

MINUTES OF THE MEETING OF THE CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 21st AUGUST 2012

Present: Cllrs: R Blake, L Clements, C Goble (Chairman), C Norris (Vice-Chairman), K Pilcher, M Thomas, B Tutt, together with Community Warden Chantal Blythe and District Councillor Frederic Scales.

1. **APOLOGIES:** P Jones, J Stone, and PCSO Gretel Stevens.

2. **DECLARATION OF PERSONAL INTERESTS**

None.

3. **MINUTES**

The Minutes of the meeting held on 17th July 2012 were approved as a correct record and signed by the Chairman. Proposed by Cllr. Clements and seconded by Cllr. Pilcher.

4. **MATTERS ARISING**

a) **Future Outdoor Recreational Facilities** –

- SITA Grant funding – awaiting telephone call on application sent in.
- Letter received from Sport England (Inspired Facilities) with further recommendations was being worked on. Several letters of confirmation had been received from groups in the village, that they would be using facilities, are to be forwarded with re-application.
- Planning application almost ready for submission. Just awaiting position of petanque area to be included.
- Further funding being sought from other organisations, DDC (Forum funding, etc).

b) **Playing Field Lease Renewal and QE II status Deed of Dedication** –

- Both the Lease and Deed of Dedication now completed by the Legal Department at Dover District Council. Clerk to contact DDC on Land Registry forms.
- One nomination received on renaming field. It was unanimously agreed by Councillors that the field would be known as “Diamond Jubilee Playing Field”.
- A decision to order a “wall type” QE II Fields of Trust plaque was agreed. Councillors decided it would be nice to have a plinth for the plaque. Clerk to make further enquiries.
- Tree work carried out, but branches not cleared. Clerk to make further enquiries with contractor.

c) **Noticeboards** – Boards now ready for delivery. Clerk would make arrangements for delivery to Capel Groundworks.

d) **Pecuniary Interest Forms** received from some Councillors. Others to complete and return to Clerk as soon as possible.

e) **PAYE Implementations & Employment Laws** – On-going.

For implementing tax on salary, Clerk waiting new tax code.

New policies to cover employment laws would be adopted at next meeting.

f) **Action/Priority List** – Items on Action List checked.

- Priority List to be deferred until a future meeting, when funding can be attributed accordingly.

5. **DELEGATES REPORTS**

a) **Neighbourhood Watch** – (Community Warden/PCSO).

- Report from Community Warden read to meeting. (*Attached to minutes*).

b) **Village Hall Management Committee** (Cllr. Clements)

- No report due to alteration of date of meeting. Cllr Clements would not be able to attend new dates. VHMC to be asked for copies of minutes, instead of sending a representative. To be discussed further at next meeting.

5. **DELEGATES REPORTS** continued

c) Highways and Grass Cutting (Cllr: Tutt)

- Seminar of Community Transport Fund letter received and read out. Cllr: Tutt agreed to attend. Clerk to photocopy details.
- Hatching top of Capel Street – estimated cost £120 to be considered for future programme of works.
- Clerk to confirm with Police Inspector Darren O'Malley suggested sites for traffic speed monitoring.

d) Other (District Cllr: Scales)

- Two properties in New Dover Road to be investigated further with Kent Highways and Dover District Council Planning Officer with regard to driveway issues. Cllr: Scales to arrange a meeting.
- Cllr: Scales to enquire about other Councils with regard to Action for Kent Rural Community.
- Cllr: Scales to investigate further with Enforcement Officer on planning at Satmar.
- Aldans Yard (rear of 71-79 Capel Street) is being used for storing vehicles and repairs. No planning application received. Cllr: Scales to check with Enforcement Officer on outcome following his visit.
- Litter bin not emptied in Capel Street. Reported to Dover District Council and Veolia. Community Warden to monitor.

e) Other – None.

6. **CORRESPONDENCE**

Natural England – proposals for improving coastal access from Ramsgate to Folkestone, Public consultation.

Kent County Council – Countryside Access Improvement Plan, Public consultation.

Grass Cutting – Email read from resident thanking Council for issues resolved with grass cutting.

Dover District Council – Nominations for new Dover West Parish Council representative. Cllr: Blake agreed to be nominated.

Residents – concerns expressed on verge cutting outside their properties. Clerk had replied that this was a Kent Highway issue and informing residents of contact details.

Resident – concerns on dog control and fouling, Community Warden to monitor closely.

Village Hall Management Committee – Request to use field for Garage Sale Safari - approved, subject to weather conditions.

Kent Community Wardens – Letter from Nick Thistle, Dover District Supervisor, thanking Council for funds used at Youth Football Tournament.

Kent Downs AONB – Notification of statutory Management Plan review.

Advice Partnership for East Kent - Information leaflets and letter.

Town and Parish Council obtaining new powers – Cllr: Scales confirmed this was indicating taking power back in certain areas in the future.

7. **CHEQUES**

The following cheques were approved and authorised:

Proposed by Cllr. Tutt and seconded by Cllr. Pilcher.

	INVOICE	VAT	Cheque No:
Dover District Council - Grapevine printing	1134.43	217.86	001383
Harmer Landscapes – Grass Cutting	750.00	150.00	001384
Mr D Reed – Litter Clearance	72.08		001385
Mrs M Leppard – Salary	341.66		001386
Arien Signs – Noticeboards	838.00	167.60	001387
Total	3136.17	535.46	

8. PLANNING**Applications decided by Sub-committee**Little Satmar Holiday Park, Winehouse Lane

Variation of condition of planning permission to change of closure period - No objections.

25 Victoria Road

Erection of two storey and single storey rear extension – No objections.

Applications granted21 Helena Road

Erection of two storey and first floor side extension (existing garage and store to be demolished).

Part of 6 Clarence Road

Erection of detached chalet bungalow (existing garage to be demolished).

Copt Hill Farm, West Hougham

Erection of a detached barn.

Properties causing concernBurnt out property – White Cliffs Café

Enforcement Officer was awaiting return of owner from holiday to raise concerns. Cllr: Scales to make further investigations.

9. MATTERS CONCERNING THE PARISH

- Overgrown hedgerow opposite Battle of Britain site. Clerk to report on Kent Highways website.
- Highway issues – Clerk to email County Councillor Bryan Cope for any further information.

10. DATE OF NEXT MEETING – Tuesday, 18th September 2012.