

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 21st JANUARY 2020

Present:

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

1. **APOLOGIES** – Cllrs: Shaw and PCSO Megan Keehner.

2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES** - *(Items raised are discussed by Councillors under related entries on Agenda).*

- Thanks for support were expressed and a gift presented to Community Warden Andrew Hawkins, with best wishes for his move to a new area. A welcome was given to Janice Henry, who commences Community Warden duties in Capel and Hawkinge from 27th January.
- Members were informed of incident relating to Fire and Rescue Services attending Playing Field to cut a youth from one of the baby swings after getting stuck – the swing will be replaced as soon as possible. *Action/Resolution: Quotations to replace to be sought and insurance claim investigated.*
- Concerns expressed on vehicles idling, especially outside school. *Action/Resolution: To be inserted into Grapevine Newsletter.*

3. **MINUTES OF THE MEETING HELD ON 17th DECEMBER 2019**

The Minutes of the meeting held on 17th December 2019 were approved and signed by the Chairman, Cllr. Tony Lake, proposed by Cllr: Leppard, seconded by Cllr: Seager and agreed by all.

4. **DECLARATION OF PERSONAL INTERESTS**

- Cllr: Norris submitted interest in item 6a (107-127 Capel Street Planning Application).

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

a) **Local Economy (Action Plan)**

No response received on Broadband coverage issues and low water pressure in Cauldham Close/Lane area.

Action/Resolution: Clerk to write again to District Councillor Jamie Rose and to Affinity Water for advice and input.

b) **Traffic Management**

Waiting Kent Highways on outstanding projects. *Action/Resolution: Kent Highways: are to install an earth bund in Winehouse Lane/Old Dover Road, extend 40mph zone to Winehouse Lane and address traffic layout on Dover Hill in new financial year.*

c) **School Project Donation**

First Aid training for children funded by Council. *Action/Resolution: Clerk to contact company.*

d) **Vacancy**

Candidate nomination, Lisa Alfsdotter, was received by members and discussion with candidate including a question and answer session took place. *Action/Resolution: Councillors would discuss nomination under item 13.*

e) **Other**

- **Resilience Emergency Plan.** *Action/Resolution: Clerk to chase Kent County Council.*
- **Lighthouse Inn and Restaurant.** *Action/Resolution: No change in Land Registry.*

6. **PLANNING.**

a) **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: Application was withdrawn from DDC Planning meeting for January in view of additional documents submitted, i.e. Traffic Assessment report. This was to allow Planning colleagues and KCC Highways to give proper consideration to the documents and provide a detailed response. Thanks to be expressed to Lime Transport for prompt production of report and extensive input. Cllr: Pilcher to address DDC Planning Committee when next on agenda.

Signed Chairman

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- b) **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 Dover District Council decision.*
- c) **Bracknell House Residential Care, 34 Helena Road, Capel Le Ferne CT18 7LQ**
19/01399, Change of use to residential care home (Class C2), external walls to be re-rendered and window replaced with door on front elevation (single storey side extension to be demolished). *Action/Resolution: Granted Planning Permission.*
- d) **Skimar, Satmar Lane, Capel Le Ferne, CT18 7JG**
19/01453, Erection of a single storey rear extension, construction of decking and creation of parking area to front (existing front and side porches to be demolished). *Action/Resolution: Waiting Dover District Council decision.*
- e) **28 Helena Road, Capel Le Ferne, CT18 7LQ**
19/01404, Erection single storey rear extension (existing side extension to be demolished). *Action/Resolution: Granted Planning Permission.*
- f) **Land At New Dover Road And Winehouse Lane, Capel-Le-Ferne**
18/00819, Change of use of land to site 26 no. holiday caravans and associated landscaping and access. *Action/Resolution: Waiting Appeal decision.*
- g) **Other**
- **Jarvis Homes Development**
40mph Extension: *Action/Resolution: Waiting KCC Highways programmed works. To be removed from Agenda and dealt with under Traffic Management.*
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: Nothing forthcoming on enforcement issues. To be removed from Agenda.*
Landscape Management: *Action/Resolution: Being monitored by DDC. To be removed from Agenda.*
PROW ER252: *Action/Resolution: To be removed from Agenda and dealt with under Delegates Reports PROW.*

7. DELEGATES' REPORTS

- a) **Neighbourhood Watch**
- **Community Warden:**
Andrew Hawkins thanked everyone for his time at Capel-le-Ferne, which he had enjoyed.
 - **Report received from PCSO Megan Keehner:** Crimes of note:
02/12/2019 – Abandoned Vehicle – Capel Street
11/12/2019 – Traffic Offence – Capel Street
12/12/2019 – RTC – Dover Hill
17/12/2019 – Three sheep in road – Capel Street
21/12/2019 – Vehicle Theft – Capel Street
21/12/2019 – Vehicle Crime – Capel Street
22/12/2019 – Vehicle Crime – Capel Street
25/12/2019 – Tree Obstruction – Capel Street
28/12/2019 – Traffic Offence – New Dover Road
29/12/2019 – Smoking Drugs – Lancaster Ave
30/12/2019 – Traffic Hazard – Dover Hill
- b) **Play equipment**
- **Equipment Status**
Wet pour surface repairs to be carried out when weather improves.
Swing replacement and zip wire chain and seat to be carried out when quotation and insurance advice received.
 - **Planning Application for New Signs, Boundary Security, CCTV Security.**
Planning Authority requesting more amendments to drawings. Cllr: Norris to investigate further.
- c) **Highways –**
Thanks were expressed to Brian Tutt for conducted tour of village regarding drainage system.
- d) **Public Rights of Way**
- Re-siting of footpath ER171 noted.
 - Continual arrangements being pursued to arrange a meeting regarding future of ER252 (New Dover Road/Old Dover Road) and link with new development path.

