

# CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council - Maureen Leppard

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**PLEASE NOTE, CHRISTMAS CARD EXCHANGES OPTIONAL**



**A MEETING OF THE PARISH COUNCIL WILL BE HELD ON**

**TUESDAY, 20<sup>th</sup> DECEMBER 2016, AT 7.30PM,**


**With Festive Refreshments (please bring along contribution – thank you)**

**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 meeting held on 15 <sup>th</sup> November 2016 (attached)
5	To DISCUSS matters arising from minutes not covered elsewhere on agenda <ul style="list-style-type: none"> <li>a) Traffic Management (Speed-Watch Scheme and 20mph on-road signage )</li> <li>b) Bus Shelter, Helena Road</li> <li>c) Kent Association of Local Councils Award</li> <li>d) Commemorative Bench</li> <li>e) Waste Bins on New Dover Road</li> <li>f) Other</li> </ul>
6	To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> <li>a) Proposed Development Land South of New Dover Road (B2011)               <ul style="list-style-type: none"> <li>i. Re-establishing a communication link with Jarvis Homes.</li> <li>ii. Determine the process in which the PC and Parishioners can have a voice in determining the name of the access road within the new development.</li> </ul> </li> <li>b) Proposed Development Land junction Winehouse Lane and Capel Street</li> <li>c) Quinn Estates - Land North of New Dover Road (B2011)</li> <li>d) Other</li> </ul>
7	To RECEIVE Delegates and other sub-committee reports not covered elsewhere on agenda <ul style="list-style-type: none"> <li>a) Neighbourhood Watch (Cllr: Shaw/Community Warden/PCSO)</li> <li>b) Play Equipment Status (Cllr: Pilcher)</li> <li>c) Village Hall Management Committee (attached - Cllr: Stone)</li> <li>d) Highways (Cllr: Tutt)</li> <li>e) Public Rights of Way (Cllr: Hale)</li> <li>f) Training/Workshops/Seminars</li> <li>g) District Councillor Scales and/or County Councillor Geoff Lymer</li> <li>h) Other</li> </ul>
8	To RECEIVE and DISCUSS Correspondence
9	To 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) Councillors' comments</li> <li>b) Approve any resolutions for discussion in confidential items in agenda item 12</li> </ul>
11	To CONFIRM date of next meeting - (Tuesday, 17 <sup>th</sup> January 2017)
12	To RECEIVE and DISCUSS any confidential items from resolution approval item 10b

Signed ....  .... (Parish Clerk). 13<sup>th</sup> December 2016

LIST OF ITEMS - (PENDING)
1. A20 Traffic Assessment Phase - (Waiting viable speed installation work)
2. 2017 Event Working Party
3. ER252 Bridleway surface to school rear gate for scooters etc. - (Deferred to a later date)
4. Stagecoach Bus Service Routes - (Cllr: Scales)
5. Planning: Satmar - (Waiting DDC Enforcement Officer 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. Review of Resilience Plan – (May 2017)
9. Donations to Organisations (February Agenda)

**MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 15<sup>th</sup> NOVEMBER 2016**

**Present:**

Cllrs; Greening, Holliday, Leppard, Pilcher, Shaw, Stone and Tutt, together with Cllr: Geoff Lymer and Cllr. Frederick Scales

1. **APOLOGIES** – Cllrs; Hale, Norris, Community Warden Andrew Hawkins and PCSO Gretel May,
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**
  - Residents had communicated on the “No ball games signs” on playing field; Discussion on this resulted in:
    - No space on the Playing Field had been limited for recreation;
    - The signs are there as a courtesy request to users of that part of the Field to consider not playing football and/or cricket, due to closeness of properties, which have conservatories and greenhouses;
    - The signs also act as a compliance for insurance;
    - Monitoring of the issue will take place as an enforcement to this policy and will be re-visited by the Councillors if further problems occur.
    - Councillors considered a re-planting scheme and agreed it was a very good proposal, this will be re-visited if the need arises.
4. **MINUTES OF THE MEETING HELD ON 18<sup>th</sup> OCTOBER 2016**  
 The Minutes of the meeting held on 18<sup>th</sup> October were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Shaw, seconded by Cllr. Holliday.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
  - a) Traffic Management (Speed Watch Scheme, Speeding and traffic calming - B2011 and Capel Street)
    - Kent County Council had made a decision on the equipment to purchase, taking advantage of the £1,000 Grant offer. Cllr: Pilcher had received a demonstration on the “Clever” SID from C A Traffic Limited and reported it was a well-constructed piece of machinery, has a two year guarantee, but no carry case. On-line training is still being worked on and will be notified on how to access when ready.  
*Action: Councillors decided to take advantage of the Grant and Clerk to make application, proposed by Cllr: Stone, seconded by Cllr: Shaw and agreed by all present. Clerk will also communicate with Kent Police on purchase procedure. Cllr: Geoff Lymer offered to get a carry case made by a firm of upholsterers.*
  - b) Neighbourhood Plan future procedure
    - Emails received from Action with Communities in Rural Kent on ways to continue. *Action: Agreement was still unanimous to place this on hold and take off future agendas.*
  - c) Bus Shelter Helena Road  
 Waiting notification on grant from Kent County Council. *Action: Clerk to email Kent County Council, Projects Public Transport, on a decisions date.*
  - d) Other  
Bulb Planting.  
 All planted, more bulbs delivered than expected, so an increase in cost had been agreed.
  - e) Donations to Organisations. Clerk reported policy and procedure had been added to Financial Regulations (Item 4.9 in Section “Budgetary Control and Authority to Spend”). *Action: To be discussed further at budget meeting in January depending on funds available and whether applications are requested. Decision to be made at February meeting and to be included in February Grapevine.*

6. **PLANNING**a) Proposed Development Land South of New Dover Road (B2011)

Appeal hearing attended by Councillors and a few residents. Inspector had visited village and also had a site meeting with Chairman and member of Dover District Council. We now wait decision. Councillors discussed further that there was an increase in affordable housing from 6 to 9 properties. Conditions to be included on right hand lane turning.

