

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 20th MAY 2014

Present:

Cllrs; C Goble, V Hale, P Jones, C Norris, , J Stone, G Titman and B Tutt, together Frederick Scales (District Councillor), Community Warden Dave Bish and Lynn Brisley (DDC Community Engagement Officer).

1. **APPOINTMENT OF CHAIRMAN and Completion Declaration of Acceptance of Office**
Cllr: Clive Goble was proposed as Chairman by Cllr: Tutt, seconded by Cllr: Jones. This was accepted and Cllr: Goble was duly re-elected and signed declaration of office.
2. **APPOINTMENT OF VICE-CHAIRMAN and Completion Declaration of Acceptance of Office**
Cllr: Chris Norris was proposed as Vice-Chairman by Cllr: Tutt, seconded by Cllr: Jones. This was accepted and Cllr: Norris was duly re-elected and signed declaration of office.
3. **SPECIAL CERTIFICATE OF RECOGNITION AWARD**
The Councillors decided this year the award would be given to Lynn Brisley. Chairman Clive Goble, presented the Parish Council framed certificate, together with an engraved crystal flower vase. Following a nomination to Kent Association of Local Councils, Lynn was also given their Community Award Certificate under a scheme supported by the High Sheriff of Kent, Chairman of Kent County Council and Mayor of Medway. This was presented by Ray Evison, Chairman of KALC.
4. **APPOINTMENT OF DELEGATES and COMMITTEES**
 - a) Neighbourhood Watch Delegates – Cllrs: P Jones and G Titman.
 - b) Village Hall Management Delegate – Cllr: J Stone.
 - c) Highways Delegate – Cllr: B Tutt.
 - d) Dover West Neighbourhood Forum Delegate – Cllr: K Pilcher (*subject to acceptance and approval*).
 - e) Planning Committee – Cllrs: C Norris, K Pilcher, J Stone and B Tutt.
 - f) Community Recreation Project Committee – *Project complete, no committee required.*
 - g) Events Committee – Cllrs: K Pilcher, J Stone and another.
 - h) Communication and Confidentiality Committee – Cllrs: C Norris, K Pilcher and J Stone.
 - i) Other: Outdoor Play Equipment – Cllr: K Pilcher.
5. **APOLOGIES:**
Cllr: K Pilcher, PCSO Gretel May and Geoff Lymer (County Councillor).
6. **DECLARATION OF PERSONAL INTERESTS**
None
7. **PUBLIC ADDRESS TO COUNCILLORS**
None
8. **MINUTES**
The Minutes of the meeting held on 15th April 2014 were approved and signed by the Chairman, Cllr: Goble, proposed by Cllr: Stone and seconded by Cllr: Titman.
9. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Outdoor Recreational Facilities – (Sub-committee/Lynn Brisley)**
 - Amount now raised totalled £127,025.00 and was now reported to be sufficient funds to complete the Project.
 - Zip-Wire and 3 Lane Petanque Court being installed within the next two weeks.
 - b) **Repair Status of Play Equipment (Cllr. Pilcher)**
 - No report.
 - c) **Speeding issue on New Dover Road (B2011) – Speed Watch**
 - Speed Indicator Device will be returned from repair and available within the next two weeks.
 - Rota difficult to organise, suggestion to organise for a month in advance.
 - Still awaiting decision of funding from Kent People's Trust application.

d) St Mary's Churchyard

Following discussion, it was agreed to write to Rev Brian Williams, Vicar of the Benefice of Capel, Hougham and Alkham, stating the following:
Sympathy of the situation, accentuating willingness to try and support the Parochial Church Council working towards a good business like relationship, based on mutual respect and co-operation and to make further enquiries on;

- a. What plans have the PCC made to raise funds and details.
- b. PCC's established policy and details.
- c. Is funding evident from elsewhere and details.
- d. The wider electorate feelings about the issues of maintenance.
- e. Consideration on village fund-raising from residents, to secure the annual amount to cover a contractor's costs, giving the electorate choice to support or not.

e) Parish Council Vacancy

Several interested parties, but no nominations to date.

f) Dog Park and Bins

Dog fouling and litter and how it could be made better on the playing field, Green Lane and footpath leading to Winehouse Lane - the following was discussed:

a) More Bins

- i. Cost of bins and emptying would be out of Parish Council funds. District Council not issuing anymore bins.
- ii. Labelling on existing bins to be checked.
- iii. Item to be placed in Grapevine on use of "nappy bags" for collection of fouling and to put in bins or take home – not thrown into hedgerows and trees.

b) Fenced off area.

- i. An exercise area would possibly cause more problems with identification on who would be responsible for clearing waste deposited and therefore, not make much difference to issue.
- ii. Environment Officer at Dover District Council (Dog Warden) to be contacted to carry out investigation and patrols of areas mentioned.

g) Other

None

10. **DELEGATES REPORTS**

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

- Cllr: Jones to arrange a table at forthcoming Community Event on 28th June to display information and leaflets. Also, to make enquiries if NHW representative from Blean would be available to offer advice to the community.

