

# CAPEL-LE-FERNE PARISH COUNCIL


Clerk to the Council - Maureen Leppard  
 Website: [www.capel-le-fernepc.kentparishes.gov.uk](http://www.capel-le-fernepc.kentparishes.gov.uk)  
 Email: [maureen.leppard@btinternet.com](mailto:maureen.leppard@btinternet.com)



39 Victoria Road, Capel-le-Ferne,  
 Folkestone, Kent. CT18 7LT  
 Tel: 01303 259564  
 Mobile: 07813704142

**A MEETING OF THE PARISH COUNCIL WILL BE HELD ON**  
**TUESDAY, 21<sup>st</sup> JUNE 2016, AT 7.30PM,**  
**AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE**  
**AGENDA**

1	To COMPLETE Chairman's Declaration of Acceptance of Office
2	To COMPLETE Vice-Chairman's Declaration of Acceptance of Office
3	To RECEIVE Apologies for absence
4	To DECLARE any personal interests in items on Agenda
5	To RECEIVE any Public Address to Councillors & Surgery Feedback (10-15 minutes)
6	To APPROVE Minutes of the meeting held on 17 <sup>th</sup> May 2016 (draft attached)
7	To DISCUSS matters arising from minutes not covered elsewhere on agenda <ul style="list-style-type: none"> <li>a) Bus Shelter outside Battle of Britain Memorial Trust (Cllr: Pilcher)</li> <li>b) White Gates/Flower Box refurbishments (Cllrs: Norris and Pilcher)</li> <li>c) Traffic Management (Speed-Watch Scheme, Speeding and traffic calming - B2011 and Capel Street)</li> <li>d) Resilience Plan – Preparing for Emergencies (Cllr: Stone)</li> <li>e) Neighbourhood Plan future procedure (Cllrs: Pilcher and Stone)</li> <li>f) CCTV – Coverage, camera adjustment and equipment cupboard</li> <li>g) Other items deferred from previous meeting;               <ul style="list-style-type: none"> <li>i. Public Rights of Way Delegate</li> <li>ii 2017 Event Working Party</li> <li>iii Broadband/phone expenses</li> </ul> </li> </ul>
8	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 – report attached)</li> <li>c) Village Hall Management Committee (Cllr: Stone)</li> <li>d) Highways (Cllr: Tutt)</li> <li>e) Public Rights of Way</li> <li>f) Annual Playing Field Event 23<sup>rd</sup> July 2016 Update</li> <li>g) Training/Workshops/Seminars</li> <li>h) District Councillor Scales and/or County Councillor Geoff Lymer</li> <li>i) Other</li> </ul>
9	To RECEIVE and DISCUSS Correspondence
10	To RECEIVE Financial Regulations and Standing Orders for RE-ADOPTION (attached to email)
11	To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
12	To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> <li>a) Proposed Development Land South of New Dover Road (B2011)</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>
13	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 15</li> </ul>
14	To CONFIRM date of next meeting - (Tuesday, 19 <sup>th</sup> July 2016)
15	To RECEIVE and DISCUSS any confidential items from resolution approval item 13b

Signed  (Parish Clerk). 14<sup>th</sup> June 2016

**LIST OF ITEMS - (PENDING)**

1. *A20 Traffic Assessment Phase - (Waiting Highways England decision)*
2. *Bulb planting Lancaster Avenue to commemorate HM Queen 90<sup>th</sup> Birthday (Sept - Cllr: Stone)*
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)*

*Agenda Item 6***MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL****HELD ON 17<sup>th</sup> MAY 2016****Present:**

Cllrs; Greening, Holliday, Leppard, Shaw, Stone, together with District Councillor Frederick Scales, County Councillor Geoff Lymer and Community Warden Andrew Hawkins.

Due to apologies from the Chairman (Keith Pilcher) and Vice-Chairman (Chris Norris), nomination for an Acting Chair was requested by the Clerk. Cllr: Jayne Stone was proposed by Cllr. Shaw and seconded by Cllr. Leppard, and there being no further nominations, was agreed and duly elected.

Cllr. Stone welcomed new co-opted member Gordon Holliday to the meeting.

