

CAPEL-LE-FERNE PARISH COUNCIL

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A MEETING OF THE PARISH COUNCIL WILL BE HELD ON
TUESDAY, 17th NOVEMBER 2015, AT 7.30PM
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE

AGENDA

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 (*10-15 minutes*)
4. To APPROVE Minutes of the meetings held on 20th October 2015 (*draft attached*)
5. To DISCUSS matters arising from minutes not covered elsewhere on agenda
 - a) *New Litter Bin - Winehouse Lane (Cllr: Tutt)*
 - b) *Bus Shelter outside Battle of Britain Memorial Trust (Cllr: Tutt)*
6. To RECEIVE Delegates and other sub-committee reports not covered elsewhere on agenda
 - a) *Neighbourhood Watch (Community Warden/PCSO/Cllr: Shaw)*
 - b) *Play Equipment Status (Cllr. Pilcher- report attached)*
 - c) *Village Hall Management Committee (Cllr: Stone - report attached)*
 - d) *Highways (Cllr: Tutt)*
 - e) *Public Rights of Way*
 - f) *Annual Playing Field Event Updates - 2015 and 2016*
 - g) *Training/Workshops/Seminars*
 - h) *District Councillor Scales and/or County Councillor Geoff Lymer*
 - i) *Other*
7. To RECEIVE and DISCUSS Correspondence
8. To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
9. To RECEIVE and DISCUSS Planning Applications
 - a) *Proposed Development Land South of New Dover Road (B2011)*
10. To RECEIVE and DISCUSS any other business concerning the Parish
 - a) *Councillors' comments*
 - b) *Approve any resolutions for discussion in confidential items in agenda item 12*
11. To CONFIRM date of next meeting - (*Tuesday, 15th December 2015*)
12. To RECEIVE and DISCUSS confidential items

LIST OF ITEMS - (UNRESOLVED)

1. Traffic management prioritised projects;
 - a) *Capel Street traffic calming & 20mph speed limit, - (Waiting Kent County Council feasibility)*
 - b) *Speeding B2011*
 - c) *A20 Traffic Assessment Phase, - (Waiting Highways England 6 months decision)*
2. *ER252 Bridleway surface to school rear gate for scooters etc. - (Referred to a later date)*
3. *Stagecoach Bus Service Routes and Shelters - (Cllr: Scales and waiting installation date)*
4. *Planning: Satmar - (Waiting DDC Enforcement Officer input)*
5. *St Mary's Churchyard - (Waiting Parochial Church Council further input)*
6. *Replace some existing junior play equipment - (Cllr: Norris and Cllr: Pilcher)*
7. *Footpaths South and North New Dover Road - (Waiting Kent Highways)*
8. *Casual Vacancy (February 2016 Agenda item)*

Signed *m. leppard* (Parish Clerk). 10 November 2015

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 20th October 2015

Present:

Cllrs; V Hale, C Leppard, K Pilcher, J Shaw, C Norris, J Stone, B Tutt, together with Paul James (Community Warden) and PCSO Gretel May.

