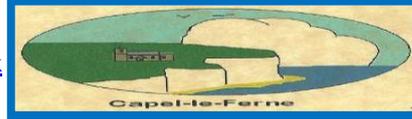


CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council - Maureen Leppard
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39 Victoria Road, Capel-le-Ferne,
 Folkestone, Kent. CT18 7LT
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A MEETING OF THE PARISH COUNCIL WILL BE HELD ON TUESDAY, 17th DECEMBER 2019, AT 7.30PM

FOLLOWED BY FESTIVE REFRESHMENTS

AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE, CT18 7LX

AGENDA

1.	To RECEIVE Apologies for absence
*2.	To RECEIVE any Public Address to Councillors & Surgery Feedback (10-15 minutes)
3.	To APPROVE Minutes of the meeting held on 19 th November 2019 (Draft Attached – Pages 2-6)
4.	To DECLARE any personal interests in items on Agenda ▪ Cllr: Norris item 6a
5.	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"> ▪ Broadband & telephone providers improvements. ▪ Locate the masts that provide the signals to the village ▪ Affinity Water Pressure b) Traffic Management (Action Plan) <ul style="list-style-type: none"> ▪ Highway Improvement Plan (Councillors' input) ▪ Earth Bund and Marking - Old Dover Road/Winehouse Lane junction (Waiting Kent Highways) ▪ Dover Hill (Waiting Kent Highways) c) School ▪ 1st Aid Training d) Vacancy e) Other <ul style="list-style-type: none"> ▪ Resilience Emergency Plan ▪ The Lighthouse Site, Old Dover Road
6.	To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> a) Land 107 – 127 Capel Street (Waiting DDC Decision) b) 4 Alexandra Road (Waiting DDC Decision) c) 54 Old Dover Road (Waiting DDC Decision) d) 35 Old Dover Road (Waiting Parish Council Decision) e) Plot 38, Land South New Dover Road (Waiting Parish Council Decision) f) Other <ul style="list-style-type: none"> Jarvis' Homes development <ul style="list-style-type: none"> ▪ 40mph Extension (Waiting KCC Highways), ▪ Landscape Management (Waiting Dover District Council) ▪ Advertising hoarding (Waiting Dover District Council) ▪ PROW ER252
7.	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 ▪ 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
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 <ul style="list-style-type: none"> a) Councillors' comments b) Approve any resolutions for discussion in confidential items in agenda item 12
11.	To CONFIRM date of next meeting - (Tuesday, 21 st January 2020)
12.	To RECEIVE and DISCUSS confidential items approved by resolution in item 10b

Signed ...  (Parish Clerk).
 10th December 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 3 - Draft Minutes

1 of 6

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 19th NOVEMBER 2019

Present:

Cllrs; Greening, Holliday, Lake, Leppard, Norris, Pilcher, Seager, Shaw, together with County Councillor Geoff Lymer and Community Warden Andrew Hawkins.

