


**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 21<sup>st</sup> MARCH 2017**

**Present:**

Cllrs; Holliday, Leppard, Pilcher, Shaw and Tutt, together with District Councillor Frederick Scales

1. **APOLOGIES** – Cllrs: Greening, Norris, Stone and Andrew Hawkins (Community Warden).
2. **DECLARATION OF PERSONAL INTERESTS** – Cllrs: Leppard on item 5d as VAO (Voluntary Announcement of Other Interest).
3. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCILLOR SURGERY and OTHER SOURCES**
  - Resident carrying out litter collection to be offered provision of litter picker and black sacks.
  - Mud on footpath in Helena Road from development contract workers to be investigated further by Community Warden.
4. **MINUTES**  
 The Minutes of the meeting held on 21<sup>st</sup> February 2017 were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Leppard, seconded by Cllr. Tutt.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
  - a) **Traffic Management (Speed Watch Scheme, Speeding and traffic calming - B2011 and Capel Street)**
    - i) **B2011 – making a safer road and relocation 40mph and Old Dover Road - 20mph signs.**  
 No further news received on a meeting.  
 Public Order and letter received from KCC on variation of speed limits in Capel Street as part of the Public Health Trial.
    - ii) **Speed-Watch Scheme**  
 No report.
  - b) **Commemorative Bench**  
 Bench on order and waiting delivery. A dedication event to be organised. *Action: Cllr: Tutt to make further enquiries on this, including the playing of bagpipes.*
  - c) **Waste Bins on New Dover Road (B2011)**  
 Two sites indicated for new bins on B2011. *Action: Notification and request to Dover District Council in new financial year.*
  - d) **Donations to Organisations.**  
 Further reports received from organisations requesting financial assistance, discussed further. Proposals by Councillors Holliday and Shaw were put forward but were not seconded. The following was agreed, proposed by Cllr: Pilcher and seconded by Cllr: Shaw and voted (4 members for and 1 against): i.e.:  
 - £250 to St Radigund's Church for provision of a new outside noticeboard.  
 - £250 to Air Ambulance.  
 - £500 to Capel Preschool to assist payment of rent arrears.  
 - Village Hall request to be revisited when extension contingency fund mentioned, has been used.  
 - Maintaining St Mary's Churchyard to be revisited when further quotations obtained.
  - e) **Disabled access to Clifftop, Old Dover Road**  
 Report from local resident received and would be considered when reply received from NHS who own land. *Action: Clerk to chase reply.*
  - f) **Use of Post Office Room**  
 Waiting final decision on rent required by Village Hall Management Committee for room. Occupation following extension works taking place in July and removal of Village Hall possessions.
  - g) **Other**  
**Vacancy for Co-option.** Closing date 17<sup>th</sup> April. Candidates to be invited to April meeting for informal interview.  
**Review of Effectiveness of the System relating to Annual Return 2016 – 2017**  
 Members considered the findings and agreed it was of sound system of internal control, including the accounting system. The Annual Governance Statement 2016/2017 was approved by all present.

Signed  Chairman  
 Date ..... 25<sup>th</sup> April 2017

## 6. PLANNING

### a) Proposed Development Land South of New Dover Road (B2011)

Work on this site has commenced and anticipated to take approximately 2 years to completion. Name of road will hopefully be changed to reflect village style on a royalty theme.

### b) Quinn Estates - Land North of New Dover Road (B2011)

Waiting a decision from DDC on date when this will be discussed and decided by their Planning Committee.

### c) Proposed Development 107 – 127 Capel Street.

Waiting a decision from DDC on date when this will be discussed and decided by their Planning Committee.

### d) Proposed Development Land junction Winehouse Lane and Capel Street

Response read. Waiting a decision from DDC on date when this will be discussed and decided by their Planning Committee.

### e) Review of Dover District Council's Local Plan

Agreed by those present to form a working party on a way forward. This will be discussed further at next meeting.

### f) Other

#### Applications decided by Parish Council and waiting decision by Dover District Council

18 Capel Street, Capel-le-Ferne, CT18 7LZ. Refs: 17/00090, Erection of a detached dwelling (existing annex to be demolished).

*Response: Support in principle and appears in keeping with the bungalows theme at that part of Capel Street, but may be over development of a relatively small plot. There are limited details of construction. This is a busy location at the top of Capel Street with vehicles exiting Capel Street and entering into Capel Street, at speed, from New Dover Road (B2011). It is also unclear if the vehicular access to the new build is shared with 18 Capel Street.*

St Radigund's Parish Church, Albany Road, Capel-le-Ferne, Folkestone, CT18 7JT, Refs: 17/01429, Display of one non-illuminated notice board sign.