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

- Risk Assessment carried out.
- New fire door required, but nothing to worry about.

c) Highways – *Cllr: Brian Tutt*

- Gullies in Capel Street and at Satmar cleaned. Further work on gullies at Satmar on-going.
- Maintenance of Lancaster Avenue programmed – face of curbs need taking out.
- Pothole repairs only scheduled for next year.
- Details on traffic calming at top of Capel Street circulated. Details and costs for a painted surface with 30mph hatchings supplied. Cllr: Goble to liaise with Capel Groundworks on their Kent County Council certificate held and their costs.

d) Community Event 2014 - *Sub-committee*

- Plinth ordered similar to existing.
- Sign-maker to engrave silver anodised plaque, with black writing, (12 x 15 depth) – names to be reduced to initial and surname owing to space available. Art being obtained with installation planned for 21st June.
- Cllr: Goble had made enquiries of Capel Gardeners Association to assist with garden surrounding plinth and awaiting decision.
- Blessing of plinth and plaque to be carried out by both churches in village, i.e. St Radigunds and the Baptist.

- ATC Band attending and confirmed they would play last post. A £50 donation towards this organisation had been agreed by sub-committee.
- Rosettes on order.
- Skate-board competition in hand – safety gear to be worn.
- County Councillor Lymer requested to lay wreath – awaiting confirmation.
- Petanque competition to take place, with several teams showing an interest. Charge – donations in a bucket.
- Union Flag to be used to unveil plinth and plaque.
- Parking on field – arrangements being made. No parking signs one side of Lancaster Avenue to be placed on day or night before – District Councillor Scales to arrange this.

e) District Councillor Scales and/or County Councillor Lymer

District Councillor Scales - Items highlighted:

- Core Strategy/Land Allocation Document – Disappointment had been expressed that this document was on DDC website and he had not been informed. The letter/sub report from Inspector was on main areas of LAD and being addressed by DDC, then going back to Inspector, following which further consultation would be forthcoming.
- Correspondent on street lighting turned off directed to Kent County Council Highways.
- Local Development Framework meeting – special planning document outlines Western Heights going ahead.
- Cllr: Scales reported that 17 new gypsy sites required in District as insufficient available.
- Dover Town Petitioners – taking so long due to a scrutiny committee, calling in Landowners and Developers to give evidence to provide information for the future.
- Clerk informed Cllr: Scales that Planning documents on DDC website were still taking at least 2-3 days to appear.
- Enquiries on land corner of B2011 and Winehouse Lane to be investigated further.
- NHW sign in Satmar to be investigate further as it was not a Parish Council one.

County Councillor Lymer

No report:

f) Other

None

11. **CORRESPONDENCE**

As attached list.

12. **INSURANCE QUOTATIONS ON COVER FOR 2014-2015**

1. Came and Company / Hiscox	£1,165.44
2. AON / Allianz	£1,297.49
3. Zurich Municipal	£1,484.88

These were presented to Councillors and it was proposed by Cllr: Titman and seconded by Cllr: Stone and agreed by all to accept the quotation from Came and Company (Hiscox).

13. **2013 – 2014 YEAR END ACCOUNTS**

These had been circulated to Councillors and subsequently proposed for acceptance by Cllr: Stone, seconded by Cllr: Titman and agreed by all. These were signed by the Chairman Cllr: Goble and the Clerk/Responsible Finance Officer, as a true record.

Asset details query on “historical values” to be investigated further by Clerk/Responsible Finance Officer.

14. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

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

INCOME - DETAILS				NOTES
<i><u>Payments received and confirmed receipt into Bank Account</u></i>				
EXPENSES - DETAILS	INVOICE	VAT	<i>Cheque No: or BACS</i>	NOTES
Invoices received and Payments to be made				
Harmer and Sons – Grounds Maintenance	387.50	77.50	BACS	
Royal British Legion – 2 x Wreaths	37.00		Chq 1471	
Dover District Council – Grapevine printing	307.32		BACS	
Dover District Council – Rent for Field	112.50		SO	
C Leppard – Grapevine Deliverers Buffet	224.00		Chq 1472	
Mr D Reed – Litter Clearing	73.33		Chq 1473	
Mrs M Leppard – Salary & Expenses (Postage-£8.30 and Gift-£54.00)	293.70 62.30		BACS	
TOTAL	1497.65	77.50		

15. **PLANNING**

Application Received and being considered by sub-committee

9 Clarence Road – erection of a detached dwelling and construction of a vehicular access (existing garage to be demolished).

Applications Considered by Sub-Committee and awaiting approval

58a Capel Street – Crown lift one horse chestnut to match road side and re-pollard back to previous cutting points. Resolved: No objections.

Applications Approved

37 Alexandra Road – erection of single storey side and rear extensions (existing garage to be demolished).

Various Overhead lines, Dover, Alkham, Capel-le-Ferne and Hougham – Replacement of foundations and maintenance work.

16. **MATTERS CONCERNING THE PARISH**

- Capel Street grass cutting – carried out by Kent Highways and done once a year.
- Trees surrounding BMX Trail area and along the pathway rear of Village Hall – requested tree surgeon attend and Clerk given permission to confirm works required. This was subsequently agreed.

17. **DATE OF NEXT MEETING**

Tuesday, 17th June 2014 at 7.30pm. (Apologies: Cllr: Titman)