*Action: Capel-le-Ferne Parish Council feel unable to comment on the plans submitted with this application, due to the confusion that the plans presented, do not reflect the existing. Assuming this is a retrospective application. The plans show the front roof lights to exist already, are they being replaced or is this an error on the drawings? If permitted, it would appear to be the only bungalow on this part of Capel Street with a dormer extension, which can be seen from the rear gardens of neighbouring properties and could create overlooking issues.*

**Applications waiting Dover District Council Decision**

- 17/00838, Erection of a detached dwelling, formation of vehicular access, driveway and parking, Site Adjacent, 128 Capel Street, Capel-le-Ferne, CT18 7HA

*Action: No objections to amendments. Capel-le-Ferne Parish Council support this application.*

**Applications granted by Dover District Council**

- 17/01054, Erection of a front extension and a rear dormer extension together with the insertion of two new rooflights on the side roof slopes. 1 Clarence Road, Capel-le-Ferne, CT18 7JU
- 17/01126, Erection of a rear conservatory extension. 195 New Dover Road, Capel-le-Ferne, CT18 7JD

**Applications refused by Dover District Council**

- 17/00950, Siting of static caravan for permanent residential use, formation of parking. Land to side and rear of the Royal Oak, New Dover Road, Capel-le-Ferne, CT18 7HY
- 17/00947, Erection of a detached dwelling, creation of parking and associated landscaping. Land to the South of Old Dover Road, Capel-Le-Ferne, CT18 7HN

b) **Review of Dover District Council's Local Plan.**

- Good meeting had with Adrian Fox from DDC.
- Amendments to questionnaire and timeline for delivery and collection discussed.
- Questionnaire to be sent out with February Grapevine, as all distributors had agreed to deliver. Thanks expressed to them all.
- Changes to dates and receiving them back agreed as per discussions.
- Councillors collecting to be agreed and those received back, ticked off of register.
- Cllr: Leppard to discuss with printer, the presentation as an individual document and not inside Grapevine Newsletter.

8. **DELEGATES REPORTS**a) **Neighbourhood Watch****Community Warden reported:**

- Arrangements being investigated to hold a joint surgery at a Farmers' Market with PCSO.
- Saturday session of Speed Watch for all volunteers on site to be arranged for further training. *Action: A monthly rota to be organised.*
- Leaflets agreed to be used for inconsiderate parking. *Action: To be produced by Clerk.*
- Aggravated burglary request received on activation of patrols. *Action: Cllr: Greening agreed to discuss recent request with resident. Clerk too write to victims and also, to request Police Inspector to meet with Councillors on concerns of amount of crime in village.*

Signed .....

Chairman

Date ..... 19<sup>th</sup> December 2017

b) **Capel Cares**

Following a request by Cllr. Stone, Cllr. Lake to provide details of what training volunteers undertake.

c) **Play equipment**

- Works to Zip-wire (new cable/rubber tyre) and replacement toddler swings was agreed. Confirmation order sent to Wicksteed, following discussion on costs quoted and use of other sources.
- Water logged Petanque Court since further surface provided, to be reported to Capel Groundworks for attention.

d) **Village Hall Management Committee**

- AGM 27<sup>th</sup> November. Reminder.
- Confirmation of elected member of Parish Council on Committee – No trustee representative nominated.
- Consideration by Councillors on future Village Hall hire and other charges – thoughts for the future produced by Chairman and circulated.

e) **Highways**

- New chevrons installed at Courtwood Roundabout.
- No roundabout approach signs at Courtwood Roundabout reported to Kent Highways.
- Contractors reinstating verges following work by Affinity Water has been carried out to best of their ability and replacing daffodil bulbs on B2011.
- Parking on B2011 verges still a concern. *Action: New leaflets to be used.*

f) **Public Rights of Way**

- Autumn trim to several PROW taken place.

