

CAPEL-LE-FERNE PARISH COUNCIL

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A MEETING OF THE PARISH COUNCIL WILL BE HELD ON TUESDAY, 18th AUGUST 2020, AT 7.30PM
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE, CT18 7LX

AGENDA

1.	To RECEIVE Apologies for absence
2.	a) To RECEIVE any Public Address to Councillors & Feedback (<i>10-15 minutes</i>) b) To DISCUSS Return of Surgery Sessions
3.	To APPROVE • Minutes of the meeting held on 21 st July 2020 (<i>Draft Attached – Pages 2-7</i>)
4.	To DECLARE any personal interests in items on Agenda
5.	To DISCUSS matters arising from minutes or not covered elsewhere on agenda a) <u>Traffic Management</u> • Highway Improvement Plan • Gate Planters • Dover Hill improvements (<i>Waiting Kent Highways</i>) b) <u>Other</u>
6.	To RECEIVE and DISCUSS Planning Applications a) Plot 38, Land South New Dover Road, (<i>Granted Permission</i>) b) Hockley Sole, Hockley Lane (<i>Waiting DDC Decision</i>) c) Great Satmar Farm, Satmar Lane (<i>Granted Permission</i>) d) 77A Old Dover Road (<i>Waiting DDC Decision</i>) e) 4 Lancaster Avenue (<i>Waiting DDC Decision</i>) f) 34 Helena Road, Bracknell House (<i>Waiting DDC Decision</i>) g) 153 Old Dover Road (<i>Granted Certificate of Lawfulness</i>) h) (HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation i) Other
7.	To RECEIVE Delegates and any other working parties or sub-committee reports not covered elsewhere a) Neighbourhood Watch b) Playing Field ▪ Equipment Status ▪ New Signs c) Highways ▪ Parking Old Dover Road d) Public Rights of Way ▪ PROW ER252 (<i>NDR to ODR</i>) e) Speed Watch f) Capel Cares g) Grapevine Newsletter h) Village Hall i) Training/Workshops/Seminars j) District Councillor Rose and/or County Councillor Geoff Lymer k) <u>Other</u> ▪ KALC Community Award.
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 a) Councillors' comments b) Approve any resolutions for discussion in confidential items in agenda item 12
11.	To CONFIRM date of next meeting - (<i>Tuesday, 15th September 2020</i>)
12.	To RECEIVE and DISCUSS confidential items approved by resolution in item 10b

Signed (*Parish Clerk*). 11th August 2020

LIST OF ITEMS NOT ON AGENDA – PENDING OR UNRESOLVED

1. Site at Western Heights & Farthingloe - (*Waiting Dover District Council*)
2. Improvements to Playing Field surface - (*Deferred to a later date*)
3. New Waste Bins, New Dover Road - (*Deferred to a later date*)
4. Footpaths North New Dover Road - (*Waiting Kent Highways*)
5. Public Spaces Protection Order 2018 Dogs on Leads Areas - (*Dover District Council – 2020/2021*)
6. Training and Development Policy and Data Protection Policy - (*Waiting Clerk to update*)
7. New Play Equipment Expression Swing - (*Deferred to a later date*)
8. WW1 Memorial Benches - (*Deferred to a later date*)
9. School 1st Aid Training - (*Deferred to a later date*)
10. WW1 Airfield Memorial at The Royal Oak – (*Waiting date from Airfields of Britain Conservation Trust*)

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 21ST JULY 2020

Present:

Cllrs; Alfsdotter, Greening, Holliday, Lake, Leppard, Pilcher and Young.

Chairman welcomed Julie Young to her first meeting since election as Co-opted Member.

1. **APOLOGIES** – Cllrs: Norris, Seager, County Councillor Geoff Lymer, District Councillor James Rose, Community Warden Janice Henry and PCSO Megan Keehner.

