

MINUTES OF THE MEETING OF THE CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 18th SEPTEMBER 2012

Present: Cllrs: R Blake, L Clements, C Goble (Chairman), P Jones C Norris (Vice-Chairman), M Thomas, B Tutt, together with PCSO Gretel Stevens

APOLOGIES: Cllrs: K Pilcher, J Stone, Community Warden Chantal Blythe and District Councillor Frederick Scales.

1. **DECLARATION OF PERSONAL INTERESTS**

None.

2. **MINUTES**

The Minutes of the meeting held on 21st August 2012 were approved as a correct record and signed by the Chairman. Proposed by Cllr. Tutt and seconded by Cllr.Norris.

3. **MATTERS ARISING**

a) **Future Outdoor Recreational Facilities** –

- Re-application gone in to Sport England (Inspired Facilities). Should hear about December.
- Other applications submitted to Sita Trust (£25,000) and KCC/Dover West Forum (£2,500).
- Further applications in-hand for Roger DeHaan.
- Youth Opportunity Fund £2,500 received. Check to be made on KCC Members Grant that was promised.
- Planning application completed and submitted to Dover District Council.
- Deed of Dedication registration with land Registry to be discussed further with Legal Department at DDC.

At this point Lynn Brisley, Community Development Officer, presented Parish Council Chairman, Clive Goble, with the QE II Fields in Trust plaque.

Cllr: Goble would make further enquiries with Capel Groundworks on a plinth for display.

An event would be arranged for official unveiling, inviting The Lord Lieutenant of Kent and Darren Solly from Dover District Council.

b) **Pecuniary Interest Forms** received from some Councillors. One remaining to complete and return to Clerk.

c) **PAYE Implementations & Employment Laws**

Procedures on Grievance and Disciplinary, to cover employment laws, adopted. Tax deductions on salaries paid, on-going with HMCR.

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

1. Discussed and on-going.
2. Discussed and on-going.
3. Maintenance of CCTV to be checked (Clerk).
4. Speeding on B2011 – Clerk to write again to Police.
5. Tree Surgery – Clerk to check large stumps remaining. To be included on forthcoming volunteer work of vegetation cut backs.
6. Noticeboards installed.
7. PAYE and Employment Law procedures on-going.
8. Satmar Lane – trees cut down - check further with District Councillor Scales. (Cllr: Goble).
9. Café B2011 – No more information. Clerk to ask District Councillors Scales to make further investigation. Reported roof collapsed and a Health & Safety issue.

Aidans Yard – No action, cars at present being stored at premises. To be monitored.

To be added to list - Black Historical Board on edge of Playing Field requires attention. Clerk to investigate who is responsible for this.

4. **DELEGATES REPORTS**

- a) Neighbourhood Watch – (Community Warden/PCSO report).
Community Warden - report read out and would be attached to minutes:
 Included - Late Night ASB, Dog fouling, Halloween, waste collection/scrap metal vans, cold callers, Shepway lifeline and handy van service.
PCSO reported
- Anti-social behaviour investigated by PCSO. Youths approached and visits to houses and parents taken place.
 - Family in village causing concern regarding noise and related issues investigated.
 - Grass cutting on Albany Road investigated and reported.
 - BT Phone boxes – awaiting a reply.
 - Public Rights of Way issues logged on Kent Highway website.
- b) Village Hall Management Committee (Cllr. Clements)
- Due to Cllr: Clements unable to attend now, Clerk to request Village Hall Management Committee meeting minutes each month from Chairman (Jayne Stone). These could then be read out at meetings.
- c) Highways and Grass Cutting (Cllr: Tutt)
- Nothing to report.
- d) Other (District Cllr: Scales)
 No report.
- e) Other
Community Transport Fund (Cllr: Blake).
 Seminar attended on funds available for communities to bid to help with transport. A lack of transport provision to Folkestone Hospital and Railway Station identified and the likelihood of a community car/bus/taxis service discussed. Cllr: Blake reported a system could be set up, owned by Parish Council, but would require a lot of work to get underway with administration issues. The first round of funding was December, so it was considered not enough time for public consultation and production of a business plan. There were ideas available (non-profit making organisation, hiring by other organisations and villages, Dover Volunteer Bureau car use, Age Concern etc). The possibility of forming a sub-committee may be the way forward for future funding (April 2013). Cllr: Blake requested to monitor this with regard to usage and further approach to Stagecoach. Parish Council would consider again at a later date.

5. **CORRESPONDENCE**

- Overgrown vegetation – Kent Highways and PROW approached and on list for attention.
Dover West Neighbourhood Forums Representative – Cllr: Blake nominated and awaiting outcome.
Street waste bins – Capel Street/Green Lane not being emptied. Reported to DDC/Veolia and to be monitored.
ROSPA – Play Area Safety Inspection Report received. Areas of concern noted.
Highways Parish Seminar – 10th October, Cllr: Tutt to attend.
Village Hall Management Committee – details of yearly rent agreed and form signed and returned.
Code of Conduct – amendments received from Dover District Council and approved.
Kent County Council – changes to household waste recycling centres. Posters placed in noticeboard and item in Grapevine newsletter.
Other correspondence and emails - listed and would be attached to minutes.

6. **CHEQUES**

The following cheques were approved and authorised:

Proposed by Cllr. Tutt and seconded by Cllr. Norris.

	INVOICE	VAT	<i>Cheque No:</i>
Dover District Council – Planning application fee	167.50		001388
Keith Tait Tree Surgery – cut back damaged trees	350.00	70.00	001389
Harmer Landscapes – Grass Cutting	375.00	75.00	001390
Playsafety Limited – Play equipment inspection	81.00	16.20	001391
Capel Groundworks – Installation Noticeboards	260.00	52.00	001392
Dover District Council - Rent on Playing Field July - Sept	147.60		001393
Viking Direct – Ink Cartridges and paper	70.83	14.17	001394
Mr D Reed – Litter Clearance	72.08		001395
Total	1524.01	227.37	

Due to lack of a further cheque book, agreement given to two further cheques for M Leppard (clerk's salary) and Land Registry (registration of Lease and Deed of Dedication).

Bank Mandate to be amended to include Cllrs: Blake and Clements and removal of G Evans.

Proposed by Cllr: Tutt, seconded by Cllr: Jones.

7. **PLANNING**

Applications granted

Little Satmar Holiday Park – variation of planning permission (changes to closure period)

Properties causing concern

- Already discussed – Café on B2011
- Authorisation of Driveways: 139 and 149 New Dover Road and 26 Capel Street. District Councillor Scales to be requested to make further investigation with DDC on drainage provision and requirements required for future reference.

8. **MATTERS CONCERNING THE PARISH**

- Parking on grass verges – PCSO/Community Warden to investigate individual cases.
- Unattended bonfires in Green Lane – any reports to be done as soon as possible by telephoning 101.
- Dead trees, cut back of vegetation in playing field – volunteers to be approached, i.e. Community payback and Veolia.
- Seeding path verge rear of Village Hall to be checked further.
- Tarmac surface broke up under roundabout and repairs to basketball back-plate – Clerk to obtain quotation for repairs.
- Crossing B2011 – Cllr: Jones reported, letter put forward by Prime Minister.

9. **DATE OF NEXT MEETING** – Tuesday, 16th October 2012.