The speed limit at this part of the B2011 and the extension of this, when development proceeds. It was suggested that the Parish Council should be part of any meeting with Kent County Council Highways and Jarvis Homes. The Developers will be providing £20,000 to move the 40mph boundary.

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.

c) Quinn Estates - Land North of New Dover Road (B2011).

No further notification on development or submission of plans.

d) OtherApplications being considered by Dover District Council

- 16/01150 | Erection of a single storey side and rear extension (existing extension to be demolished) | 41 Victoria Road, Capel-le-Ferne, CT18 7LT.

Resolved: Sight line requirements for neighbouring properties are compliant. Brickwork and materials will be in keeping with surrounding.

- 16/00919 | Extension of existing car park, construction of new car park and access road | Battle Britain Memorial, New Dover Road, Capel-le-Ferne, CT18 7JJ

Resolved: No objections.

Applications Granted Permission by Dover District Council

- 16/00764 - Les Jeanne, 30 Alexandra Road, Capel-le-Ferne, CT18 7LP

Erection of an outbuilding for recreational use (retrospective)

- 31 Helena Road, Capel-le-Ferne, CT18 7LQ

Confirmed: No breach on driveway drainage has been established.

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

Cllr: Julie Shaw reported: Capel Cares event on 9<sup>th</sup> December to ascertain feedback on needs required in village. Volunteers required to serve refreshments.

b) Play equipment: Some minor repairs to be carried out, including signage to be repaired.c) Village Hall Management Committee

Report had been circulated by Cllr: Stone. Reminder AGM was on 28<sup>th</sup> November. Proposed and agreed by all that Cllr: Stone continue as Parish Council representative.

New rubbish bin had been installed in car park.

d) Highways – Cllr: Tutt reported on items raised at recent Kent Highways Seminar attended.

- Change of personnel at Dover District Highways was report.
- Maintenance of hedges and grass verges in future could be Parish Council responsibility.
- Further 20mph roundels on roads unlikely to happen due to lack of funds.
- Speed reminder signs in residents' gardens could be a planning issue.
- Hedge top of Capel Street, Cllr: Tutt to enquire on local farmer cutting back.
- Legislation on contracts for work and other things, need to be sent out to tender.

e) Public Rights of Way - Nothing reported.f) Training/workshops/seminars – Nothing for the local area.

- District Councillor Scales reported: New Leisure Centre and St James Development on-going.
- County Councillor Geoff Lymer reported:

- Flu vaccinations for under 2's and pregnant women being promoted.

- A bench for past Chairman, paid for by County Members' Fund, was proposed. Site placement behind memorial plinth, bench to have a plaque with dates on and an unveiling event suggested. *Action: Councillors agreed this was a lovely idea. Clerk to contact family regarding this.*

g) Other - None.

8. **CORRESPONDENCE**

Kent Association Local Council Award letter received. *Action: to be on agenda for next meeting to ascertain any suggestions and consideration for a resident to receive.*

**Other items received:**

1. Royal British Legion Poppy Press Live on Newsletter
2. Kent Police Posters and leaflets Op Castle (burglary) campaign
3. Wicksteed leaflet discounts on fitness equipment
4. Clerks and Councils Direct magazine
5. Porchlight Homeless Charity donation request

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. Stone seconded by Cllr. Tutt 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>17,237.87</b>		
Nat West	Interest	0.84			0.84		
There To Care	Advert	60.00			60.00		
Various	Advert	263.00			263.00		
Greenview Nursery	Advert	84.00			84.00		
IB Education	Advert	52.00			52.00		
Thomas & Partners	Advert	40.00			40.00		
B Young Grounds	Planting bulbs	130.00	26.00	156.00			
Jason Taylor	Advert	40.00			40.00		
KALC	Transparency Fund	172.80			172.80		
StreetZ2StreetZ	Advert	18.00			18.00		
Royal British Legion	Wreaths	37.00		37.00			
Harmer & Sons	Grass cutting	393.75	78.75	472.50			
Viking	Rubber Bands/Envelopes	39.19	7.84	47.03			
Don Bunting	Bulbs	68.47		68.47			
Dover District Council	Printing Grapevine	382.92		382.92			
HMRC	PAYE Tax	186.00		186.00		Cash	23.28
Mr D Reed	Litter Clearing	79.16		79.16		Reserve	16,294.93
Mrs M Leppard	Salary	317.16		317.16		Current	563.07
Mrs M Leppard	Tel/Broadband	11.10		11.10		Project	728.43
							17,609.71
		2374.55	112.59	1,757.34	17,968.51	Unreconciled	1,398.54
					<b>16,211.17</b>		<b>16,211.17</b>

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

- Boundary changes to be addressed after the Christmas period.
- Lack of dog bins on New Dover Road (B2011). *Action: Clerk to make enquiries with Dover District Council on providing more.*
- House on New Dover Road and condition of repair to driveway. *Action: Clerk reported this was being dealt with by Kent Highways.*
- Double yellow lines in Lancaster Avenue and other areas now completed.

b) Approve resolution to discuss any confidential issues in agenda item 12 – None.11. **DATE OF NEXT MEETING** - Tuesday, 20<sup>th</sup> December 2016, with Festive Refreshments. Cllr: Pilcher to make mulled wine).12. **CONFIDENTIAL ITEMS** – None.