

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 21ST OCTOBER 2014

Present:

Cllrs; V Hale, P Jones, C Norris, K Pilcher, J Shaw, J Stone, G Titman, B Tutt, together with Geoff Lymer (County Councillor) and Community Warden Dave Bish.

1. **APOLOGIES:**

Cllrs: C Goble, PCSO Gretel May and Frederick Scales (District Councillor).

Due to absence of Chairman, Cllr: C Norris (Vice-Chairman) chaired the meeting.

2. **DECLARATION OF PERSONAL INTERESTS** - None.

3. **PUBLIC ADDRESS TO COUNCILLORS** - None.

4. **MINUTES**

The Minutes of the meeting held on 16th September 2014 were approved and signed by the Vice-Chairman, Cllr: Norris, proposed by Cllr: Pilcher and seconded by Cllr: Shaw.

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

a) Repair Status of Play Equipment

- i. Quotations received from Sutcliffe Play and their Installation Contractor for new parts, fitting and renovation to Slide/Climbing Frame.
- ii. Life expectancy of equipment discussed – the equipment now being over 10 years old.
- iii. Decision reached to acquire second opinions for refurbishment – Cllr: Hale and Jones to approach two (2) further companies for quotations.
- iv. Still waiting quotation from Wicksteed for refurbishment of all other equipment on field.
- v. Cllr: Norris still making progress with replacement of some junior play items. A favoured piece of equipment, according to representative from Wicksteed, was a trampoline. To be investigated with children.
- vi. Bank Account details with funds available requested - itemised on account sheet (item 8).
- vii. Sponsorship of work to play equipment was discussed and Cllrs: Hale and Pilcher agreed to approach The Royal Oak Public House, who had shown an interest in raising funds for village amenities.
- viii. A final decision on expenditure to be made at the next meeting.

b) Memorial Completion Update

- i. Quotation received for fencing and stone chippings for Memorial. It was agreed this would also be subject to further quotes, i.e. Cllr: Hale and Jones to approach two (2) further companies.
- ii. Due to Kent County Council Grant requiring completion, a decision on this item needs to be agreed at the next meeting. If there was a problem with delaying in completing final monitoring fund for Grant, it was agreed to go ahead with Capel Groundworks quotation.

c) Traffic and Road Improvements/Management Priorities

List of proposed items circulated. Due to several projects now requiring attention, it was agreed to form a “working party” of Councillors to prioritise and cost. This working party would consist of Parish Councillors; Jones, Titman and Tutt (Chair), together with District Councillor Scales and County Councillor Lymer. An approach recommended to the Primary School Headteacher and would be made for his input.

d) Other – None

6. **DELEGATES REPORTS**

a) Neighbourhood Watch – *Community Warden/PCSO and/or Cllr: Jones*

- Dave Bish (Community Warden) reported two incidents;
 - 1) group of people throwing things at windows (frogs and eggs) and
 - 2) a domestic issue over a fence.
- A campaign on Scams to be launched – further details to follow. A request was made for posters and leaflets for distribution, together with any educational material.
- Re-siting, on to a lower level, of the CCTV DVD unit at a cost of £300 was agreed.

- b) Village Hall Management Committee - VHMC Minutes/Cllr: Stone
- Annual General Meeting to be held on 24th November 2014.
- c) Highways –
- Reinstatement to ground following gas main renewal work being chased, for replacement of bulbs and top-soil.
 - Cllr: Tutt to attend Parish/Highways Seminar in November.
 - Double yellow lines junction of Capel Street with Green Lane and Lancaster Avenue to be reported for re-painting.
 - PROW – Bridleways closed in Hougham – Cllr: Hale to report to Kent County Council.
- d) District Councillor Scales and/or County Councillor Lymer
County Councillor Lymer - Item highlighted:
- Resident requested a Dog Control Order and Dog Exercise Area on the Playing Field. Photo of site circulated. This was discussed at length and agreed that it would not be deemed suitable due to the limited amount of “free” grass space now available since new equipment installed and would limit parking area when events held. It was also decided, at a previous meeting, that a Dog Control Order would not be beneficial or welcome by dog owners and would restrict their use and area for walking, with limited space now available.
- f) Other
- Spitfire Flights - Councillor Tutt expressed disappointment on a minority of residents raising requests with Go-Action Stations to change the flight path from over the village.
 - Formation of a Village Emergency Planning Sub-Committee considered. Agreed not necessary until needed.