2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**

Public addressing the members, should be on this item on agenda only and not during other discussions during the meeting. Items raised are discussed by Councillors under related entries on Agenda.

- Communication from resident in George Close was read to members present, on the concerns of speeding on the B2011 (New Dover Road) and implications of the current speed limit.
Action/Resolution: This would be discussed further under agenda item 5a of this meeting.

3. **MINUTES OF THE MEETINGS & DELEGATED POWERS NOTES 2020**

The Minutes of the Meeting held on 17th March 2020 and Covid-19 Delegated Powers Notes for April, May and June 2020 were approved and signed by the Chairman, Cllr. Tony Lake, proposed by Cllr: Holiday, seconded by Cllr: Leppard and Greening and agreed by all.

Clerk expressed thanks to Cllrs: Lake and Pilcher in excellently accomplishing the task of delegated powers decisions during Covid-19.

4. **DECLARATION OF PERSONAL INTERESTS**

- None

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

- a) **Traffic Management:**

- >40mph extension on B2011.**

Councillors commented that everyone was aware of the issues of excessive speeding in the village and agreed the contact with Kent Highways and Kent and Medway Safety Camera Partnership had been exhausted. The Parish Council funding to replace the flashing speed sign, Dover end of the B2011 adjacent to Winehouse Lane/George Close, should be considered further and thoughts given on other management solutions. *Action/Resolution: Clerk to request quotation from Kent Highways on costings for flashing sign unit, with inclusion of a data storage system. Also, an email to be sent again to the Kent and Medway Safety Camera Partnership on ANPR (Automatic Number Plate Recognition) requesting cameras and/or attendance of their camera van to area. These only tend to be implemented where people have been killed or seriously injured over a 1.5km or 5km stretch of road, in the three years prior to installation. Speed Watch will resume when more Covid-19 regulations are relaxed.*

- >Planters on B2011**

The extension and relocation of the speed zone to Winehouse Lane had resulted in the Highways siting the planters on the grass verges, without consultation with Parish Council, causing a considerable obstruction for vehicles exiting Winehouse Lane. *Action/Resolution: Councillors Lake and Pilcher visited the site and ascertained suitable alternatives in their opinion. A plan had been sent to Kent Highways and was awaiting a reply. Clerk would pursue this.*

- >Dover Hill traffic improvement works**

The work previously indicated of lane changes and improvements to part of upward section, was due to be implemented this current financial year and was still waiting indication if this would still go ahead, which may be delayed due to Covid-19.

- b) **School Project Donation**

First Aid training for children at Primary School, agreed to be funded by Council. *Action/Resolution: To pursue further. Clerk to make contact with KALC for trainer suggestion.*

- c) Other
>Risk Assessments
Chairman expressed thanks to Cllr: Pilcher for his work on compiling many Risk Assessments required, following relaxation of pandemic. These are available to view on website
<https://www.capellefernepc.org.uk/council-regulations-orders-and-policies/>
>WWI Airfield Memorial Stone at Royal Oak
Due to Covid-19, this had been delayed. Waiting Airfields of Britain Conservation Trust to re-arrange.
>WWI Memorial Benches
Deferred to a later date.