1. **APOLOGIES** – PCSO Megan Keehner
2. **WELCOME** – The Chairman welcomed new co-opted member Philippa Seager as Councillor.
3. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES** - (*Items raised are discussed by Councillors under related entries on Agenda*).
 - Blocked drainage Cauldham Close/Cauldham Lane. *Action/Resolution: Reported to Kent Highways for clearing.*
 - Hedge requiring cutting Capel Street/Cauldham Lane obscuring signs. *Action/Resolution: Reported to Kent Highways.*
 - Inconsiderate parking. *Action/Resolution: Discussed by Councillors.*
 - Large pot-hole junction Beatrice Road/Lancaster Avenue. *Action/Resolution: Reported to Kent Highways for repair.*
4. **MINUTES OF THE MEETING HELD ON 15th OCTOBER 2019**
 The Minutes of the meeting held on 15th October 2019 were approved and signed by the Chairman, Cllr. Tony Lake, proposed by Cllr: Pilcher, seconded by Cllr: Holliday and agreed by all.
5. **DECLARATION OF PERSONAL INTERESTS**
 - Cllr: Norris submitted interest in item 7b (107-127 Capel Street Planning Application).
6. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Local Economy (Action Plan)**
 - Approach the Broadband & telephone providers to enquire on improvements. *Action/Resolution: Waiting any input from District Cllr: Jamie Rose.*
 - Locate the masts that provide the signals to the village. *Action/Resolution: Waiting any input from District Cllr: Jamie Rose.*
 - Contact the water company to enquire into improvements of water pressure. *Action/Resolution: Clerk to write to Affinity Water.*
 - b) **Traffic Management**
 - Earth bund and remarking of lines. *Action/Resolution: Waiting Kent Highways installation.*
 - Alterations to traffic flow on Dover Hill. *Action/Resolution: Kent Highways will address in new financial year.*
 - c) **School Project Donation**
 First Aid training for children funded by Council. *Action/Resolution: Waiting booking of dates.*
 - d) **Vacancy**
 Nomination received and agreed to invite candidate to an informal interview. *Action/Resolution: Clerk to contact candidate and arrange.*
 - e) **Other**
 - **Resilience Emergency Plan.** *Action/Resolution: Forwarded to Kent Resilience Team for checking.*
 - **Lighthouse Inn and Restaurant.** Cllr: Lake reported premises had been sold subject to contract. Also, gathering more information on “Asset of Community Value”. *Action/Resolution: Waiting decision.*

7. **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: Appeal Dismissed.

b) **Land 107–127 Capel Street** (*Declaration of interest declared by Cllr: Norris*)

19/00669 | Outline application for the erection of 34 dwellings and means of access with associated landscaping (appearance, landscaping, layout and scale reserved)

(Amended drawings). Action/Resolution: Waiting Parish Council Comment. Agreed to use Cllr: Pilcher's comments and include Speed Watch Data. Waiting outcome of Highway meeting if arranged. DDC Planning Committee unlikely to now address this application until their January meeting.

Architect referral to Section 106 and whether to accept. Action/Resolution: Comment discussed and agreed response "at this stage of the procedure, not prepared to comment on this and cannot confirm acceptance of this money to fund the upgrade of existing facilities, until the application has been granted permission".

Request from residents to fund a traffic survey. Action/Resolution: Following discussion on severity of impact an independent survey would have and Government Inspectors rarely take much regard, a preliminary quotation was presented to Councillors for their decision. A proposal was made by Cllr: Shaw and seconded by Cllr: Holliday to support residents and fund a survey to a limited amount of £2,000. A vote taken resulted in: 3 for the proposal, 2 against and 3 abstentions. The motion was carried. Residents requested to produce three quotes for further consideration and to meet Financial Regulations.

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: Granted Permission.

26 Capel Street, CT18 7LZ

19/01076, Conversion of garage for ancillary use and erection of new detached garage

Action/Resolution: Granted Permission.

4 Alexandra Road, CT18 7LB

19/01240, Erection of a single storey rear extension (existing conservatory to be demolished) *Action/Resolution: Waiting Dover District Council decision.*

54 Old Dover Road, CT18 7HW

19/01054, Erection of balcony to first floor south elevation. *Action/Resolution: Waiting Dover District Council decision.*

35 Old Dover Road, CT18 7HW

19/01250, Erection of single storey front and rear extensions. *Action/Resolution: Waiting Parish Council Comment.*

d) **Plot 38, Land South New Dover Road, CT18 7UB**

19/01270, Variation of Conditions 2 (approved plans) and 23 (windows) to allow the insertion of a ground floor window to the west elevation of (plot 38) of planning permission DOV/15/00525 (application under Section 73). *Action/Resolution: Waiting Parish Council Comment.*

e) **Other**

40mph Extension: *Action/Resolution: Waiting KCC Highways.*

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. *Action/Resolution: Waiting reply on enforcement issues.*

Landscape Management: *Action/Resolution: Waiting Dover District Council monitoring outcome.*

PROW ER252: Charge on land registry to be investigated further regarding unofficial diversion being used. *Action/Resolution: Cllr: Lake to make arrangements to have an on-site meeting with KCC Public Rights of Way, Dover District Council and Jarvis Homes to ascertain a solution and potential long-term status of new pathway across grass part of site to Old Dover Road. Noted a 3-year waiting list for applications of diversion.*

