

MINUTES OF THE MEETING OF THE CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 19th JUNE 2012

Present: Cllrs: L Clements, C Goble (Chairman), K Pilcher, M Thomas, District Councillor Frederick Scales and Chantal Blythe (Community Warden).
Welcome to County Councillor Bryan Cope.

1. **APOLOGIES:** Cllrs: P Jones, C Norris (Vice-Chairman), J Stone, B Tutt and Gretel Stevens (PCSO).
2. **DECLARATION OF PERSONAL INTERESTS** - None.
3. **MINUTES**
The Minutes of the meeting held on 15th May 2012 were approved as a correct record and signed by the Chairman. Proposed by Cllr. Pilcher and seconded by Cllr. Clements.
4. **MATTERS ARISING**
 - a) **Diamond Jubilee/2012 Olympics Event** – An excellent day reported. Many messages of congratulations and thanks received, only one complaint of not enough food due to unforeseen numbers attending. Several Jubilee mugs left over - flyer made and circulated to try and sell. Amount of £435 banked for legacy. Chairman gave a vote of “well done” and thanks to sub-committee and all helpers. Letters of thanks to be sent to: Battle of Britain Memorial Trust (loan of marquee), Cherry Leppard (catering), Mick Marshall (organisation of parking etc), Sue Nicholas, DDC (attending and presenting awards) and Capel School (attendance of choir).
 - b) **Future Outdoor Recreational Facilities** –
 - Sponsored scoot organised for 22nd August. Chantelle collecting sponsor forms for distribution.
 - Match funding requested for grant applications. This was agreed at maximum of £3,000 (£2,750 for equipment, £80 for planning and £170 contingency). Proposed by Cllr: Pilcher, seconded by Cllr: Clements.
 - Planning being organised by Cllr: Scales. Further confirmation required on which part of equipment required permission. Paperwork with Cllr: Norris for plan to be drawn. If application completed before next meeting, permission given for cheque to be raised for fee and Cllr: Scales would arranged signatories.
 - Grant of £2,500 from Kent County Council received and in bank account.
 - c) **Playing Field Lease and Renewal** – still waiting for completed document from Dover District Council. Cllr: Scales to investigate further, including legality on a “change of name idea” to compliment the QE II “Field of Trust” status.
 - d) **Parish Council Vacancy** – Two nominations received. It was agreed to invite applicants to attend next meeting.
 - e) **Playing Field Tree Work** – Further tree work has been recognised to several trees around field. These trees have developed a fungus and were either split or damaged branches. It was agreed to gets this work carried out for the quoted amount of £325.00 excluding VAT.
 - f) **Noticeboards** – Quotations received for two new units. It was agreed to present the costs at the next meeting for final decision.
 - g) **Priority List** –
 - Items 1, 2 and 3 on-going.
 - Item 4 – Cllr: Clements to make further enquiries at VHMC.
 - Item 5 – Cllr: Cope reported he was unable to make contact with Richard Heaps, but would continue to investigate further and obtain an answer before next meeting. Cllr: Scales and Cope would attempt to get issues on next Transportation Agenda.
 - Items 6, 7 and 8 on agenda.
 - Items 9, 10 and 11 on-going. Meeting to be arranged with Chairman. Cllr: Scales and DDC Planning Enforcement Officer on these issues.
 - Item 12 – Community Warden to make further investigations and report back at next meeting.
 - Item 13 - Cllr: Clements to make further enquiries at VHMC for their opinion. Cllr: Scales to investigate permanent portaloos, used recently by DDC.

5. **DELEGATES REPORTS**

- b) **Neighbourhood Watch** (Community Warden/PCSO)
- Football tournament organised for Youth. Request made for funding towards refreshments. £50 was agreed, proposed by Cllr: Pilcher and seconded by Cllr: Clements. Chantele to collect money from Clerk.
- c) **Village Hall Management Committee** (Cllr: Clements)
- No meeting. Cllr: Clements unable to make next VHMC Meeting, but would ask Jayne Stone to mention items already discussed.
- d) **Highways** (Cllr: Tutt)
- Report previously circulated was noted. This would be attached to minutes.
 - Grass cutting issue discussed on report. It was agreed to raise a cheque for Invoice relating to April and May, but to hold it until further cuts had been carried out to Council's satisfaction for June.
 - Highway Improvement notices brought to attention of meeting.
 - Next meeting Kent Police Inspector O'Malley will be attending to discuss way forward on Highway issues.
- d) **District Councillor Scales**
- Items previously discussed.
- e) **Other** - None.

6. **CORRESPONDENCE**

New Code of Conduct for Parish Councils – Model Kent Code of Conduct to be agreed by DDC and will require adoption at next meeting. Definition of other significant interests will also be clarified. There will be new forms for Councillors to complete in order to notify the Monitoring Officer of any pecuniary interests to be disclosed.

Kent Foster Care Association – Letter received confirming use of Playing Field on 14th July for a Fund Day. List of activities included, mainly stalls and games.

Cllr: Sue Nicholas, Dover District Council – Thank you letter received was read to meeting for invitation to our Jubilee celebrations.

Queen's Diamond Jubilee commemorative benches – Leaflet on “engraved wooden benches” brought to the attention of Councillors for future thought.

Other items and emails received: Already circulated and will be attached to minutes.

7. **YEAR END ACCOUNTS 2011-2012 and FINANCIAL REGULATIONS**

These had been previously circulated and were duly agreed and signed by the Chairman, Cllr: Goble and the Clerk.

8. **CHEQUES**

The following cheques were approved and authorised:

Proposed by Cllr. Pilcher and seconded by Cllr. Thomas and signed by the Chairman, Cllr: Goble.

| | INVOICE | VAT | Cheque No: |
|---|---------|--------|------------|
| Poppy Appeal – Wreath for Memorial Event | 18.50 | | 001373 |
| Running Imp – Mugs, medals, etc for Jubilee event | 769.84 | 153.97 | 001374 |
| Zurich Municipal – Insurance cover | 1318.04 | | 001375 |
| JFDI – Grass Cutting April & May | 560.00 | | 001376 |
| Mr D Reed – Litter Clearing June | 72.08 | | 001377 |
| Mrs M Leppard – Salary | 341.66 | | 001378 |
| | | | |
| Total | | | |

The meeting was informed that the previous year's VAT had been reimbursed into bank account.

9. **PLANNING**

Applications considered by Planning Committee

Little Satmar Caravan Park, Winehouse Lane – change of closure period to: 7th January – 7th February each year. Resolved - No objections.

Part of 6 Clarence Road – erection of a detached chalet bungalow, (existing garage to be demolished). Resolved - No objections. Notes made regarding parking area and boundary wall and blending/in keeping with adjacent properties.

Applications Granted

72 Capel Street – Erection of two storey rear extension.

10. **MATTERS CONCERNING THE PARISH**

- Note made on non-selection of Bryan Cope for Dover West.
- Confirmation on bus shelters being installed in incorrect locations.

11. **DATE OF NEXT MEETING** – Tuesday, 17th July 2012.