g) **Training/workshops/seminars**

- Crime Prevention And Safety Conference at Ditton Community Centre - 7 December 2017  
*Action: Cllr. Lake to attend*
- General Data Protection Regulations Workshops at Ditton Community Centre - 24 January 2018  
*Action: Cllr. Pilcher and Clerk to attend*

h) **District Councillor Scales**

- New Leader at Dover District Council.
- Cllr. Scales remains Chairman of Planning Committee.
- Electoral Reform to reduce Councillors from 45 to 32 to save money. Ward boundaries may change accordingly.
- Consideration to move district boundary to be pursued and contact made direct with Shepway District Council. Consideration to be given to move the parish boundary to Courtwood Roundabout, as Hougham have no problems with this happening. *Action: Cllrs: agreed this would make sense.*
- Electoral Review has gone back to Boundary Commission.
- Cllr. Scales reported he would liaise further with County Cllr. Lymer and Jarvis Homes on the £20k fund given for traffic management.
- Concerns expressed on water services to new development as recent publication of Affinity Water's fear of low water stock, with present climate.

i) **Other** – None.9. **CORRESPONDENCE - List of email items received attached and/or previously forwarded.****Other items received:**

1. Post Office Reinstatement in rural areas – No venue could be organised. *Action: Clerk to reply.*
2. Auditor Appointment 2017/18-2022. *Action: Confirmed no members associated with Auditors appointed.*
3. KALC Awards Scheme. *Action: Nomination made. Cllr. Leppard to do a write up.*
4. Harmer & Sons, Slitter Availability
5. Dover District Council, Snow Warden Volunteer Services
6. Glasdon Street Bins Brochure
7. Viking Paper, Ink and Toner brochure
8. Wicksteed Playgrounds 25% with match funding leaflet
9. Furniture at Work End of Year Bargain
10. Viking November Sales
11. Clerks & Councils Direct Magazine

Signed .....

Date ..... 19<sup>th</sup> December 2017

**10. CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

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

To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS	Cheque BACS DD SO	BANK A/Cs	Statement No:	Reconciliation
<b>Brought Forward</b>					<b>16,318.37</b>				
Various	Adverts	602.00			602.00				
Benefice Chapel	Hire of Church - Meeting	16.00		16.00		BACS			
Nat West	Interest	0.14			0.14	DD			
IB Education	Advert	52.00			52.00	BACS			
A Horne	Advert	78.00			78.00	BACS			
Royal British Legion	Donation	20.00		20.00		Q1539			
StreetZ2StreetZ	Advert	18.00			18.00	BACS			
Village Hall	Poppy Wreath	15.00			15.00	BACS			
Village Hall	Hire of Hall - Speedwatch	12.00		12.00		BACS			
Harmer and Sons	Grass Cutting	405.00	81.00	486.00		BACS			
Capel Groundworks	Gravel Petanque Court	470.00	94.00	564.00		BACS			
Viking	Ink Cartridges, etc.	87.94	17.59	105.53		BACS		Equipment	6,000.00
Wicksteed	Aborted visit	270.00	54.00	324.00		BACS		Other	9,537.80
Dover District Council	Grapevine Printing	382.92		382.92		BACS	Reserve A/c	227	<b>15,537.80</b>
Royal British Legion	Poppy Wreath (Pre-school)	0.00		17.00	17.00	Q1540	Current	794	<b>853.28</b>
Royal British Legion	Poppy Wreaths (PC, School, Baptist Church, VHMC)			67.00	15.00	Q1541	Project	20	<b>728.43</b>
Mr D Reed	Litter Clearance October	83.33		83.33		BACS	Cash		<b>32.00</b>
Mrs M Leppard	Salary £352.26 Broadband £11.10	363.36		363.36		BACS			<b>17,149.51</b>
				2,443.14	17,115.51			Less Un-Reconciled	72.00 2,405.14
					<b>14,672.37</b>				<b>14,672.37</b>

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

- Cllr. Greening expressed how impressed the works at the Battle of Britain site are looking.
- Concerns expressed on length of time discussions take at meetings, with little or no achievements ever happening. *Action: Councillors to focus on things we can achieve and not on those we cannot.*

b) **Approve resolution to discuss any confidential issues in agenda item 12.** None.**12. DATE OF NEXT MEETING** – Tuesday, 19<sup>th</sup> December at 7.30pm, followed by Festive Refreshments**13. CONFIDENTIAL ITEMS** - None.

Signed ..... Chairman  
Date ..... 19<sup>th</sup> December 2017