8. **DELEGATES' REPORTS**

a) **Neighbourhood Watch**

- Community Warden reported:
- 3 Crime burglaries.
- Parking Leaflet distribution considered. From advice received, it was felt unwise for members of the public to attach notices on vehicles, as this may lead to confrontation. Publishing vehicle photos on social media, especially containing registration numbers, also not advised.
- Report received from PCSO Megan Keehner:
Crimes of note:
08/10/2019 – Bad Driving - New Dover Road
09/10/2019 – Nuisance Youths – Dover Hill – PCSOS attended.
11/10/2019 – RTC non injury – Dover hill – Patrols attended.
14/10/2019 – RTC non injury – Dover hill – Patrols attended.
18/10/2019 – RTC non injury – New Dover Road – secamb arrived, non injury.
19/10/2019 – Obstruction – Alexandra road – PCSOS attended and moved on.
29/10/2019 – Attempted Burglary – Capel street – CSI attendance.

b) **Play equipment**

- Equipment Status
Zip-wire seat and chain to be replaced in the Spring.
Grass growing through gravel in Petanque Court will require a rake out in Spring.
Wet pour repair kit received. *Action/Resolution: Cllr: Pilcher to carry out repairs in dry weather.*
- Planning Application for New Signs, Boundary Security, CCTV Security.
Maps and drawings progressing well and will be sent to DDC Planning Authority within the week.
Action/Resolution: Confirmation given to Cllr: Norris that earth bunds will be between each tree. Clerk to contact DDC Planning Officer on signs required and to confirm if another application is required.

c) **Highways**

Enlarged Maps received on devolved maintenance of grass verges. Thanks, were expressed to Cllr: Norris. *Action/Resolution: It was agreed, and confirmed to formally take on the devolved maintenance of KCC assets from April 2020 as depicted on maps. This was anticipated to be Capel Street only, as we currently understand all other areas, marked orange, are being maintained by residents and these would not be included in the devolved maintenance to the PC. It was agreed by Parish Councillors to accept payment for; 6 urban cuts; 1 hedge cut and 3 rose beds; cut per annum based on the current 2019 benchmark rates, of £808.81.*
Highway Improvement Plan. *Action/Resolution: Clerk to re-send template from KCC for ideas to be devised by Councillors for future improvements, which will be forwarded to Kent Highways.*
Speeding in Capel Street. *Action/Resolution: a cause of great concern and continues to be monitored. It has been noted that many of these are maybe local resident drivers and notice was agreed to be issued to consider their actions. More management of speeding traffic will be addressed for all village in new financial year.*

d) **Public Rights of Way**

- Jarvis Homes footpath across meadow, together with link to Bridleway ER252. *Action/Resolution: Cllr: Lake already reported under agenda item 7i.*

e) **Action Plan**

Local Economy - Broadband speeds, coverage in village and water pressure.
Action/Resolution: Already reported under agenda item 6a.

f) **Speed Watch**

Sessions reported.

g) **Capel Cares**

- Consideration being investigated for a separate Bank Account.
- Cllr: Lake and Janet Milliken accepted invitation to give a talk at Kent Association of Local Councils Health and Well Being Conference at Swanley in February.

h) **Grapevine Newsletter**

- No issues.

i) **Village Hall Management Committee**

- Cllr: Lake and Pilcher attended Management Committee meeting on Village Hall future, when three options were presented to those present for consideration; Option 1 – Do nothing, Option 2 – Run by Management Company, Option 3 – Build another extension to hall. *Action/Resolution: To go ahead with Option 3 – more details to follow.*
- Request to appoint a member to the VHMC. *Action/Resolution: No volunteers. Clerk to confirm and state liaising to continue via Clerk with a copy of Minutes of their meeting.*

j) **Training/workshops/seminars**

- Highway Parish Seminar -Westgate-on-Sea. *Action/Resolution: Cllr: Lake attended and reported that Councils are urged to submit a Highway Improvement for forward planning purposes.*
- Transport Conference. *Action/Resolution: Cllr: Pilcher attended and reported; high pollution concerns; property development, lack of electric vehicle points of charging and run times and other sources discussed.*
- Code of Conduct Meeting – *Action/Resolution: Clerk attended and reported; Need to be timelier on return of Disclosure Forms from Councillors; Interest Categories; Behaviour of Councillors; Clerk First Point of Contact; Dealing with Members Complaints; Views on future training, including Councillors training.*
- Future
An introduction to Finance and Planning at Sheerness.

