

**MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 15<sup>th</sup> JULY 2014**

**Present:**

Cllrs; C Goble, V Hale, P Jones, K Pilcher, J Stone, and B Tutt, together with Frederick Scales (District Councillor) and Geoff Lymer (County Councillor).

1. **APOLOGIES:**

Cllrs: C Norris, and G Titman, PCSO Gretel May and Community Warden Dave Bish.

2. **DECLARATION OF PERSONAL INTERESTS**

None

3. **PUBLIC ADDRESS TO COUNCILLORS**

None

4. **MINUTES**

The Minutes of the meeting held on 17<sup>th</sup> June 2014 were approved and signed by the Chairman, Cllr: Goble, proposed by Cllr: Tutt and seconded by Cllr: Stone.

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

a) **Repair Status of Play Equipment**

- Report circulated to those present.
- Junior play area: Consideration given to re-painting the climbing frame/slide equipment. Clerk to obtain quotation from Capel Groundworks.
- Teen shelter has now been re-painted.
- Cllr: Tutt to organise the tidy up and trimming back of hedgerow and trees by BMX trail.
- Consideration and agreement to fence in the new 3 lane Petanque court. Clerk to obtain quotation from Capel Groundworks. This to be similar to existing fence (bow top and blue in colour).
- Quotation to also be obtained from Capel Groundworks for low fencing around the memorial and to include stone chippings for a garden.
- New equipment replacement in Junior Play Area – suggestion: a turtle swing.
- Tarmac needs attention around the grind rail in skate-park (square poles that go into ground). Capel Groundworks to be contacted.

b) **Speeding issue on New Dover Road (B2011) – Speed Watch**

- Only two (2) further volunteers received.
- Conclusion of Councillors, if we cannot obtain more volunteers, continuation of the Scheme was in doubt.

c) **St Mary's Churchyard**

- Letter from Rev Brian Williams circulated.
- Still waiting further communication on assistance with grants available and future funding resources.

d) **Parish Council Vacancy**

One nomination received. Clerk to formally invite to next meeting for interview.

e) **Waste Bins on Playing Field**

- It was agreed that more bins were required. Clerk to obtain costs, including emptying.

h) **Other** - None.

6. **DELEGATES REPORTS**

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

- CCTV One lens requires replacement. Clerk to contact NSL Security again.

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

- Nothing to report.

c) **Highways** – *Cllr: Brian Tutt*

- Hedgerow on several lanes surrounding village in need of cut backs. Highways contacted.
- Highway Agency letter on B2011 diversion already circulated. Change in principles in planning future programmes on A20.
- PROW fault report circulated.
- Rear of Village Hall and boundary area cut backs required. Cllr: Tutt to meet with Harmer and Sons Ground Maintenance Contractors.

d) Community Event 2014 - Sub-committee

- Thanks expressed by Chairman to everyone who helped on the day.
- Comments received by Councillors on the names on the plaque not stating they were Capel residents. Opinion was; as it was widely published in the Grapevine etc. as “*a plaque of those Capel residents who had died in the service of their country during any conflict*”, that most parishioners were aware of this fact. Due to a lack of time prior to the event on 28th June, this area is still pending completion, i.e. the planned fence, bench and a small gravel garden. The comment was noted by Councillors, to address and consider again at a later date, depending on remaining funds.
- Remaining rosettes from the event day to be given to Capel Playgroup.
- £65.01 received in donations, £20 from stalls and £108.00 profit from kitchen.
- Meeting on 13<sup>th</sup> September arranged for organisation of a Petanque/Boules Club.

e) District Councillor Scales and/or County Councillor LymerDistrict Councillor Scales - Items highlighted:

- Joint transport meeting attended. Quality bus partnership and slurry repairs to pathway (Hougham to Dover Hill) on agenda.
- Street lighting reported to be still burning during daylight hours.
- Following Charlie Elphick MP attending the Memorial event, a meeting had been arranged to discuss his comments on a crossing for the B2011 and subsequent identification of funding, with Kent Highways agreement.
- The KCC school bus-pass. A £1 further payment per trip if not to school.
- Local Development Framework – updates on Main Modifications, Western Heights and Gypsy Travellers.
- Dover Town Centre petition meeting was reported “as not a good meeting on organisation”.
- Dover District Council will inform Parish Council when next in Capel for a scrutiny visit on Council Housing.

