

CAPEL-LE-FERNE PARISH COUNCIL

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A MEETING OF THE PARISH COUNCIL WILL BE HELD ON TUESDAY, 18th DECEMBER 2018, AT 7.30PM

WITH FESTIVE REFRESHMENTS

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>) <i>a) To RECEIVE Alister Hume (Hume Planning Consultancy Ltd) – Land at 107-127 Capel Street</i> <i>b) Other</i>
3.	To APPROVE Minutes of the meeting held on 20 th November 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 <i>a) Traffic Management</i> ▪ <i>Kent Highways Roundels Cost</i> ▪ <i>Wheelie Bin Speed Zone Stickers</i> <i>b) Village Questionnaire and Village Status</i> <i>c) Bus Shelter outside Battle of Britain Memorial Site</i> <i>d) Roadside Planters</i> <i>e) Council Vacancy</i> <i>f) Other</i>
6.	To RECEIVE and DISCUSS Planning Applications
7.	To RECEIVE Delegates and any other working parties or sub-committee reports not covered elsewhere <i>a) Neighbourhood Watch</i> <i>b) Play Equipment Status</i> <i>c) Highways</i> <i>d) Public Rights of Way</i> <i>e) Speed Watch</i> <i>f) Capel Cares</i> <i>g) Grapevine Newsletter</i> <i>h) Village Hall</i> <i>i) Training/Workshops/Seminars</i> <i>j) District Councillor Scales and/or County Councillor Geoff Lymer</i> <i>k) Other</i>
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 <i>a) Councillors' comments</i> <i>b) Approve any resolutions for discussion in confidential items in agenda item 12</i>
11.	To CONFIRM date of next meeting - (<i>Tuesday, 15th January 2019</i>)
12.	To RECEIVE and DISCUSS confidential items approved by resolution in item 10b

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
7. New Play Equipment – Expression Swing

Signed  (Parish Clerk).
 11th December 2018

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 20TH NOVEMBER 2018

Present:

Cllrs; Holliday, Norris, Pilcher, and Tutt together with Community Warden Andrew Hawkins and County Councillor Geoff Lymer.

1. **APOLOGIES** – Cllrs: Greening, Lake, Leppard, and Shaw.
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**
 - Issues on receiving Fibre Optic Broadband service in parts of village. *Action/Resolution: Clerk to write to Ombudsman and MP.*
3. **MINUTES OF THE MEETING HELD ON 16th OCTOBER 2018**
 The Minutes of the meeting held on 16th October 2018 were approved and signed by the Chairman, Cllr. Keith Pilcher, proposed by Cllr. Holliday, seconded by Cllr. Tutt.
4. **DECLARATION OF PERSONAL INTERESTS** – None.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management**
 Councillors received quotation from Kent Highways on providing 10 roundels in Capel Street. It was agreed to fund 20mph zone reminder roundels on the roads in Capel-le-Ferne. Initially this will be in Capel Street and will be implemented by Kent Highway contractors in the Spring, when weather improves and road surface suitable. Depending on funding availability and monitoring of traffic in Capel Street once the roundels are in place, Councillors will then consider traffic calming roundels in other 20mph zones in Capel-le-Ferne on a rolling programme. Investigations will be undertaken to include all side roads, including Old Dover Road and then New Dover Road (when the speed limit extensions to the 40mph speed zone is organised on Dover Hill and beyond new development on B2011).
Action/Resolution: Further to this pro-active programme, the Parish Council are taking the immediate initiative to order 20mph zone stickers for wheelie bins (free of charge), if residents wish to use them. When received, these will be available from Community Warden and/or Parish Clerk. The use of these has been agreed by Dover District Council and Kent Highways.
 - b) **Village Questionnaire**
 This was almost complete and hopefully the results document will be available for presentation to Councillors at the next meeting.
 - c) **Bus Shelter outside Battle of Britain Memorial Site**
 This is anticipated to be completed before Christmas.
Action/Resolution: Clerk to check cleaning of all shelters with Dover District Council.
 - d) **Roadside Planters**
 Enquiries made to get the planters removed by Youngs Grounds Maintenance. Cost £60.
Action/Resolution: This amount was agreed. Contractors would supply compost in the Spring, when boxes installed.
 - e) **2019 KALC Community Award**
 Nomination had been received. *Action/Resolution: To complete KALC Awards form.*
 - f) **Vacancy** – No nominations received to date. *Action/Resolution: To continue advertising and to create some interest by informal approach.*
 - g) **Other**
Community Facebook Page – A further Facebook page was discussed, but considered one page was sufficient and Community pages can cause aggressive and negative remarks if not monitored.

6. PLANNING

Pending Applications

Applications granted permission by Dover District Council

- 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 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.
- 18/01175, Wayford, 7b Victoria Road, Capel-le-Ferne, CT18 7JS. Erection of a two-storey side extension (existing garage and conservatory to be demolished).
- 18/00142, 19 Capel Street, Capel-le-Ferne, CT18 7LZ. Erection of a single storey rear extension (existing conservatory to be demolished).
- 18/01132, 16 George Close, Capel-le-Ferne, CT18 7UB. Erection of a single storey rear extension and external door to side elevation.