6. **PLANNING.**

- a) **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: Still waiting Dover District Council decision.*
- b) **15, Beatrice Road**
20/00415, Erection of a single storey rear extension, front extension, external alterations to include rendering, cladding, alterations to roof, new windows and doors, conversion and extension of garage to store/gym/home office (existing conservatory to be demolished). *Action/Resolution: Granted Permission.*
- c) **5 Seaview Close**
20/00441, Erection of a two-storey side extension (existing porch to be demolished).
Action/Resolution: Granted Permission.
- d) **49 Victoria Road**
20/00372, 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.
- e) **Hockley Sole, Hockley Lane**
20/00482, Change of use and extension of existing garden building to provide a holiday let/ancillary accommodation. *Action/Resolution: Waiting DDC Decision.*
- f) **Great Satmar Farm, Satmar Lane**
20/00482, Change of use and extension of existing garden building to provide a holiday let/ancillary accommodation. *Action/Resolution: Waiting DDC Decision.*
- g) **Licence, Veg Out, Cauldham Lane**
Action/Resolution: Granted Permission.
- h) **(HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation**
Waiting Dover District Council public consultation date. *Action/Resolution: When date known, Councillors to encourage public intervention to write comments to DDC and to attend an exhibition to pass on to Parish Council.*
- i) **Other**
Land Adjoining Mena House New Dover Road Capel Le Ferne
20/00400, Creation of a new vehicular access, realignment of fencing and the installation of a field gate. *Action/Resolution: Granted Permission.*
77A Old Dover Road Capel Le Ferne CT18 7HT
20/00730, Erection of a first-floor front extension, roof extension over existing balcony with glass balustrade and alterations to doors and windows. *Action/Resolution: Waiting PC Decision.*
The Robins, 120 Capel Street, Capel-le-Ferne
Certificate of Lawful Development, Erection of a rear building. *Action/Resolution: Granted Permission.*

7. DELEGATES' REPORTS

a) Neighbourhood Watch

PCSO Megan Keehner - Report for June had been circulated:

>Be aware of vehicle crime

A car's window was damaged on Victoria Road, Capel-Le-Ferne between 13/06/2020 – 14/06/2020 overnight.

>Nuisance vehicles and speeding

There have been reports of nuisance vehicles, causing obstructions of driveways, junctions and path ways.

Please report obstructions VIA 101 or by making an online report VIA the Kent Police website.

If speeding is witnessed by a uniformed officer, a section 59 warning can be issued. The first part of a section 59 is a warning, a warning is issued if the driver has been seen driving without due care and attention or without reasonable consideration for others. Also, they were causing or likely to cause, alarm, distress or annoyance to others. If the driver is seen again by a uniformed officer within 12 months, committing a similar offence, their vehicle will be seized and they will be charged for recovery and storage of the vehicle

>Abandoned vehicles

Please report abandoned vehicles to the District Council.

>Camper Vans on Old Dover Road

On behalf of Parish Council, Clerk logged a report to Kent Police, two weeks ago, regarding parking on Old Dover Road of camper vans. Including one gentleman reported to be abusive, which was experienced by several residents when walking/running along Old Dover Road, also referring to a Police Stop sign in his possession.

The following reply was received from PCSO Megan Keehner last week.

"The sign was collected by one of our officers. I spoke with the gentleman before I went on annual leave as have other patrols. He is okay to be parked there, however if he is aggressive or doing anything unlawfully, please report this through the correct channels. Regards, Megan"

Action/Resolution: To encourage public to report incidents if they experience further incidents of this nature direct to Kent Police, via 101, or online: <https://www.kent.police.uk/>

b) Play equipment

- Equipment Status

>Report received from Cllr: Pilcher and items of repair and/or refurbishment noted.

>Bucket swing and Zip-Wire. *Action/Resolution: Swing replaced and repairs carried out to zip-wire.*

>Gym had received a maintenance contract visit from TGOGC. *Action/Resolution: The bearings quoted for replacement to be carried out next year and Cross Trainer reported to be working okay.*

>Annual RoSPA Inspection. Due to be carried out July. *Action/Resolution: Waiting report.*

>Temporary Covid-19 Regulation Signs. These had been fitted, but unfortunately been removed by public. *Action/Resolution: To be replaced.*

>CCTV Security. New cameras and system now installed and operating.

>New Signs. Three (3) quotations had been received and were circulated, for providing 2 permanent signs. *Action/Resolution: Proposed by Cllr: Greening, seconded by Cllr: Leppard and agreed by all present, to select quote from AGL of Folkestone for the sum of £1,498.46, excluding VAT.*

>Petanque Court. Works carried out to clear moss from area. *Action/Resolution: Contractors will continue to do a monthly treatment to keep clean, together with Memorial area. Billing at the end of year.*

c) **Highways**

Nothing further to report.

d) **Public Rights of Way**

>Bridleway adjacent to George Close subject to further communications required with KCC and DDC.