1. **APOLOGIES:** Cllr. G Greening, District Councillor Frederick Scales and County Councillor Geoff Lymer.
2. **DECLARATION OF PERSONAL INTERESTS** - None.
3. **PUBLIC ADDRESS TO COUNCILLORS** - None received
Clerk reported there was one Surgery feedback from Parishioners of trees requiring cut back on PROW.
4. **MINUTES**
The Minutes of the meeting held on 15th September 2015 were proposed as a true record by Cllr. Norris and seconded by Cllr. Shaw and approved. Signed by the Chairman, Cllr. Pilcher.
Chairman expressed thanks to everyone, Councillors and Clerk, for all the efforts put in with relation to the response to Dover District Council Planning Department on the proposed development Land South of New Dover Road.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Open Space Needs and New Developments**
Dividing fence on site erected. Earth bunds behind trees constructed as screening.
Noted - over 50 comments had been submitted by residents.
 - b) **New Litter Bin, Winehouse Lane** – Still not in place – DDC to make arrangements with Cllr. Tutt to ascertain correct position as agreed with farmer. *Action Cllr. Tutt.*
 - c) **Casual Vacancy** – one remaining to be re-advertised in December and February Grapevine issue, together with flyers to be sent out via school. Item will be placed on agenda for February meeting.
 - e) **Battle of Britain Memorial Trust Bus Shelter** – Bus stop pole to be repositioned when installation takes place. Agreement by all to order shelter and pay by pro-forma invoice. Stagecoach to be contacted to adjust sign on post on completion. Further application to Kent County Council to acquire extra 50% funding for any additional works required.
6. **DELEGATES REPORTS**
 - a) **Neighbourhood Watch** – *Community Warden/PCSO and/or Cllr. Shaw.*
 - i. Several vehicles being abandoned in village, some on false plates. *Action: These are reported by Paul James and Gretel May, who are closely monitoring situation.*
 - ii. Roof repairs “Anglian Home Improvements” using a promotion company checked and reported for door step calling.
 - iii. CCTV monitor now moved. Thanks expressed to Paul James for pursuing to a conclusion.
 - iv. Condition of wooden bus shelter at Helena Road to be checked following reports of vandalism.
Action Paul James.
 - v. Police Forum meeting – no-one available to attend.
 - vi. Cattle crossing sign (Tumble Tye Farm) - Proposed and supported by all present. *Action: Paul James to liaise and Clerk to write to Kent Highways.*
 - b) **Play Equipment Status** – *Cllr. Pilcher.*
 - i. Query on quotation for replacement of swing chains. *Action: Cllr. Pilcher and Clerk waiting response from Wicksteed.*
 - ii. No contact from Royal Oak on further equipment. *Action: Cllr. Stone to write a formal letter.*
 - iii. Grant applications for replacement of equipment. *Action: Cllr. Stone to make further enquiries.*
 - iv. Cross Trainer bearings to be replaced in December. *Action: The Great Outdoor Gym Company.*
 - v. Brass plaques on flower boxes fitted.

6. **DELEGATES REPORTS continued**c) Village Hall Management Committee - VHMC Minutes/Cllr. Stone.

Report previously circulated.

Annual General Meeting date 23rd November 2015. Agreed by all present to nominate Cllr. Stone as Trustee representative for Parish Council. *Action: Clerk to inform VHMC.*

d) Highways – Cllr. Tutt.

- i. No major works programmed by Kent Highways for village in 2016/2017. Only minor works will be carried out.
- ii. Footway New Dover Road (north side), no full resurface planned, maybe possible patching and monitoring by Kent Highways.
- iii. Footway New Dover Road (south side), still no action to reinstate. *Action: Clerk to remind Kent Highways of previous correspondence on this.*
- iv. Blocked drainage outside 23 Capel Street reported now corrected.
- v. Cracks in B2011 road surface. *Action: to be investigated further by Craig Marsh, Kent Highways.*
- vi. Planters at Courtwood Round and mud on highway reported. Highways Traffic Engineer, Richard Heaps, had replied to queries raised about planters; i.e. statutory distance from carriageway, no need to be painted or planted, maintenance KCC and no plans to provide further. *Action: Craig Marsh to pursue road sweeper and to chase the possibility of more planters on bend of road by roundabout. Clerk to highlight further the state of this area with other agencies.*
- vii. HGV parking at Courtwood Roundabout slip road, verges and laybys still a cause for concern. *Action: Paul James to make further enquiries with Dover Parking services. Clerk to continue to highlight issue with other agencies, including the installation of "No HGV Parking" signs.*
- viii. Notification received on Capel Street road closure, due to bridge repairs.
- ix. Highway Survey to be completed. *Action: Cllr. Tutt.*
- x. Closure to traffic of Smallpox Hill (Crete Road East to Dover Hill), due to fly-tipping issues.
- xi. Notification and report received from Kent and Medway Safety Camera Partnership following their assessment for attendance on B2011 stating – "New Dover Road does not meet the criteria for adoption as a temporary site, although there appears to be an issue with excess speed".
- xii. Still waiting Kent County Council assessment decision on 20mph status in Capel Street.
- xiii. Still waiting Highway England and other agencies decisions on A20 TAP (Traffic Assessment Phase). Concerns expressed on no further comments being made and the need to pursue the "bigger problem". *Action: Clerk to make representations to Highway England for consideration that a Parish Council delegate is present when this issue is re-assessed.*

e) Public Rights of Way

Green Lane to Cauldham Lane Bridleway has been ploughed and reported to Kent County Council PROW. *Action: Cllr. Hale to make further enquiries.*

f) Annual Playing Field Event 2015

Trophy for winners of 2015 Petanque competition agreed, but not forthcoming. *Action: Cllr. Stone to pursue other supply.*

g) 11th November 2015

All local organisations attending. Wreaths ordered and laying arrangements made for Council, School, both churches and Village Hall. *Action: Clerk to complete programme. Cllr. Pilcher to arrange public announcement system and music.*

h) Training/Workshops/Seminars

Cllr. Tutt attending Parish Highways meeting on 5th November.

