

**MINUTES OF THE MEETING OF THE CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 16<sup>TH</sup> OCTOBER 2012**

**Present:** Cllrs: L Clements, C Goble (Chairman), P Jones, K Pilcher, J Stone, together with District Councillor Frederick Scales

1. **APOLOGIES:** Cllrs: Blake, Norris (Vice-Chairman), Thomas and Tutt, Community Warden Chantal Blythe and PCSO Gretel May.

2. **DECLARATION OF PERSONAL INTERESTS**      None.

3. **MINUTES**

The Minutes of the meeting held on 18<sup>th</sup> September 2012 were approved as a correct record and signed by the Chairman. Proposed by Cllr. Jones and seconded by Cllr. Clements.

4. **MATTERS ARISING**

a) **Future Outdoor Recreational Facilities, Playing Field, Lancaster Avenue**

- Best Have a Field Day (Fields in Trust) Award applied for. Love your Field on-line nominations requested. Award event at Lord's Cricket Ground in November (if successful Cllr: Goble and Pilcher to attend).
- Grants submitted totalling £101,735 and waiting results.
- Already received = £2,500 (Youth Opportunity), £2,000 (KCC Members Grant), plus £530 raised in village.
- An amount of £29,000 to be found. Funds to be applied for at a later date from Reaching Communities and Roger DeHann.
- Concerns had been noted on TGO equipment. Lynn Brisley and Cllr: Pilcher would visit further sites to view on-site adult gyms. TGO commented on a "coastal coating" that can be applied. Wickstead (source of concerns) photos to be requested and where equipment situated, also sites where their equipment can be viewed. Inspired Facilities (Sport England) integrated with TGO – views would be requested from them.
- Planning Application submitted and waiting decision. Noise and flooding queries noted.
- Playing Field Lease and Deed of Dedication submitted to Land Registry for Registration. Thanks expressed to Legal Department of Dover District Council for their help and assistance in this.
- Plinth for display of the Field in Trust Plaque – quotations received. These were read to meeting and all agreed to accept Capel Groundworks and Clerk would order accordingly.
- Plans to be discussed at a later date for an event next year to officially unveil the plaque. Certain dignitaries to be invited, i.e. Lieutenant of Kent, Darren Solley (Dover District Council) etc. List to be compiled.
- Repairs and re-installation to reinstate vandalised surface around roundabout and to basketball back plate – quotation received and agreed. Insurance reimbursement to be investigated.

- b) **Pecuniary Interest Forms** -      One form awaiting completion.

5. **DELEGATES REPORTS**

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

- Community Warden Report was read out and would be attached to minutes.
- Grass cutting of resident's grass verge in Albany Road – telephone call received from KCC Highways who are considering undertaking this.
- Tree dangerously overhanging PROW footpath rear of Village Hall has been cut back.
- Request to be made on a replacement Community Warden whilst maternity leave taken.
- Speeding B2011. Contact made with Inspector O'Malley and Acting Inspector Ian Swallow and emails forwarded concerning "speed checks". Due to changes in leadership, speed checks would now be carried out and recorded by PCSO Gretel May on her return from leave. Failure to comply with this request was discussed and agreed that emails would be forwarded to Police Complaints Department.

b) Village Hall Management Committee (*Clerk – VHMC Minutes*)

- No report.

c) Highways and Grass Cutting (*Cllr: Tutt*)

- Cllr: Tutt's report read out and would be attached to minutes.

d) District Councillor Scales

- Local Development Framework out to Statutory Consultations. Rear of Helena Road and Capel Street (Daniels land corner Capel Street and Winehouse Lane) are only sites accepted as those for development. Cauldham Lane not included.
- Policy passed on development of Council Houses on HR Association, i.e. pockets of land for small developments.
- Enforcement Officer visited properties of concern in New Dover Road and confirmed as Kent Highway Department issues (Les Hayles). One of these properties is having a drain system inserted for suitable drainage and is being monitored.  
Capel Street driveway - work to be investigate further.
- Meeting set-up by DDC Enforcement Officer with owner of derelict Café on B2011, New Dover Road.
- Planning and other issues with properties at Satmar to be investigated further and monitored by Cllr: Scales. Area described as an industrial site/business with numerous vehicles, with same contractors name on them all, in and out of the areas in question all day. Clerk instructed by meeting to forward a letter to Jim McEwan at DDC, implicating these problems which are causing environment issues, including flooding of highway.