Applications waiting Parish Council Decision - None

7. DELEGATES' REPORTS

a) Neighbourhood Watch

- No crimes reported.
- Bicycle top of Capel Street chained to post. *Action/Resolution: Community Warden to make further enquiries with DDC on removal at end of month.*
- Barking Dogs investigated further with DDC Dog Warden. *Action/Resolution: Official complaint needs to be made from a witness who will require a diary of events/experience, kept for evidence.*
- Aggressive Dogs notified and a Grapevine insert to be added to next issue, on reporting to DDC Warden.
- Visits reported by residents of the National Crime Agency regarding immigrants.
- Community "Spruce Up" – 2 people turned up. *Action/Resolution: To re-address in Spring.*

b) Play equipment

- Bi-monthly report circulated.
- MUGA poles showing signs of corrosion. *Action/Resolution: To be monitored.*
- New "no dogs" sign fitted with long bolts by DDC at skate park. *Action/Resolution: Now replaced with crimp bands.*

c) Highways

- Roundels to be monitored when installed.
- Checked with Farmer - No further salt bags required for bins.
- Dover Hill Layby - installation of centre island/bollards. *Action/Resolution – maybe mindful for future to the issue of HGVs parking in layby outside shop or other places.*

d) Public Rights of Way

- Footpath downgrading. *Action/Resolution: Cllr. Lake had sent reply in agreement.*

e) Speed Watch

- Going well. 2 Cancellations of sessions due to inclement weather. 6 Speeding vehicles reported to Kent Police. *Action/Resolution: Co-ordinators to check weather forecast and do "ad hoc sessions". Training to be revisited in Spring. Notification to be added in Grapevine of reason sessions not being done in bad weather.*

f) Capel Cares – No report

g) Grapevine Newsletter

- Afternoon Tea for delivers booked for Saturday 9th March 2019.

h) Village Hall Management Committee

- Annual General Meeting – 3rd December.
- No nominations for Trustee or Representative received from members.

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

- Excellent turn out of community.
- A donation of £50 was agreed and would be made to ATC (Folkestone).

j) **Training/workshops/seminars**

- Highway/Parish Seminar – reported to be good event with plenty of useful information, including booklet circulated on information/services available. Reiteration of lack of funds for work.
- Other received: Pilot workshop on Advanced Planning and Chairman's Conference 2018.

k) **County Councillor Geoff Lymer**

KCC Budget. Funding rolled out.

- Adult Social Care and Children a big impact on funds.
- Deficit reported £9 million.
- Pothole repairs funding maybe KCC or Highways England.
- One off payment for Schools.
- Small businesses reduction of 1/3 on rates. Enquiry – where it's being made up?

District Councillor Frederick Scales - No report.

- **Other** - None.

8. **CORRESPONDENCE**

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

1. Dover District Council – Community Caretaker Scheme.
2. Clerks & Councils Direct magazine
3. Viking – Booklets; Best Seller, November Sales, Facilities essentials, Paper, Ink & Toner.
4. Play Equipment Leaflets; Kompan; Hags; Play & Leisure; Wickstead.

9. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr. Tutt, seconded by Cllr. Norris 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
Brought Forward			34,737.58					
Manor Vets	Advert		28.00	R	BACS			
Hixon	Advert		28.00	R	SO			
Streetz 2 Streetz	Advert		18.00	R	SO			
Lawnmower	Advert Jun-Sept		50.00	√	CASH			
Hideaway Café	Advert Sept & Oct		40.00	√	CASH			
33 Old Dover Road	Jay's Bench		40.00	√	CASH			
Bright Idea	Advert		120.00	R	BACS			
Nat West	Interest		4.04	R	INT			
Various	Adverts		220.00	R	100420			
Streetz 2 Streetz	Advert		18.00	R	SO			
Hixon	Advert		28.00	R	SO			
Capel Village Hall	Poppy Wreath		15.00	R	BACS			
Meander	Advert Nov & Dec		56.00	√	CASH			
Royal Oak	Advert Nov		40.00	√	CASH			
Hideaway Café	Adverts Nov & Dec		40.00	√	CASH			
Viking	Ink Cartridges	73.98			BACS			
Dover District Council	Grapevine Printing	382.92			BACS	Cash in Hand		356.00
Keith Pilcher	Expenses Gas & Gift	36.90			Q1558	Reserve A/c	238	23,098.62
Harmer & Sons	Grass cutting	495.00			BACS	Current	853	1,299.57
99 (Folkestone) ATC	Donation	50.00			Q1557	Project	22	10,728.43
Staff	Salaries	479.76			BACS			35,482.62
Expenses - Maureen Leppard	Broadband (Nov, £11.10) Computer Repair (£60)	71.10			BACS	Less Un-Reconciled		1,589.66
<i>Project</i>	<i>10,728.43</i>	<i>1,589.66</i>	<i>35,482.62</i>					
<i>Other</i>	<i>23,164.53</i>		33,892.96					33,892.96
TOTAL	33,892.96							

10. MATTERS CONCERNING THE PARISHa) **Councillors' comments**

- Schools that maybe struggling with finance – recent media coverage on community help.
Action/Resolution: Clerk to write to Headteacher at Capel Primary to enquire if this would be something that would be of interest.
- Thanks expressed to Chairman, Clerk and other organisers for their work in arranging such a memorable day on 11th November 2018.

b) **Approve resolution to discuss any confidential issues in agenda item 13.** None.**11. DATE OF NEXT MEETING** – Tuesday, 18th December at 7.30pm, with Festive Refreshments during meeting.**12. CONFIDENTIAL ITEMS** None.