k) **District Councillor James Rose**

No report.

County Councillor Geoff Lymer

Report to follow. Recorded at end of these minutes

Other.

KALC Community Award Scheme 2020. *Action/Resolution: To be discussed further at next meeting.*

9. **CORRESPONDENCE**

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

1. KALC Defibrillator Purchase Offer
2. VE Day 75 – 8th May 2020
3. East Kent Joint Remuneration Panel – Review of Parish Allowances
4. KALC Chief Executive Bulletin – Issues 1 (October) Issue 2 (November)
5. Free trees for schools and communities
6. Pension re-declaration confirmation
7. Wicksteed Olay Outside leaflet
8. Clerks and Councils Direct Magazine
9. Viking Catalogues: Smart Choices, Best Seller, Facilities essentials, October Sale, Paper Ink and Toner, November Sale.

10. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Greening, seconded by Cllr: Pilcher 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					36,144.44				
21.10.19	Dover District Council	Grapevine Printing October	382.92		382.92		R BACS			
28.10.19	Viking	Ink Cartridges and Correction fluid	69.82	13.96	83.78		R BACS			
31.10.19	Nat West	Interest	4.43			4.43	R			
05.11.19	Parishioners	History Books	50.00							
05.11.19	Utility Warehouse	Advert	40.00			90.00	R BACS/CASH			
05.11.19	Manor Vets	Advert	28.00			28.00	R BACS			
07.11.19	Capel Village Hall	Poppy Wreath	15.00			15.00	R BACS			
11.11.19	Alkham Valley Garden	Advert	40.00							
11.11.19	Paul Relf	Advert	20.00			60.00	R BACS/CASH			
13.11.19	StreetZ2StreetZ	Advert	18.00			18.00	R SO			
13.11.19	Simpson, Pressnell, St Radigunds Church,	Advert and Poppy Wreath	171.00			171.00	R Pay-in Slip 100429	Cash/Chq in Hand		33.56
19.11.19	Pre-school, Baptist Church	Poppy Wreaths	32.00			32.00	CASH	Reserve A/c	250	24,376.92
19.11.19	Dover District Council	Grapevine Printing November	382.92		382.92		BACS	Current	909	957.26
19.11.19	Dover District Council	Election costs	157.75		157.75		BACS	Project	22	10,728.43
19.11.19	Harmer and Sons	Grass Cutting	412.50	82.50	495.00		BACS			36,096.17
19.11.19	Staff	Salaries	516.30		516.30		BACS			
19.11.19	Staff	Expenses: Broadband & Energy August	18.00		18.00		BACS	Less Un-Reconciled		1,569.97
					2,036.67	36,562.87				
						34,526.20				34,526.20

<i>Project</i>	<i>10,728.43</i>
<i>Other</i>	<i>23,797.77</i>
TOTAL	34,526.20

11. MATTERS CONCERNING THE PARISH

a) **Councillors' comments**

- Reported that member of village was reaching his 101th birthday in January. *Action/Resolution: To send the gentleman a card from Parish Council.*
- Large dangerous pot-hole junction Avondale/Beatrice Road. *Action/Resolution: Clerk to report to Kent Highways for repair.*

b) **Approve resolution to discuss any confidential issues**

Cllr: Lake to confirm more information on item 6e (second item Lighthouse Inn and Restaurant).

12. DATE OF NEXT MEETING –

Tuesday, 17th December 2019 at 7.30pm, followed by festive refreshments.

13. CONFIDENTIAL ITEMS

Reported under separate cover