1. **APOLOGIES** – Cllrs: Hale, Norris, Pilcher, Tutt and PCSO Gretel May.
2. **DECLARATION OF PERSONAL INTERESTS** - None.
3. **APPOINTMENT OF CHAIRMAN AND COMPLETION OF DECLARATION ACCEPTANCE OF OFFICE**  
Cllr. Keith Pilcher had declared his willingness, in writing, to be appointed as Chairman. There being no further nominations, this was proposed by Cllr. Shaw, seconded by Cllr. Greening and agreed. Cllr. Pilcher to complete declaration of office at next meeting.
4. **APPOINTMENT OF VICE-CHAIRMAN AND COMPLETION OF DECLARATION OF ACCEPTANCE OF OFFICE**  
Cllr. Chris Norris had declared his willingness, in writing, to be appointed as Vice-Chairman. There being no further nominations, this was proposed by Cllr. Holliday, seconded by Cllr. Shaw and agreed. Cllr. Norris to complete declaration of office at next meeting.
5. **APPOINTMENT OF DELEGATES, COMMITTEES AND WORKING PARTIES**  
The following were agreed by those present;
  - a) Neighbourhood Watch Delegate – Cllr. Julie Shaw.
  - b) Play Equipment Delegate – Cllr. Keith Pilcher (written consent received).
  - c) Village Hall Management Delegate – Cllr. Jayne Stone.
  - d) Highways Delegate – Cllr. Brian Tutt (written consent received).
  - e) Public Rights of Way Delegate – Deferred until next meeting
  - f) Planning Committee – Cllrs; Greening, Holliday, Norris, Pilcher and Tutt (written confirmation received from those not present).
  - g) 2017 Event Working Party – Deferred until next meeting.
  - h) Other – none.
6. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCILLOR SURGERY and OTHER SOURCES**  
**Other Feedback**  
Public comments had been received to increase and update the CCTV coverage on the Playing Field. This was discussed by those present and agreed more specific details required to act on.
7. **MINUTES OF THE MEETING HELD ON 19<sup>th</sup> APRIL 2016**  
The Minutes of the meeting held on 19<sup>th</sup> April were approved and signed by the Acting-Chairman Cllr Jayne Stone, proposed by Cllr: Holliday, seconded by Cllr: Leppard.

8. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**

- a) Bus shelter at the Battle of Britain site.  
 Clerk reported that the roof was due to be replaced on 23<sup>rd</sup> May. *Action: Cllr. Pilcher would be attending and Community Warden offered to also be present.*
- b) White Gates and Flower Box Refurbishment  
 Work in progress and in hand. *Action: Cllrs: Norris and Pilcher*
- c) Bulb Planting  
 In Hand. *Action: Cllr: Stone.*
- d) Capel Street traffic calming & 20mph speed limit  
 20mph zone signs now in place on all side roads. New Dover Road (B2011 remains 40mph).
- e) Resilience Planning – Preparing for Emergencies  
 Eleven (11) residents' replies received. *Action: To be pursued further.*
- f) Neighbourhood Plan future procedure  
 Cllr. Stone reported that there could be £1,200 available from Action with Communities in Rural Kent for workshop and public meeting use, possibly in the autumn. Cllr. Stone explained to Cllr. Holliday, what a Neighbourhood Plan was and all it entailed. Cllr. Holliday proposed and seconded by Cllr. Shaw to request Cllr. Pilcher apply for this Village SOS funding and this was agreed by all present. *Action: Cllr. Pilcher to make application.*
- g) Other  
Community Litter Pick – 21<sup>st</sup> May  
 Following an investigation round the village by Cllr. Leppard and Clerk, it was reported that a very slight amount of litter was evident. It was agreed by those present to postpone the event until needed, but to request residents to take a carrier bag out with them on walks and pick up any litter seen and dispose in village bins or take home. Clearance of ditches at Satmar was also discussed and Cllr. Lymer would chase this work.

9. **DELEGATES REPORTS**

- a) Neighbourhood Watch  
 Cllr: Shaw reported Andrew had tried to recruit more NHW co-ordinators.  
 Community Warden reported the following:
  - i. Recruitment had not been very successful. Most residents seemed to be happy with present arrangements.
  - ii. Speed Watch – the UniPar Services new machine was excellent and well worth Councillors having an on-site demonstration. This was agreed by all present. Andrew intimated his intentions, if decided to purchase, to take on arrangements for usage and organising the trained volunteer helpers. Clerk also reported that the village was on a list of those that could be eligible for a Kent Police 50% funding arrangement. *Action: Clerk to arrange demonstration by Steve Riddley of UniPar Services and inform everyone accordingly.*
  - iii. An incident on 7<sup>th</sup> May at the Playing Field was discussed. Clerk reported that this was still a Kent Police on-going investigation. Clerk had responded to Police as requested to supply CCTV footage (subject to Data Protection Act) and had provided accordingly.
- b) Play equipment - No report.
- c) Village Hall Management Committee - Report enclosed with agenda.
- d) Highways – Written report from Cllr. Tutt.
  - i. Drainage awaiting report from K.C.C.
  - ii. Planning 85 Capel Street poor visibility.
  - iii. Footway work seems to have stopped on New Dover Road, footway Dover bound.
  - iv. Signs seem to be taken on board by highways.
  - v. Block Paving 31 Helena Road, discharging water on the highway due to lack of drop kerb
- e) Public Rights of Way – No report.
- f) Annual Playing Field Event – 23<sup>rd</sup> July
  - i. Helpers still required for games. *Action: Cllr: Scales and family volunteered.*
  - ii. Volunteer from St Radigunds' Players would wear Zebra costume (Brake Road Safety Campaign). *Action: Clerk to order costume and Road Safety literature.*
- g) Training/workshops/seminars - Already circulated no more to report.