>Open space fronting Old Dover Road, according to Jarvis Homes, is private land.

Action/Resolution: Cllr: Lake to reiterate to DDC Planning Enforcement that original leaflet states "Open Public Space". Clerk to find copy of this leaflet for forwarding. Cllr: Lake to continue contact with residents on this issue.

>Upgrade notification received for a "Byway open to all" status on ER218A/ER217/ER219 (Coombe Lane east-northeast below Joiners Hill known as Back Lane, adjacent to Poulton Farm).

Action/Resolution: Cllr: Lake to write views to British Horse Society.

e) **Speed Watch**

Action/Resolution: Waiting further relaxation of restrictions due to Covid-19.

f) **Capel Cares**

>Now an independent organisation.

>Sponsorship obtained for Insurance.

>Volunteers continue to carry out shopping for residents still in isolation.

>New volunteers have been engaged.

g) **Grapevine Newsletter**

All volunteer door to door deliverers willing to carry on when printed copy produced.

Cherry, who organises the delivery, resigned her volunteer services and we are in the position to sort out a replacement. Chairman expressed everyone's thanks to Cherry for her services in organising delivery of the Newsletter, since conception, many years ago.

Action/Resolution: Cllr: Lake agreed to take over the task of sorting the printed version and getting to deliverers. Time was now required to organise this handover, delaying a printed version until the September issue.

h) **Village Hall Management Committee**

>Farmers' Market to return to some normality, inside the Hall, from 4th August.

>Garage Safari to be held on Sunday, 6th September. Councillors discussed the situation with regard to Covid-19 and implications. *Action/Resolution: It was agreed that Councillors could not get involved in individual organisations and their activities or fund-raising events. They would like to see a risk assessment carried out by VHMC, together with guidance advice for stallholders, both to be handed out to all.*

i) **Training/workshops/seminars**

Neighbourhood Watch Network Online Seminars via Zoom.

- KALC Virtual meetings on Effective Working in the Virtual World.
- KALC web Accessibility Regulations via Zoom.
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j) **District Councillor James Rose**

None.

County Councillor Geoff Lymer

Cabinet Members again focussed attention on the diverse range of actions this Authority is taking to support the fight against and lead the recovery from the impacts of Coronavirus. As well as contributions from Cabinet Members about activity in their portfolios, we discussed the multi-agency recovery work being undertaken across the county and the realities of the financial impact of Covid-19.

The paper on the adoption of the Kent Mineral Sites Plan and modifications to the Kent Minerals and Waste Local Plan 2013 – 2030 which have resulted from the early partial review was a timely reminder that there is still a high volume of non-Covid related business being discharged effectively and successfully.

Regular reviews undertaken across all care settings to identify issues that may be causing the continued spread of the virus. Last Friday East Kent Hospitals University Foundation Trust (EKHUFT) released a statement explaining they were testing their entire workforce over the following 5 days. As they have had a continued high number of positive cases, the aim is to get a snapshot of how many staff who work across all their sites may be carrying the Covid-19 virus asymptotically, which will help Public Health understand more about the spread of the virus and prevent further cases happening.

The Trust is also being supported by NHS England and NHS Improvement to strengthen its Infection Prevention and Control which is paramount if we are going to reduce hospital infection rates. The results of the staff testing will be published once they are available.

There are new powers for local government to impose local restrictions. The Department of Health and Social Care has now published statutory guidance for councils in England on what the new regulations allow local authorities to do and how those powers should be exercised and enforced.

