

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL

HELD ON 18th November 2014

Present:

Cllrs; C Goble, P Jones, C Norris, K Pilcher, J Shaw, J Stone, G Titman, B Tutt, together with and PCSO Gretel May.

1. **APOLOGIES:**

Cllr: V Hale, Community Warden Dave Bish, Frederick Scales (District Councillor) and Geoff Lymer (County Councillor).

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

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

4. **MINUTES**

The Minutes of the meeting held on 21st October 2014 were approved and signed by the Chairman, Cllr: Goble, proposed by Cllr: Titman and seconded by Cllr: Stone.

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

a) Repair Status of Play Equipment – report circulated.

- i. Zip-Wire – steel coated galvanised running gear casing and “U” bolts to seat are showing signs of rusting and a fixing screw missing. Wicksteed representative visited site and is investigating repairs.
- ii. Pivot points on swings corroded. Separate quotation for replacement being sent.
- iii. Quotations received for repairs to climbing frame to be forwarded and left to Cllr: Pilcher’s discretion regarding acceptance.
- iv. Visit to Royal Oak regarding fund-raising by Cllrs: Hale and Pilcher to take place on return of manager from his holiday.
- v. Replacement of some equipment in junior play area resulting in requests from children for trampoline and a springy sit on unit. Cllr: Norris to obtain quotations at a future date.

b) Memorial Completion Update

- i. Fencing quotes to be forwarded and left to Cllr: Pilcher’s discretion regarding acceptance.

c) Waste/Fly tipping on Old Dover Road

Waste bins being blown over in high winds and rubbish strewn across cliffs had been removed by litter clearer, but evidence with personnel details retrieved. PCSO Gretel May to visit resident and offer advice. Grapevine insertion to request being “neighbourly” and pick up rubbish. Other evidence for out of village fly tipping had been reported to Dover District Council, who is taking further action.

d) Other

CCTV unit making a noise and re-siting being sorted. Just waiting contractor to attend and carry out work.

6. **DELEGATES REPORTS**

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

- i. Seven (7) break-ins reported in Capel and surrounding villages. Two (2) males charged.
- ii. Young males reported selling on items.
- iii. Fraudulent letter being investigated.

b) Village Hall Management Committee - *VHMC Minutes/Cllr: Stone*

- i. Floor in hall repaired.

c) Highways –

Cllr: Tutt attended Parish/Town Parish Seminars with Kent Highways and reported the following:

- i. Drains and gulley clearing on main roads would be carried out every 6 months. B2011 every year and country lanes every 2 years.
- ii. Overflow in drainage and ditches on country roads, responsibility of farmers to keep clear.
- iii. Dover Hill, including B2011, to be a Winter priority for snow clearance.
- iv. Funding available until 2018 for Area Caretakers in Highways.
- v. Minor works programmed for Alkham, Hougham and Capel.

c) Highways – continued

- vi. Solar-powered 40mph sign not working on B2011 reported, but deemed not a priority by Highways. To be discussed further with County Councillor Lymer.
- vii. Parish Portal on-line system out of action and being investigated.
- viii. Pot-holes 25-50mm not deemed serious.
- ix. Unsatisfactory works carried out on Dover Hill being investigated further by engineer. Especially white lining not replaced and in view of inconvenient closure of road.
- x. New maps being produced for Public Rights of Way.
- xi. Gritting salt being delivered to grass verge near Village Hall Car Park. Request to purchase a machine to spread grit and a salt bin was approved – approximately £300. Cllr: Stone to agree with Village Hall Management Committee and liaise with Cllr: Tutt, on siting bin.
- xii. Yellow lining awaiting programme of works.
- xiii. Kent Highway Survey given to Cllr: Tutt to complete.

d) Traffic and Road Improvements/Management

A meeting is to be arranged with County Councillor Geoff Lymer to discuss Highway issues. Cllr: Tutt and Goble to attend. Items will be prioritised by Councillors to form a basis for the discussion and to justify expenditure.

e) District Councillor Scales and/or County Councillor Lymer – No reports.f) Other

- i. Dog Control Consultation to be inserted in Grapevine and on websites.
- ii. Details of Kent Association of Local Councils AGM on their website.
- iii. Inconsiderate parking of white van at top of Capel Street – PCSO and/or Community Warden to investigate further.