h) District Councillor Scales reported on the following:

- i. Met Mark Quinn, post consultation events. Discussion linked to what residents want and changes to plan, i.e. elderly accommodation, starter 2/3 bedroom homes. Hurdles to encounter Area of Outstanding Natural Beauty and use of agricultural land.
- ii. Devolution Agenda to make several Councils one, as "Super Districts/Unitary Councils". Canterbury, Dover and Shepway (South East submission and vision), almost ready to go, possibly in July. Public Consultations will take place.
- iii. Leisure Centre – District Council continue to work on this.

County Councillor Lymer reported on the following:

- i. Kent County Council is calling for the Department of Health to reconsider its plans to change funding of community pharmacies, over fears it could lead to dozens of rural and suburban sites closing. More details to be published in Grapevine Newsletter.
- ii. The government has announced KCC will receive £1,473,000 as its share of a national annual fund to help councils tackle damaged roads and on repairing major pot-holes. Highways being urged to reconsider contractors and type of material used and to go back to sealing repairs. Amount of pot-holes re-appearing on Dover Hill mentioned.
- iii. Satmar flooding (prior to bridge) also a cause for concern and being pursued.
- iv. 20mph zone in village – signs are up but a lack of communication on this from Highways noted.
- v. Moving 40mph speed limit and siting on New Dover Road (B2011) an on-going issue and item of concern, if developments in vicinity transpire.

i) Other:

- i. Grapevine Delivers' Tea Party arranged for Saturday, 30<sup>th</sup> July, 3pm to 5pm. Village Hall (small room) booked. Catering to organise near the time. *Action: Clerk to order sandwiches and cakes etc., from Sainsbury's.*
- ii. On advice from Kent Police, one camera on CCTV requires repositioning. Clerk reported a possible need for all the equipment to be housed in a metal cabinet to alleviate any miss-use under the Data Protection Act and was discussed further. *Action: Proposed by Cllr. Holliday and seconded by Cllr. Shaw and subsequently agreed by all present, to get these items attended to.*

10. **CORRESPONDENCE**

Request from resident to hold a raising funds of a Football Tournament on Playing Field, Saturday, 28<sup>th</sup> May, to bring back Son from Australia following an accident. Action: This was agreed by all present, subject to the following:

- i. *In the event of inclement weather within 2 days prior to period of use, no vehicles should be driven on the field, to prevent any damage to the ground. The Parish Council will be looking to any user for compensation of costs involved to reinstate.*
- ii. *With regard to white lines being applied to the grass, providing they are not permanent this will also be permitted.*

Request from Capel Youth Club to hold an event including BBQ and Bouncy Castles, on the Playing Field, Thursday, 21<sup>st</sup> July, their last meeting of the academic year. Action: This was agreed by all present, subject to the following:

- i. *In the event of inclement weather within 2 days prior to period of use, no vehicles should be driven on the field, to prevent any damage to the ground. The Parish Council will be looking to any user for compensation of costs involved to reinstate.*
- ii. *Any other damage caused by any event or additional activity, the Parish Council will also be looking to any user for compensation of costs involved to reinstate.*
- iii. *The Capel-le-Ferne Youth Club follow and comply with Safety Regulations and Restrictions on Use of Inflatables as specified by Dover District Council.*

Notification from Kent Police on change of personnel to the Speed-watch Scheme Team.

10. **CORRESPONDENCE continued**

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

- i. Folkestone Town Council Magazine
- ii. HM Government The EU Referendum booklet
- iii. KCC, Kent Public Health, Posters and Promotional campaign
- iv. Marie Curie – Throw a Blooming Tea Party leaflet and letter
- v. Wicksteed leaflet on MUGA installations
- vi. Clerks & Councils Direct magazine
- vii. Hags SMP promotional leaflet on playground equipment
- viii. Furniture at Work Magazine

11 **INSURANCE COVER FOR 2016-2017**

Four quotations obtained and circulated prior to the meeting:

<b>Maven Underwriters (AON Limited)</b>		<b>£1,057.11</b>
<b>Aviva</b>	<b>**</b>	<b>£1,801.62</b>
<b>Hiscox</b>	<b>**</b>	<b>£1,246.22</b>
<b>Ecclesiastical</b>	<b>**</b>	<b>£2,079.99</b>

Proposed by Cllr. Greening and seconded by Cllr. Shaw and agreed by all to accept Hiscox quote, as recommended by Brokers, Came and Company, via KALC.