*Response: Capel-le-Ferne Parish Council support this application and have no objections.*

## 7. DELEGATES REPORTS

### a) Neighbourhood Watch

- Capel Cares – DBS Checks being carried out and references being sought.

### b) Play equipment

- Work to the skate-park recently carried out due to boards lifting at edges. Further fittings installed.
- Cost for refurbishing football goal posts and items in the junior play area £3,200. Proposed by Cllr: Shaw and seconded by Cllr: Leppard and all agreed. Work to take place outside of school holidays.
- Renewal of line marking to MUGA court being investigated further.

### c) Village Hall Management Committee

- No report.

### d) Highways – Cllr: Tutt reported:

- Chevron signs reinstated at Courtwood roundabout.
- Noted - Road closure in Capel Street (south side) for Affinity Water works.
- Noted - Road closure in Old Dover Road for filming.
- B2011 Cats eyes renewal and/or installation of more, being investigated further by Kent County Council.

### e) Public Rights of Way No report.

### f) Training/workshops/seminars

Cllr: Pilcher to represent Parish Council at the Battle of Britain Memorial Day in July. A donation of £100 requested – proposed by Cllr: Tutt and seconded by Cllr: Holliday and all agreed.

### g) District Councillor Scales reported:

- Dover District Council to decide on Joint District Scheme and a public consultation.
- Planning Application for new Leisure Centre at Whitfield now available for comments.

County Councillor Lymer reported: No report.

### h) Other - None.

Signed  ..... Chairman

Date ..... 25<sup>th</sup> April 2017

**8. CORRESPONDENCE****Other items received:**

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

1. 11<sup>th</sup> November attendance. *Action: Clerk to request Rev Brian Williams attendance*
2. Kathy Bugden – Information library in village – *several Dover venues being used (not Capel)*
3. Furniture at Work brochure.
4. Clerks & Councils Direct magazine.
5. Hags Play Equipment leaflet.
6. Wicksteed Play Equipment leaflet.
7. Kent Community Speedwatch letter – Annual Conference 22<sup>nd</sup> April 2017 at Maidstone

**9. CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr. Tutt seconded by Cllr. Leppard and signed by the Chairman, Cllr. Pilcher, having been confirmed by Clerk/Responsible Finance Officer.

To Whom	Particulars of Payment	TOTAL EXPENSE	TOTAL RECEIPTS		Cheque BACS DD SO	BANK A/Cs	Statement No:	Reconciliation
<b>Brought Forward</b>			<b>12,254.41</b>					
Greenview Nursery	Advert		84.00	R	BACS			
J Young	Advert		143.00	R	BACS			
J E Short	Advert		100.00	R	BACS			
Various	Adverts		225.00	R	Paying in slip			
Waller	Advert		100.00	R	BACS			
Capel Groundworks	Advert		100.00	R	BACS			
StreetZ2StreetZ	Advert		18.00	R	SO			
Fitting Creations	Advert		100.00	R	BACS			
Thomas & Partners	Advert		40.00	R	BACS			
Nat West	Interest		0.19	R	DD			
Dover District Council	Grapevine Printing	382.92			BACS	Cash		23.28
Dover District Council	Playing Field Rent	112.50			SO	Reserve	220	10,796.27
Mr D Reed	Litter Clearance March	79.16			BACS	Current	752	1,616.62
Mrs M Leppard	Salary (£317.16), Broadband (£11,10), Land Registry Fee (£33.48)	361.74			BACS	Project	20	728.43
		936.32	13,164.60					13,164.60
						Less Unreconciled		971.32
								<b>12,193.28</b>


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

- To be noted for future planning consultations – some properties in Capel Street own the land on the side of Highway, where there are no footpaths.
- Noted – Cllr: Holliday's change of email address.

b) **Approve resolution to discuss any confidential issues in agenda item 14** – None.

11. **DATE OF NEXT MEETING** – Due to Easter Holidays, it was agreed by all present, to put back the next meeting one week to - Tuesday, 25<sup>th</sup> April 2017.

12. **CONFIDENTIAL ITEMS** – None.

Signed  Chairman  
Date ..... 25<sup>th</sup> April 2017