Signed Chairman
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e) **Action Plan**

Review to take place at Annual Meeting.

f) **Speed Watch**

Sessions to resume in February, weather permitting.

g) **Capel Cares**

- Cllr: Lake and Jan Milliken attending Health and Well Being Conference to give a speech on services being offered in village.
- Annual General Meeting of group being held on 3rd April at 7pm.
- Relaunch of group to follow.

h) **Grapevine Newsletter**

- No issues.

i) **Village Hall Management Committee**

- Working together with VE Day 75 events.

j) **Training/workshops/seminars**

Health & Well Being Conference 2020: Swanley Thursday 6th February

Web Accessibility Workshops taking place on Monday 20th January in Teynham and Friday 24th January 2020 in Ditton.

k) **District Councillor James Rose**

No report.

County Councillor Geoff Lymer

- Project Empower - I have been involved with Empower which is a care project through the Interreg 2 seas project. The project has been awarded 4 million Euro by the European Regional Development funding. This project involves 13 partners from the UK, the Netherlands, France and Belgium, it aims to involve older people in making decisions for their own health and well-being and so provided with the right support to enable them to remain in their own homes assisted by their local community. Empower will address issues facing communities caring for the ageing population by bringing together existing proven solutions and innovative technologies.
- KCC consultation - KCC has launched a consultation 5year plan. The draft is based on a survey made over the past six months. The intention is to render the County of Kent a better place for people to reside in. The consultation runs from 6 January ending 17 February.
- Operation Brock - The 12mile metal barrier, that extends London bound on the M20 from junction 9 West to junction 8 that forms part of Operation Brock has started to be dismantled. The work started on the 8 January and weather permitting should be completed by 30 January.
- Fly tipping - The LGA (local government authority) is calling for tougher sentences for fly tipping offences have increased by 50% over the last six years.

Other.

- KALC Community Award Scheme 2020. *Action/Resolution: Nomination submitted.*
- Website change – site being rebuilt with new company.
- VE Day 75 on Friday, 8th May 2020. *Action/Resolution: Celebrations being planned with organisations meeting to arrange events over the May Bank Holiday weekend. More details to follow.*

8. **CORRESPONDENCE**

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

1. Kent Wildlife Trust – Working together to creat a Wilder Kent letter.
2. DDC – Community Led Housing Form and Flyers
3. Clerk and Councils Direct Magazine
4. Wicksteed leaflet transforming outdoor spaces
5. Viking – January Choice and Smart Choice
6. Folkestone & Hythe District Council Places and Policies Local Plan Consultation Booklet – *Cllr: Pilcher*

Signed Chairman

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9. DRAFT BUDGET 2020/2021

- a) Review and confirm salaries 2020/2021.

Action/Resolution: Proposed by Cllr: Greening, seconded by Cllr: Pilcher and agreed by all to increase salaries by 1 point as per NALC Pay Scheme Awards.

- b) Review and confirm Grapevine advert charges 2020/2021.

Action/Resolution: Proposed by Cllr: Greening, seconded by Cllr: Pilcher and agreed by all to no increase.

- c) Agree Parish Precept 2020/2021.

Action/Resolution: Proposed by Cllr: Greening, seconded by Cllr: Holliday and agreed by all, for £41,902 - a Total Resource Requirement estimated and allowing for £10,000 for future projects. This would be a slight increase of Band D Council Tax Charge from £57.37 to £62.17 (Increase of £4.80 per annum).

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	V A T	TOTAL EXPENSES	TOTAL RECEIPTS		Cheque, BACS, DD, SO	BANK A/Cs	Statement No:	Reconciliati on
	Brought Forward					34,566.73					
18.12.19	Various	Adverts	165.00			165.00	R	100430			
24.12.19	HMRC	PAYE	220.88		220.88		R	DD			
24.12.19	HMRC	PAYE	220.20		220.20		R	DD			
30.12.19	Dover District Council	Playing Field Rent	112.50		112.50		R	SO			
31.12.19	Nat West Bank	Interest	4.10			4.10	R	INT			
09.01.20	Capel Garage	Adverts	100.00			100.00	R	BACS			
13.01.20	StreetZ 2 Street Z	Adverts	18.00			18.00	R	BACS	Cash/Chq in Hand		1.56
16.01.19	Smart Cleaning	Adverts	84.00			84.00	R	BACS	Reserve A/c	251	23,384.85
21.01.20	Dover District Council	Grapevine December	382.92		382.92			BACS	Current	918	269.41
21.01.20	Village Hall	Rent Small Hall	216.00		216.00			BACS	Project	22	10,728.43
21.01.20	Village Hall	Rent PO Room	60.00		60.00			BACS			34,384.25
21.01.20	Staff	Salaries	516.30		516.30			BACS	Less Un-Reconciled		1,224.31
21.01.20	Staff Expenses:	Broadband & Energy August. Gift & Cards.	49.09		49.09			BACS			
					1,777.89	34,937.83					
						33,159.94					33,159.94
<i>Project</i>		<i>10,728.43</i>									
<i>Other</i>		<i>22,431.51</i>									
TOTAL		33,159.94									

11. MATTERS CONCERNING THE PARISH

- a)
- Councillors' comments**
- None

- b)
- Approve resolution to discuss any confidential issues**
- Candidate Vacancy - Item 13

12. DATE OF NEXT MEETING – Tuesday, 18th February 2020 at 7.30pm.**13. CONFIDENTIAL ITEMS**

Reported under separate cover.

Signed Chairman

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