i) District Councillor Scales and/or County Councillor Lymer

Councillor Scales sent a report:

- i. Surgery sessions on 2nd Monday of month. Cllr. Scales may attend the Farmers' Market sessions to engage more parishioners, maybe on the same day the Parish Council attend or another Tuesday. *Action: Clerk to inform Cllr. Scales they have no problem with any of these arrangements.*
- ii. Bus Shelter outside Battle of Britain Memorial – suggestion to try KCC for more 50% funding.
- iii. Current work on Grasslands – will be making enquiries on progression. *Action: Clerk to write thanks.*

j) Other – None

7. CORRESPONDENCE

1. Audited Accounts 2014-2015. *Action: Noted no comments from Auditor.*
 2. Poppy Appeal Cross for Lydiard Park. *Action: Place cross provided at Village Memorial.*
 3. NALC Commonwealth Day
 4. Kent Police Parish Forum – 11th November @ Sandwich. *Action: No-one available to attend.*
 5. Dover District Council – Public Spaces Protection Order Contribution of £45 to cost of 9 signs. *Action: Clerk to make further enquiries on position of these signs.*
 6. Dover Coastal Community Team – A Step in Time towards 2020 vision contribution of proposals required
 7. Wicksteed Playgrounds Outdoor Gyms
 8. Glasdon Booklet on Village Furniture
 9. Furniture at Work Booklet
 10. Invitation to Kent Association of Local Council AGM paperwork, Strategic Report and Annual Report, Saturday, 21st November @ Ditton Community Centre, Aylesford
- List of email items received - attached and/or previously forwarded.

8. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr. Stone, seconded by Cllr. Norris and signed by the Chairman, Cllr. Pilcher and Clerk/Responsible Finance Officer.

Received/Paid	Description	INC	EXP	VAT	Paid	TOTAL IN HAND	A/Cs	Date	No.:	Amount	Reconciliation
TOTAL IN HAND	B/Forward					12,660.24					12,660.24
Various	Grapevine Adverts & History Book Sales	303.00			100383 R						
East Kent Foot Care	Grapevine Advert	132.00			BACS						
Street2z	Grapevine Advert	18.00			BACS						
J Waller	Grapevine Advert	198.00			BACS						
HMRC	PAYE		183.00		DD R						
PKF Littlejohn	Audit Commission		200.00	40.00	BACS		Reserve	28.08	205	10,460.11	
Dover District Council	Grapevine Printing		319.32		BACS		Current	08.10	691	1,592.17	
Viking Direct	Paper/Ink/files		80.69	16.14	BACS		Project	31.07	16	728.43	
Harmer Landscapes	Grass Cutting		387.50	77.50	BACS					12,780.71	
RBL Poppy Appeal	Wreaths		37.00		1505			Less Un-Reconciled		1336.91	
Mr D Reed	Litter Clearance		75.00		BACS						
Mrs M Leppard	Salary £301.50, Expenses (Clive's flowers and donation £50, Flasks and containers £94.26, Land registry £6)		451.76		BACS						
Nat West	Interest	0.47				R					
		651.47	1734.27	133.64							
TOTAL IN HAND	C/Forward					11,443.80				11,443.80	

9. **PLANNING****Applications Granted** (Conditions attached to permissions read out)6a Clarence Road – Erection of 1.8 metre high fence to boundaryWeston, Green Lane - Erection of a two storey rear extension (existing extension to be demolished)147 New Dover Road - Erection of a detached dwelling and creation of vehicular access and parking**Applications considered**

Land to side and rear of the Royal Oak, New Dover Road – Siting of static caravan for permanent residential use. *Resolved: No objections*

Applications waiting consideration by Dover District Council

Land south of New Dover Road, Capel-le-Ferne - Erection of 40 dwellings, creation of access, associated parking, landscaping and open space.

Enquiries

Land between 107 and 127 Capel Street – request via Land Registry on ownership. *Resolved, still registered to Landowners Mr and Mrs Odlin.*

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

- i. 400 Bulbs planted on New Dover Road (B2011). Notification not to park on verges in Grapevine.
- ii. List of projects and open space needs. *Action: Cllrs; Stone, Shaw and Norris.*
- iii. Boundary changes – all present agreed to continue and process further. *Action: Cllr. Stone to ascertain way forward by consultation with District Councillor Scales and Cllr. Pilcher.*

- b) Approved resolutions to discuss any confidential issues in agenda item 12 – Cllr. Stone requested discussion on Casual Vacancy. Agreed by all present.

