

**MINUTES OF THE MEETING OF THE CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 16<sup>th</sup> APRIL 2013**

**Present:** Cllrs: R Blake, C Goble (Chairman), P Jones, J Stone, M Thomas, B Tutt and Frederick Scales (District Councillor).

1. **APOLOGIES:** Dave Bish (Relief Community Warden), Cllrs: L Clements, C Norris (Vice Chairman), K Pilcher, Chantal Blythe (Rural Community Warden on maternity leave) and PCSO Gretel May.
2. **DECLARATION OF PERSONAL INTERESTS** - None
3. **PUBLIC ADDRESS TO COUNCILLORS**
  - **Stephen Czeladzinski:** Request that Parish Council address situation on the following items relating to Old Dover Road. Parking on verges, land now used as a drive on clifftop, maintenance programme and monitoring regime 3-5 years, Winehouse Lane/Old Dover Road unsafe junction (mirror missing), damage and road surface maintenance, businesses registered on Old Dover Road, 4 wheel drive vehicles parking on clifftop, Lighthouse Inn/Café parking, restriction notices, cats eyes missing (already reported and being carried out Kent Highways). Use of field for sheep being investigated further by District Councillor Scales. Proposed Housing projects – Environment issues to wildlife.
  - **The Parish Council response:** All items mentioned were the responsibility of Kent Highways and/or Dover District Council. Clerk was requested to write and report these to the Authority concerned on behalf of the resident.
4. **MINUTES**

The Minutes of the meeting held on 19<sup>th</sup> March 2013 were approved and signed by the Chairman, Cllr: Goble. Proposed by Cllr. Stone and seconded by Cllr. Tutt. The following amendments were confirmed: Item 6e – Village Hall offered for the provision of health screening not meetings.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
  - a) **Outdoor Recreational Facilities** –
    - £81,000 reported to have been raised to date.
    - Gym equipment had been ordered and proposed installation date end May.
    - A meeting had been held with the Roger DeHaan Charity Trust and a decision was imminent for funding of skate-park, zip wire and petanque. However, it was mentioned as we had some equipment already, this may go against our application. If application declined, funding would be sought elsewhere.
    - TGO (Gym equipment contractors), to replace trees as part of their package. Decision required on where required and what type.
    - Report received of “community spirit” by both youngsters and adults alike recently, on removing hedgerow. Thanks expressed to Lynn and her family for their help.
  - b) **Black Historic Noticeboard** – Cllr: Scales to make further enquiries with DDC on progression.
  - c) **CCTV and Responsibility** –
    - Data Protection confirmation of entry received from Information Commissioner’s Office.
    - Policy and Procedure for Access to CCTV Data completed and approved.
    - Cost to provide lockable box for DVD unit agreed at £85 plus VAT. Proposed by Cllr: Stone, seconded by Cllr: Jones.
  - d) **Coronation Day celebration combining Fields-in-Trust plaque unveiling**

Sub-committee of Cllrs: Blake, Pilcher and Stone formed to organise the day accordingly. This would be held on Monday, 26<sup>th</sup> August 2013.
  - e) **Training and KALC Membership**

Due to some Councillors not present, it was proposed by Cllr: Tutt and agreed by 3 members to 2, to defer until next meeting. Requests of Councillors that would not be present at next meeting noted.

## 6. **DELEGATES REPORTS**

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

- NHW re-launch day for 11<sup>th</sup> May organised, with several other organisations attending to give advice.
- Leaflets produced to be delivered as a reminder.
- Insert in Grapevine to be checked, adding “will only work if residents want it to work”.
- A co-ordinator, together with street co-ordinators to pass information to neighbours required.
- PCSO report read to meeting; some burglaries reported in area, Inspector Sean Pryor investigating further speeding issues on B2011

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

As an alternative to disposal of refuse from hall users, the Committee were considering purchase of a “non-hazardous compactable unit” waste container. This will cost approximately £400 per annum (13p per day). This would be on a trial basis in the first instance. It was reported that concerns to be aware of include “abuse” of the unit, which would be situated in car park. Parish Council will be kept informed accordingly.

### c) Highways – *Cllr: Brian Tutt*

- Litter on A20 reported to Kent Highways/Dover District Council.
- Satmar flooding considered by Kent Highways to be a Planning issue and would be addressed further with Dover District Council.
- Parking on grass verges not an offence. Consideration to installing posts in areas of concern would cost approximately £64 per post, £117 per meter in concrete. £150 in grass. Ruts in grass could be filled with top soil if a safety issue. New County Member, when elected, to be contacted regarding grant funding.

