

**MINUTES OF THE MEETING OF THE CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 15<sup>th</sup> JANUARY 2013**

**Present:** Cllrs: P Jones, C Norris (Vice Chairman), K Pilcher, J Stone, M Thomas, and Frederick Scales (District Councillor)

1. **APOLOGIES:** Cllrs: R Blake, L Clements, C Goble, B Tutt, Chantal Blythe (Rural Community Warden) and PCSO Gretel May.

2. **DECLARATION OF PERSONAL INTERESTS**

Cllr: Stone declared interest in part of correspondence concerning CCTV system.

3. **MINUTES**

The Minutes of the meeting held on 18<sup>th</sup> December 2012 were approved and signed by the Vice-Chairman, Cllr: Norris. Proposed by Cllr. Pilcher and seconded by Cllr. Jones.

4. **MATTERS ARISING**

- **Future Outdoor Recreational Facilities - Community Warden/Lynn Brisley**
  - Thanks expressed to Cllr: Norris for amending the proposed plans for DDC Planning Application, due for decision at their January meeting.
  - Cllr: Pilcher to attend and speak on behalf of Parish Council explaining change in plan to take into account residents' views and opinions. Cllr: Stone and Clerk to also attend.
  - Confirmation required as to availability of access via Green Lane for works/contractors.
  - Report and Agenda of DDC Planning Committee on their website.
  - DDC Safety Unit comments to be decided at a future date.
  - Removal of further hedgerow to be arranged, in view of re-positioning of equipment.
  - Funds received included; Sport England (Inspired Facilities) - £49,735 for outdoor gym and QE II Fields in Trust £9,250 for pathways.
  - Sub-committee meeting to be arranged, together with Capel Groundworks. Sub-committee to also discuss tendering for all works required.
  - Skate Park funding to date £7,500. Promised funding on books £81,344.
  - Football Club had disbanded. Therefore, goalposts could be relocated to centre of rear field.
  - QE II Field in Trust plaque received from Dover District Council. Agreed to be placed on fencing with other plaques and signage.
- **Black Historic Board**

Response from Jon Iverson, Dover District Council on the refurbishment - art work now completed. Clerk to write to enquire on cost and to confirm the Parish Council decision in entering into a partnership regarding re-instatement and maintenance.
- **Pecuniary Interest form - Cllr: Norris/Clerk**

Completed and returned to Clerk.

5. **DELEGATES REPORTS**

- **Neighbourhood Watch – Community Warden/PCSO and Cllr: Jones**
  - Cllr: Jones informed meeting he would like to pursue investigations of whether Capel-le-Ferne had a “Coat of Arms” as a village, for use on correspondence etc. If not, then perhaps an idea to adopt a suitable logo, maybe produced by the school children. Clerk to investigate further. Also the use of Battle of Britain logo.
  - Implications in a letter received from Cllr: Tutt on a decision passed at a previous meeting to alter the existing CCTV installations was discussed. The meeting agreed that no miss-use of funds was evident and that the governance on procedures was adhered to and correct minutes were recorded. Clerk requested to reply accordingly.
  - Cllr: Jones enquired if Councillors would welcome a talk from the Police on Neighbourhood Watch and procedures. This was agreed and Cllr: Jones would arrange and invite Officer.
  - Email received from PCSO that she will attempt to produce some more speeding figures for B2011.
- **Village Hall Management Committee – Cllr. J Stone/Clerk** No meeting held.
- **Highways – Cllr: Brian Tutt** No report.

- District Councillor Scales
  - Bus Shelter – Letter from KCC to owner of White Cliffs Park indicated and confirmed an amount of £2,500 would be available for new shelter.
  - Satmar – Cllr Scales reported that owner of Ivy Cottage, had 6 months to put in retrospective planning application for works. Clerk to make further enquiries with regard to problem of water discharging onto Highway.
- Other - Nothing to report.

## 6. CORRESPONDENCE

- Grass Cutting Tenders – Agreed to proceed with tendering process with existing specification. Clerk to send out to contractors accordingly. Agreement and confirmation letter to include a charge notification to rectify any faults by either party, plus indicating this is “a letter of intent”. (*Definition sought - A letter of intent is a document outlining an agreement between two or more parties before the agreement is completed*).
- Confirmation received that Cllr: Blake had been nominated as Dover West representative for the Neighbourhood Forum.
- Employment Contract forwarded from Cllr: Clements and Clerk would read.
- Other items received (*attached*)

## 7. DRAFT BUDGET 2013/2014 already circulated

- Agree Final Precept 2013/2014. Following discussions on new funding procedure of precept, as circulated by Dover District Council, the amount of Precept was agreed at £15,485, this being the “Total Resource Requirement”. This will be made up of grant £1,790.53, plus £13,694.47 Precept level.
- Review and confirm Grapevine advert charges 2013/2014. It was agreed to hold the charges for adverts as in previous year.
- Review and confirm salaries 2013/2014. The following salaries were agreed; Litter Clearing £865 p.a. Clerking £4,200 p.a.

## 8. CHEQUES

The following cheques were approved and authorised:  
Proposed by Cllr. Pilcher and seconded by Cllr. Thomas.  
Signed by Cllr: Norris and Clerk Mrs M Leppard.

	INVOICE	VAT	Cheque No:
Wicksteed – Repairs to Basketball back plate and ring	645.30	129.06	001409
Harmer Landscape – Final payment 2012	267.85	53.57	001410
D Reed – Litter Clearance	72.08		001411
M Leppard – Salary	273.46		001412
Dover District Council – Lease Playing Field	112.50		Direct Debit
HM Revenue & Customs – Salary tax deductions 3 months	204.60		Direct Debit
Total	1575.79	182.63	

## 9. PLANNING

### Applications Granted

107 Capel Street – Erection of single storey rear extension and a detached garage.

### Applications Received

Farthingloe and Western Heights, Dover – Redevelopment Scheme further documents.  
No further comments than those already submitted.

## 10. MATTERS CONCERNING THE PARISH

- Meeting informed that Battle of Britain site “New Wing” works will commence 2<sup>nd</sup> April. Funding - £2.7million.
- Cats eyes at Royal Oak vicinity very intermittent. Clerk to make further enquiries.

## 11. DATE OF NEXT MEETING

Tuesday, 19<sup>th</sup> February 2013 at 7.30pm. *Apologies received from Cllr: Tutt.*