7. CORRESPONDENCE

- a) East Kent Joint Independent Remuneration Panel Parish Allowance Review Questionnaire
Nothing to complete.
- b) Sustainable Communities Act – No proposals to be made.
- c) Kent County Council Community Warden Service – Public Consultation – Reminder for completion.
- d) KALC Elections in 2015 – Information, flyers and posters received with costs for further copies.
- e) Audit 2013/14 – completed and returned. Higher cost for completing due to income and expenditure being in excess of £100,000 (New equipment).
- f) Fly-tipping evidence retrieved from Cliff-top – submitted to Dover District Council Waste Department.

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

Other received:

- Society of Local Councils – Governance and Accountability Guide 2014 available to download or purchase.
- Kent Resilience Forum – What should I do in an Emergency Handbook.
- Wicksteed Playgrounds – New Products Catalogue (Cllr: Norris).
- Southern Water – Water Resources and Drought Strategy Summary of Plans.

8. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Pilcher, seconded by Cllr: Tutt and signed by the Vice-Chairman, Cllr. Norris and Clerk/Responsible Finance Officer.

MONTH'S INCOME/EXPENSES

BANK BALANCES - DETAILS	B/fwd		C/fwd	NOTES
Bank Account (Reserve) Balance	20,899.17		20,399.17	
Bank Account (Current) Balance	679.05		853.98	
Bank Account (Community Project)	277.94		277.94	
TOTAL	21,856.16		21,531.09	

INCOME - DETAILS <i><u>Payments received and confirmed receipt into Bank Account</u></i>	INVOICE	VAT	<i>Cheque No: or BACS</i>	NOTES
TOTAL				

EXPENSES - DETAILS <u>Invoices received and Payments to be made</u>	INVOICE	VAT	<i>Cheque No: or BACS/SO/DD</i>	NOTES
Dover District Council – Rent for Lease of Land	112.50		SO	
Viking Direct – Ink Cartridges	50.34	10.07	BACS	
PKF Littlejohn – External Audit 2013/2014	400.00	80.00	BACS	
Dover District Council – June Grapevine printing	307.32		BACS	
Royal British Legion – Poppy Wreath	18.50		Cheq:1484	
Harmer & Sons Grounds Maintenance – Grass mowing	387.50	77.50	BACS	
Mr D Reed – Litter Clearance	73.33		Cheq:1485	
Mrs M Leppard – Salary (£293.70) & Postage (£4.25)	297.95		BACS	
TOTAL	1647.44	167.57		

9. **PLANNING**

Applications Decided by Sub-Committee

81 Capel Street – Erection of single storey rear, front porch and first floor roof extensions, incorporating two side dormer roof extensions and a Juliette balcony.

Comments submitted: AMENDED CONSULTEE COMMENT Only concern with this development is: - the possible invasion of privacy to neighbouring properties from the two proposed side dormer roof extensions. If a first floor is built, will it overlook the house opposite - loss of privacy - Not enough parking planned for a 4 bedroom house, - its proposed height so near the AONB. Although it is close to a couple of 2 storey houses, 81 is on a raised piece of ground. These comments need to be checked by Planning Case Officer.

37 Alexandra Road – Erection of single storey side and rear extensions

Comments submitted: No objections to change from original planning application 14/00196, as this is now for a change to internal layout. Original comments on application remain as: No objections in general from a planning perspective. Although there are concerns as follows: * The possible loss of natural light to the side window of the adjacent property and needs verification by Dover District Council Planning Officer. * Parking; there is limited access to on street parking (because of access to drives) and this is a corner plot. A three bedroomed house has the potential for 4 cars (future owners if not the current ones). Recommendations to Dover District Council Planning Officer would be to increase parking space, either where the two are planned, or along the side of the house.

Applications Granted

28 Capel Street – Erection of a side dormer roof extension

77 Old Dover Road – Erection of balcony to front elevation.

Swallowfield, Satmar Lane – Variation of condition 3 to allow obscure glazing to door.

Applications causing Concern

Land Adjacent to 1 Old Dover Road – No further information received.

10. **MATTERS CONCERNING THE PARISH**

a) Councillors' Comments - None.

b) 11th November – Decision agreed to hold a wreath laying and floral tribute ceremony @ 11am.

c) Resolution passed to discuss items of confidentiality in item 12.

11. **DATE OF NEXT MEETING**

Tuesday, 18th November 2014 at 7.30pm.

12. **CONFIDENTIAL ITEMS**

Following a resolution passed in item 10c, items were discussed and recorded under separate cover.

CONFIDENTIAL - recorded under separate cover