### d) District Councillor Scales

- Dover Joint Transport Board monitoring how KCC Highway spends monies. Schedules on this, new and past not available, but will be updated to Parish Council via District Councillor Scales.
- “20s Plenty” pilot taking place and will be going to Transport Board.
- District Councillor Scales to invite David Whittington to address next meeting on Neighbourhood Planning Strategy.

### e) Communication sub-committee

- Draft policy/procedure being compiled, together with an action plan.
- Model Protocol on communications taken from Parish Council’s Toolkit had been circulated to Councillors.

## 7. **CORRESPONDENCE**

Noticeboards. Request agreed for Clerk to refer situation regarding faulty noticeboards to “Shop and Display Equipment Association”.

Public Rights of Way Vegetation Clearance Contracts. Letter from KCC to be passed to Capel Ramblers Association for verification of footpaths.

Bryan Cope retirement tea party. Two members attending and invitations and payment passed to them accordingly.

Dover District Council. Statement of Principles Gambling Act Consultation details to be inserted in Grapevine.

Property at Satmar suffering flooding problem from neighbour. Letter sent to owner.

Central Island, New Dover Road, outside White Cliffs Park. Letter from resident regarding request for an island they had sent to Kent Highways was noted.

Dover District Council. Remittance advice on 2013/14 precept received.

Tenders for Insurance. To be sent out and would be agreed at next meeting for period 1<sup>st</sup> June 2013 – 31<sup>st</sup> May 2014.

Other items received (*attached*)

## 8. **CHEQUES**

The following cheques were approved and authorised:

Proposed by Cllr. Tutt and seconded by Cllr. Jones.

Signed by Cllr. Goble, Cllr. Tutt and Clerk Mrs M Leppard:

	INVOICE	VAT	Cheque No:
Dover District Council – Planning Condition discharge	97.00		001419
Sue Nicholas – Bryan Cope Tea Party	12.00		001420
Harmer and Sons Grounds Maintenance – Grass cutting	375.00	75.00	001421
Lynn Brisley – Equipment for removal of hedgerows	84.68		001422
Battle of Britain memorial Trust – Memorial Day 14 <sup>th</sup> July	75.00		001423
Dover District council – Grapevine Printing	402.22		001424
D Reed – Litter Clearance	72.08		001425
Village Hall Management Committee Hire of hall NHW	19.00		001426
M Leppard – Salary	280.00		Direct Debit
Total	1416.98	75.00	

## 9. **PLANNING**

### **Applications Received, Considered and Reported by sub-committee**

21 Beatrice Road – erection of single storey side extension (existing conservatory and extension to be demolished).

*No objections to this planning application as all new construction will or does not cause any problem and not impede the sight lines to adjoining properties.*

Martello Fields, 14 Cauldham Lane – Erection of a conservatory and front porch extension.

*No objection to this planning application, but a close eye/inspection required that with the removal of front hedge, planning does not encroach onto highway verge/land. Clearly the front porch will be an asset for storage of mobility scooters, etc.*

### **Applications Granted**

Great Satmar Farmhouse, Satmar Lane – erection of a single storey rear extension (existing extension to be demolished).

3 Capel Street - Change of use and conversion to 2 dwellings.

### **Applications being considered by sub-committee**

White Cliffs Café, New Dover Road – erection of a detached chalet bungalow (existing building to be demolished)

*Concerns noted: to be carefully monitored as to size.*

Noted: Planning Committee to inform Clerk if any application should be referred to District Councillor Scales.

## 10. **MATTERS CONCERNING THE PARISH**

- Plinth for QE II plaque ready for installation by Capel Groundworks. To be unveiled on 26<sup>th</sup> August. Will be installed one week prior to this.
- Action List items 10 & 11 – Planning issues. Enforcement acknowledged as a business and applicant has six months to lodge an application.
- Bus Shelter, Alexandra Road, Clerk requested to write enquiring when next round of installations will be considered.
- Fly-tipping reported by Cllr: Blake at Badgers Wood, off Winehouse Lane.
- Waste disposal concerns expressed by Cllrs: Jones and Tutt – collectors will only take away refuse in bin, not side rubbish in black sacks. Each individual to make own arrangements if alternative required. No carrier bags in recycling bin noted.

## 11. **DATE OF NEXT MEETING**

Tuesday, 21<sup>st</sup> May 2013 at 7.30pm. (Apologies from Cllrs. Stone, Thomas and Tutt)