11. **2015-2016 YEAR END ACCOUNTS FOR AUDIT**

Copies of the accounts were circulated prior to the meeting. Acceptance of accounts proposed by Cllr. Leppard and seconded by Cllr. Holliday and agreed by all present.

12. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Greening, seconded by Cllr: Leppard and signed by the Chairman, Cllr: Stone and having been confirmed by Clerk/Responsible Finance Officer.

To Whom Paid	Particulars of Payment	Amount	VAT	TOTAL EXPENSE	TOTAL RECEIPTS	Cheque BACS DD-SO	TOTAL IN HAND	BANK A/Cs	Date	Statement No:	Reconciliation
<b>Brought Forward</b>					<b>26,367.28</b>		<b>26,367.28</b>				
Nat West	Interest	0.62			0.62	DD					
Greenview Nursery	Grapevine Advert	84.00			84.00	BACS					
StreetZ2StreetZ	Grapevine Advert	18.00			18.00	SO					
Royal British Legion	Wreath	18.50		18.50		Cheque No: 1512					
NSL Security	Change 2 cameras	177.00	35.40	212.40		BACS					
Dover District Council	Playing Field Rent	112.50		112.50		SO					
Viking	Ink Cartridges etc	80.11	16.02	96.13		BACS					
Harmer Maintenance	Grass Cutting	393.75	78.75	472.50		BACS					
Mr D Reed	Litter Clearance			79.16		BACS					
Mrs M Leppard	Salary & Expenses			339.05		BACS					
				<b>418.21</b>	<b>26469.90</b>			Reserve	15.05.	212	23,790.30
								Current	15.05.	720	2,561.72
								Project	29.01.	19	728.43
											27,080.45
									Less Un-Reconciled		1,028.76
							<b>26,051.69</b>				<b>26,051.69</b>



14. **PLANNING**

e) **Proposed Development Land South of New Dover Road (B2011)**

Concerns expressed on site being open for traveller access. *Action: Clerk to write to Roger Walton at Dover District Council to request pressure be applied to Landowner/Developer on preventative measures.*

f) **Proposed Development Land junction Winehouse Lane and Capel Street**

Reported Architect changing plans.

g) **Quinn Estates - Land North of New Dover Road (B2011)**

Good response from Community in attendance at Quinn Estates Consultation events.

h) **Other**

**Applications Granted by Dover District Council**

- 16/00207, Erection of a single storey side/rear extension (existing garage to be demolished), 1 Lancaster Avenue, Capel-le-Ferne, Folkestone, CT18 7LX

**Applications Waiting Decision by Dover District Council**

- 16/00446 Village Hall, Lancaster Avenue, Capel-le-Ferne, Folkestone, CT18 7LX  
Erection of single storey front extension. *Resolved: Parish Council supported.*
- 16/00345 Erection of a detached garage (existing garage to be demolished) - Ingleton House, 150 Capel Street, Capel-le-Ferne, CT18 7HA. *Resolved: Parish Council supported.*
- 16/00085, Erection of a single storey side extension incorporating a garage, front porch extension and rear dormer roof extension with balcony (existing conservatory to be demolished), 26 Victoria Road, Capel-le-Ferne, CT18 7LR. *Resolved: Parish Council had the following concerns:*  
 (1) *Not in keeping with surrounding properties*  
 (2) *Proposed plans; "the rear first floor window and the side bedroom window" take away or reduce privacy to properties in Beatrice Road and the side extension may cause loss of light to the rear of 28 Victoria Road.*  
 (3) *Plans of this nature have been refused in the past*  
 (4) *Planning permission was given when roof lighting was placed to upper rooms and not side windows to any side or rear extensions.*
- 16/00189, Conversion of redundant farm buildings to four dwellings and erection of garage building, together with associated works, following demolition of three buildings, Poulton Farm, Poulton, Hougham, CT15 7DP. *Resolved: Parish Council supported.*

15. **MATTERS CONCERNING THE PARISH**

a) **Councillors' comments**

- Request that white gates/flower boxes refurbished as soon as possible, for summer time planting.

b) **Approve resolution to discuss any confidential issues in agenda item 12 – None.**

16. **DATE OF NEXT MEETING**

Tuesday 21<sup>st</sup> June 2016.

17. **CONFIDENTIAL ITEMS**

None.