Following an amendment to legislation in Parliament, people using pubs, restaurants and cafés now have greater freedom to choose non-smoking outdoor areas. Premises can offer separate seating for smokers and non-smokers outside. However, the government has today made clear that it will not ban smoking outside such premises as businesses can already make their own non-smoking policies for outside space without the need for regulations. The new guidance will reinforce this point, making it clear that the licence-holder has to make reasonable provision for smoke-free seating.

k) Other.

- KALC Community Award Scheme 2020. *Action/Resolution: Clerk to make contact with KALC on when this will happen.*

8. CORRESPONDENCE

Other items received: - List of email items received attached and circulated.

Other items received:

1. HM Prison Payback Scheme Email. *Action/Resolution: Considered to be a good idea and to be deliberated further if a project suitable exists in future.*
2. National Highways & Transport Network – Public Satisfaction Survey
3. Consultation on proposed extension - Allington Integral Waste Management Facility, near Maidstone
4. Dover District NHW Bin Stickers
5. Clerks and Councils Direct Magazine July 2020

9. ANNUAL ACCOUNTS 2019-2020

Circulate to Councillors for Approval.

On website <https://www.capellefernepc.org.uk/council-accounts/>

Action/Resolution: Proposed by Cllr: Greening, seconded by Cllr: Pilcher and agreed by all present to approve and forward to Audit Commission, when independent internal audit complete.

10. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Young, 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					58,482.18				
26.06.20	Kent Cables	4G Internet Kit	280.00	56.00	336.00		R BACS			
30.06.20	Dover District Council	Ground Rent	112.50		112.50		R SO			
30.06.20	Harmer Landscapes	Grass Cutting June	502.50	100.50	603.00		R BACS			
30.06.20	Nat West	Interest	0.42			0.42	R INT			
01.07.20	Kent Cables	Supply/Fit 4G Hard Drive	85.00	17.00	102.00		R BACS			
07.07.20	Viking	Ink Cartridges	71.04	14.21	85.25		R BACS			
17.07.20	Various	Adverts	38.00			38.00	R BACS	Cash/Chq in Hand		1.56
21.07.20	Staff	Salaries	500.75		500.75		BACS	Reserve A/c	256	44,911.92
21.07.20	Staff	Expenses: Broadband & Energy £18.00 July	18.00		18.00		BACS	Current	940	1,639.94
21.07.20	Staff	Expenses: Covid-19. Vinyl Stickers £14.76 and £11.64 Disposable Gloves £41.98 Wipes £3.00 Hand Gel £6.60	77.98		77.98		BACS	Project	22	10,728.43
21.07.20	Staff	Expenses: Business Cards £22.78 McAfee Live Safe £89.99 Video download £0.79	113.56		113.56		BACS			57,281.85
					1,949.04	58,520.60		Less Un-Reconciled		710.29
						56,571.56				56,571.56

Project	10,728.43
Other	45,843.13
TOTAL	56,571.56

11. MATTERS CONCERNING THE PARISH

a) Councillors' comments –

> PROW rear of Satmar Caravan Park very overgrown and impassable. *Action/Resolution: Cllr: Lake will report to KCC.*

> Gate access formed in boundary fences from Elizabeth Drive properties onto Playing Field without permission. *Action/Resolution: Clerk to contact Landlords, Dover District Council, to inform them and seek advice.*

> Petanque Trophy to hand, left over from a Summer Fete. *Action/Resolution: Clerk to contact players to enquire if they could use.*

> Concerns raised of rubbish in front garden and large tent and noise from accommodation in rear garden of properties in Capel Street. *Action/Resolution: Cllr: Greening to produce photographs and Clerk to notify Environment Crime at Dover District Council.*

> Work noted on installation of fibre optic cables on poles in Capel Street.

b) Approve resolution to discuss any confidential issues – None

12. DATE OF NEXT MEETING – Tuesday, 18th August 2020 at 7.30pm.

Apologies received from Cllr: Greening.

13. CONFIDENTIAL ITEMS – None.

Signed Chairman

Date 18th August 2020