7. **CORRESPONDENCE**

- a) Dover District Council Annual Town and Parish Meeting - 8th December (2 Representatives) - No-one available.
- b) Ready Reckoner for Parish Precept 2015/2016 - circulated for information
- c) KALC AGM – 22nd November 2014 – details on website
- d) Village Hall Management Committee, Trustee nomination - It was agreed for Cllr: Stone to continue as representative for Parish Council.
- e) Kent Legal Services Property and Planning Conference (21st November) – Training not specific for Parish Councillors. Other training for new Councillors to be investigated.

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

Other received:

- 1. Kent Police – Public Safety Campaign posters and leaflets.
- 2. Zone Outdoor fitness leaflet.
- 3. Hags SMP – Playgroup Equipment leaflet.
- 4. Wicksteed Playground Equipment leaflet.
- 5. Clerks & Councils Direct magazine.

8. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Jones, seconded by Cllr: Stone and signed by the Chairman, Cllr. Goble and Clerk/Responsible Finance Officer.

BANK BALANCES - DETAILS	B/fwd		C/fwd	NOTES
Bank Account (Reserve) Balance	20,399.17		19,401.87	
Bank Account (Current) Balance	853.98		443.12	
Bank Account (Community Project)	277.94		277.94	
TOTAL	21,531.09		20,122.93	

INCOME - DETAILS			<i>Cheque No: or BACS</i>	NOTES
<u>Payments received and confirmed receipt into Bank Account</u>	INVOICE	VAT		
Adverts	78.00			
History Book Sales	48.65			
Adverts	165.00			
TOTAL	291.65			

EXPENSES - DETAILS <i>Invoices received and Payments to be made</i>	INVOICE	VAT	<i>Cheque No: or BACS/SO/DD</i>	NOTES
Harmer and Sons – Grass Cutting B2011 & Field	387.50	77.50	BACS	October
Dover District Council – Grapevine Printing	307.32		BACS	August
Dover District Council – Grapevine Printing	409.32		BACS	September
Dover District Council – Grapevine Printing	307.32		BACS	October
Dover District Council – Grapevine Printing	368.52		BACS	November
Royal British Legion – Poppy Wreath	18.50		Cheq. No: 1486	11.11.14
Mr D Reed – Litter Clearance	73.33		Cheq. No: 1487	November
Mrs M Leppard – Salary £293.50 Expenses: Flowers for Memorial £30.50	324.00		BACS	November
TOTAL	2195.81	77.50		

9. **PLANNING**

Applications Decided by Sub-Committee

Land Fronting Varne Ridge Caravan Park, Old Dover Road, - Erection of a 'Peace' statue. Resolved: No objections as long as it's erected on owner's land and the Parish Council are not subjected to any responsibility or liabilities. It's not visible from B2011 so shouldn't distract drivers. It may bring more visitors to Capel-le-Ferne! Also before installation, Planning Officers should make further enquiries and note any comments from Kent Downs AONB Unit, White Cliffs Countryside Partnership/Project, PROW Office – KCC, Natural England, Ecological Officer.

2 Avondale Road, - Erection of French doors and balcony to first floor of front elevation and insertion of window to rear. Resolved: No objections to either the proposed balcony or to the rear window, other than concerns raised to the balcony which appears not to be in keeping with the surrounding properties and that it does not invade the privacy of adjacent properties to the front and rear of 2 Avondale Road.

40 Old Dover Road, – Erection of a single storey side extension to house swimming pool.

Resolved: No objection to this application.

Applications Granted

81 Capel Street, - Erection of single storey rear, front porch and first floor roof extensions incorporating two side dormers roof extensions and Juliette balcony

Applications Awaiting Sub-Committee decision

50 Capel Street, - Erection of a single storey rear extension and conversion of garage to form annex.

Applications causing Concern

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

10. **MATTERS CONCERNING THE PARISH**

a) Councillors' Comments

- i. Remembrance Day – Thanks expressed to Parish Clerk for organising and to Ben Millbery for playing the bag-pipes.
- ii. Cllr: Stone had completed the Community Warden Consultation form on behalf of Parish Council.
- iii. Roundhill Tunnel to be closed for maintenance work. New road markings from Courtwood Roundabout to Aycliffe Roundabout to be carried out. Suitable diversion routes to be put in place. Possible traffic light system under investigation for Dover at York Street.
- iv. Request from member of public for details on Parish Council response to Western Heights developments. Clerk to forward by email.

b) Approved resolution to discuss any confidential issues in agenda item 12 – agreed by those present.

11. **DATE OF NEXT MEETING**

Tuesday, 16th December 2014 at 7.30pm, followed by Festive Refreshments. (Apologies: Cllr: Titman).

12. **CONFIDENTIAL ITEMS**

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