11. **DATE OF NEXT MEETING** - Tuesday, 17th November 2015 at 7.30pm. (Apologies Cllr. Stone).12. **CONFIDENTIAL**

Reported under separate copy.

Recreational Facility Report									
	Item	Structure	Moving Part	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
	Step Up & Senior Treadmill	✓	✓	✓	✓	✓	✓	✓	✓
	Pull Down & Shoulder Press	✓	✓	✓	✓	✓	✓	✓	✓
	The Bench	✓	✓	✓	✓	✓	N/A	✓	✓
Outdoor	Junior Recumbent Bike	✓	✓	✓	✓	✓	N/A	✓	✓
	Senior Recumbent Bike	✓	✓	✓	✓	✓	N/A	✓	✓
Gym	Hand Bike	X	✓	✓	✓	✓	N/A	✓	✓
	Leg Press	✓	✓	✓	✓	✓	✓	✓	✓
Equipment	Junior Cross Trainer	✓	✓	X	✓	✓	N/A	✓	✓
	Senior Cross Trainer	✓	✓	✓	✓	✓	N/A	✓	✓
	Senior Fitness Bike	✓	✓	✓	✓	✓	✓	✓	✓
	Junior Fitness Bike	✓	✓	✓	✓	✓	✓	✓	✓
	Chest Press	✓	✓	✓	✓	✓	✓	✓	✓
	Seated Row	✓	✓	✓	✓	✓	✓	✓	✓
	Leg Press & Oblique	✓	✓	✓	✓	✓	✓	✓	✓
	Welcome Sign	✓	N/A	✓	N/A	✓	✓	✓	✓
<div>Comments</div> <div>Paint flaking on Junior Cross Trainer pedal Circlip missing from one handle grip (TGO aware)</div> <div>Date Inspected 10/11/15</div>									

Recreational Facility Report									
	Item	Structure	Moving Part	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Skate	Beatrice Rd end Ramp	✓	✓	✓	✓	✓	X	✓	✓
	Centre Ramp	✓	✓	✓	✓	✓	✓	✓	✓
Park	Elizabeth Drive end Ramp	✓	✓	✓	✓	✓	✓	✓	✓
	Grind Rail	✓	✓	✓	✓	✓	✓	✓	✓
	Bench	✓	✓	✓	✓	✓	✓	✓	✓
	Perimeter Fence	✓	N/A	✓	N/A	✓	N/A	✓	✓
<div>Comments</div> <div>Vandalise to one notice</div> <div>Date Inspected 10/11/15</div>									

Recreational Facility Report									
Surrounds	Item	Structure	Moving Part	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
	Youth Shelter	√	N/A	X	√	√	N/A	√	√
	Picnic Tables and Bench	√	N/A	√	√	√	N/A	√	√
	BMX Double Ramp	√	N/A	√	X	√	N/A	√	√
	BMX Duck Under Hurdle	√	N/A	√	N/A	√	N/A	√	√
	BMX Jump Ramp	√	N/A	√	√	√	N/A	√	√
	BMX Slalom Poles	√	N/A	√	N/A	√	N/A	√	√
	MUGA	√	N/A	√	√	√	√	√	√
	Litter Bins	√	N/A	√	N/A	√	N/A	√	√
Number of persons using the equipment at the time of inspection 0									
Comments									
BMX DOUBLE RAMP Surface worn on double ramp but not serious									
Youth shelter paint peeling									
Date Inspected 10/11/15									

Recreational Facility Report									
Zip Wire Petanque Court	Item	Structure	Moving Part	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
	Wire Tension	√	N/A	√	N/A	√	N/A	N/A	√
	Running Gear	√	√	√	N/A	√	N/A	N/A	√
	Zip Wire Seat	√	N/A	√	N/A	√	N/A	N/A	√
	Rubber Tyre Stops	X	N/A	√	N/A	√	N/A	N/A	√
	Ramps and Platforms	√	N/A	√	N/A	√	N/A	N/A	√
	Support Structures	√	N/A	√	N/A	√	N/A	N/A	√
	Ground Mats	√	N/A	√	√	√	√	√	√
	Petanque Court	N/A	N/A	N/A	√	√	N/A	√	√
Comments									
Screw missing from tyre stop, may need replacement stop in the near future									
Date Inspected 10/11/15									

Village Hall committee report for the Parish Council November 2015

- Nothing of significance to report