County Councillor Lymer

- Ways to increase awareness of “Healthy Living” will be linked with the Farmers’ Market. A stall will be arranged about September time.

f) Other

Rubbish in Snape’s Field, rear of Capel Street, is still there. Suggestion made that Community Warden could get involved with volunteer residents to clear. District Councillor Scales to talk directly to Mr Snape on this.

7. **CORRESPONDENCE**

Royal British Legion – donation of £50 agreed to commemorate the First World War. Poppy in memory completed for the fallen, to be planted at the Bascule Monument in Mons.

Dover District Council, Sue Nicholas – Letter of thanks on 2014 Capel Community Celebrations event

Ecorys Sport England – Research surveys for Sport England Places, People and Play. 50 Copies received to distribute.

Public Rights of Way Maps – New Definitive Maps received. Cllr: Hale expressed an interest in undertaking representing Council in PROW and obtaining a further set of Maps. This was agreed and Clerk would make enquiries on the further set of maps.

Other - As attached list.

8. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

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

<b>INCOME - DETAILS</b> <u><i>Payments received and confirmed receipt into Bank Account</i></u>	INVOICE	VAT	<i>Cheque No: or BACS</i>	<b>NOTES</b>
HM revenue & Customs – VAT Re-payment		2,266.35	BACS	
Dover District Council – Overpayment Field Rent	112.50		BACS	
<b>TOTAL</b>	<b>112.50</b>	<b>2,266.35</b>		

8. **CHEQUES and BACS PAYMENTS continued**

<b>EXPENSES - DETAILS</b> <b><u>Invoices received and Payments to be made</u></b>	INVOICE	VAT	<i>Cheque No: or BACS</i>	NOTES
Harmer and Sons – grounds maintenance	387.50	77.50	BACS	
Keith Tait Tree Surgery – Felling trees	495.00	99.00	Cheq: 1476	
Viking Direct – Copier Paper, Ink Cartridges	51.45	10.29	BACS	
Capel Groundworks - Flower boxes renovations	280.00	56.00	BACS	
Air Ambulance – Donation as agreed	100.00		Cheq: 1477	
Royal Lifeboat Institution – Memory Douglas Morse	25.00		Cheq: 1478	
Mr D Reed – Litter Clearance July	73.33		Cheq: 1479	
Mrs M Leppard – Salary, £293.50 + Postage £4.24 and Bouquet Flowers £25.00	322.74		BACS	
Royal British Legion – Donation	50.00		Cheq: 1480	
<b>TOTAL</b>	<b>1785.02</b>	<b>242.79</b>		

<b>BANK BALANCES - DETAILS</b>	B/fwd		C/fwd	NOTES
Bank Account (Reserve) Balance	21,895.73		21,895.73	
Bank Account (Current) Balance	14,688.30		3,180.72	<i>Payment of final phase of Project</i>
Bank Account (Community Project)	11,647.94		277.94	<i>Payment of final phase of Project</i>
<b>TOTAL</b>	<b>48,231.97</b>		<b>25,354.39</b>	

9. **PLANNING****Application Considered by Sub-Committee and awaiting approval**

7 Clarence Road – Erection of single storey side and rear extensions, (existing conservatory to be demolished). Resolved: - No objection to this application.

**Application to be Considered by Sub-Committee**

Swallowfield, Satmar Lane – Installation of door to gable end.

Link to planning application and documents to be forward to Chairman.

**Application Withdrawn**

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

**Application causing concern**

58a Capel Street – Crown lift one horse chestnut to match road side and re-pollard back to previous cutting points. Resolved: Considered the cut backs had gone too far. Cllr: Jones had spoken to DDC Planning (Steven Stenning). Clerk to write to Martn Leggitt on concerns stating “do not agree with type of cut backs and requiring an explanation, time of year carried out and requesting a site meeting to discuss with Cllr: Jones further, including identification by specialist on all trees in the village”.

10. **MATTERS CONCERNING THE PARISH**

- Cllr: Hale expressed an interest in serving on the Planning Committee as a fifth member of the sub group. This was agreed and would start forthwith, acting as “training purposes” ready for re-election of delegates at next annual meeting following elections.

11. **DATE OF NEXT MEETING** Tuesday, 19<sup>th</sup> August 2014 at 7.30pm.12. **CONFIDENTIAL ITEMS** discussed and recorded under separate cover.