e) Other

PAYE Implementations & Employment Laws

Policy on Sickness and Annual Leave to be investigated to comply with employment law - Cllr: Clements to make enquiries and produce a document, liaising with Clerk. Cllr: Clements also agreed to be named Councillor responsible for Personnel.

Dover West Neighbourhood Forums – Representative

Still waiting a confirmation from KCC on this.

## 6. CORRESPONDENCE

Street waste bins –Dover District Council and Veolia to monitor village street waste bins for evidence of fly tipping of general household rubbish.

Poppy Appeal – request received for donation. Meeting agreed the amount of £20 to be given.

Historic Board on Playing Field boundary (Lancaster Avenue) – District Cllr: Scales to pursue again with Dover District Council.

Village Hall Management Committee (VHMC) – Letter received on notification of Annual General Meeting on 26<sup>th</sup> November and request to appoint a Trustee if required. It was agreed not to appoint and Cllr: Stone would convey this to the VHMC.

Bridleway Capel Street to Cauldham Lane – Resident's concerned on this having been ploughed has been investigated by PROW Officer. It is now deemed as a footpath and has since been "trodden down and passable – although, consideration for gateways would be considered by PROW to alleviate vehicle passage". Therefore, nothing further will be required. Conveyed to resident, who informed Clerk they would be investigating further.

Other reported areas of PROW have been investigated further and are now cleared.

Other correspondence and emails received - listed and would be attached to minutes.

## 7. **CHEQUES**

The following cheques were approved and authorised:  
Proposed by Cllr. Stone and seconded by Cllr. Pilcher.

	INVOICE	VAT	Cheque No:
Dover District Council – Grapevine printing Aug: & Sept:	642.64	128.52	001396
Audit Commission – Audit Fee 2011/2012	162.00	30.00	001397
Harmer Landscapes – Grass Cutting	375.00	75.00	001398
Mr D Reed – Litter Clearance	72.08		001399
Mrs M Leppard – Salary Sept: & Oct:	683.32		001400
HM Revenue and Customs (HMRC) – Employment Tax	68.20		Direct Debit
Dover District Council – Rent Lease of Playing Field	112.50		Standing Order
Total	1524.01	227.37	

### Annual Financial Return for 2011/2012

Confirmation received from Audit Commission this had been completed and certified.

## 8. **PLANNING**

### **Applications granted**

25 Victoria Road – erection of two storey and single storey rear extensions.

### **Applications considered by sub-committee**

Playing Field, Lancaster Avenue – Change of use to recreational ground, erection of play equipment, construction of footpaths and hard-standing areas, erection of fencing and provisions of disabled access. Resolved; No objections.

## 9. **MATTERS CONCERNING THE PARISH**

- Following discussion, agreement was reached on not inserting any further political issues and subsequent referral websites into Grapevine newsletter.
- Excess Jubilee Mugs discussed and agreement reached that 36 be donated to the School for the “2012 New Intake pupils into Reception Class”. The remaining to be given to other village organisations for their use. Cllr: Clements to bring remaining medals to next meeting for decision on bestowing.
- Change of address noted for Cllr: Clements.
- Cllr: Jones commented on his wish to see “Neighbourhood Watch” made more informed within the Parish Council and agreed to be the representative Councillor responsible for this. This included the investigation of the CCTV at the Village Hall/Playing Field, the quality of picture on monitor and camera positions. Clerk to request contractor to a meeting with Cllr: Jones, Community Warden and PCSO.

## 10. **DATE OF NEXT MEETING** – Tuesday, 20<sup>th</sup> November 2012.