

MINUTES OF THE MEETING OF THE CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 17th MAY 2011

Present: Cllrs: L Clements, G Evans, C Goble (Chairman), P Jones, C Norris (Vice-Chairman), K Pilcher, J Stone, M Thomas together with Community Warden Paul James, District Councillor F Scales and PCSO Gretel Stevens.

1. **Parish Council Recognition Awards**

The sub-committee of Councillors decided this year the awards would be given to Mr Brian Tutt and Mr Frank Willis. Mr Clive Goble presented the framed certificates.

2. **Mandy Pile, Dover District Council**

The Councillors received Mandy Pile from Dover District Council who addressed the meeting on the new refuse waste disposal system to come into effect in September 2011. The present contract was coming to an end and to save funds, DDC and Shepway would be joining forces. More kerbside recycling would be carried out. Highlighted items:

- a) All plastic, including packaging to be included.
- b) Wheeled bins for glass and plastic. Cardboard and paper in black box. Blue bags can still be used.
- c) Empty aerosols will also be collected in a wheeled bin. Also batteries in a plastic bag.
- d) Recycling will remain fortnightly.
- e) There will be a separate food waste collection. A small brown kitchen bin provided and a green kerbside bin, which will continue to be collected, at present, weekly.
- f) There will be another bin for everything else.
- g) No change to green waste collection.
- h) Leaflets will be circulated to residents "door to door" around August and also be available at the Farmers Market. DDC will deal with any issues that may arise, i.e. properties with steps and the elderly.
- i) Checks will be made on contents of bins and addressed with resident by DDC.
The meeting expressed concerns on the metal collection issues in the village and the difficulty in bulk waste disposal.
There would no doubt be a few issues to start, but DDC will work with residents and hopefully these will settle down. District Councillor Scales would have a role to play if any problems arise.
There will be no reduction in Council Tax if residents do not use system. It was pointed out that the Council Tax was used for various other items.
Thanks were expressed to Mandy Pile for attending.

3. **WELCOME TO NEW COUNCILLORS**

Following notification of un-contested parish election - the Clerk welcomed all newly elected members to the meeting.

4. **APOLOGIES:**

None

5. **REGISTER OF INTEREST FORMS**

Councillors completed and returned to the Clerk their Register of Business Interest Forms.

6. **APPOINTMENT OF CHAIRMAN**

Cllr: Clive Goble was proposed as Chairman by Cllr: Jones, seconded by Cllr: Thomas. This was accepted and Cllr: Goble was duly elected and signed declaration of office.

7. **APPOINTMENT OF VICE-CHAIRMAN**

Cllr: Chris Norris was proposed as Vice-Chairman by Cllr: Thomas, seconded by Cllr: Jones. This was accepted and Cllr: Norris was duly elected and signed declaration of office.

8. **APPOINTMENT OF DELEGATES**

- a) Neighbourhood Watch – Community Warden and/or PCSO, proposed and agreed by all present.
- b) Village Hall Management Committee – Cllr Lucy Clements, proposed and agreed by all present.
- c) Highways – To remain as a vacancy at present. (*See item 13a*).
- d) Dover Neighbourhood Forum – Cllr Keith Pilcher
- e) Community Sports Network – Cllr Gerald Evans
- f) Planning Committee – Cllrs: Philip Jones, Chris Norris, Madeleine Thomas, and Keith Pilcher. Agreed by all present.
- g) Other – No separate sub-committees or delegates at present.

9. **DECLARATION OF PERSONAL INTERESTS**

None.

10. **MINUTES**

The Minutes of the meeting held on 19th April 2011 were approved as a correct record and signed by the Chairman. Proposed by Cllr. Evans and seconded by Cllr. Thomas.

11. **MATTERS ARISING**

- Cllr Evans brought to the attention of the meeting the remarks in the Chairman's Annual Report and objections received on the connotation of political reference. The Chairman stated he had not mentioned a political party, merely a thanks to our District Councillor. The Chairman would issue a disclaimer in the Grapevine regarding this issue.
- Grass cutting B2011 – report received from Cllr: Pilcher on various issues to be aware of and to be monitored.

12. **DELEGATES REPORTS**

- a) Neighbourhood Watch (Paul James, Community Warden)
 - An increase of HGV in village at night. There was reported to be various road/tunnel closures, resulting in traffic diversion through village.
 - Grass cutting – called contractors back a couple of times to carry out cutting to edges and missed footpath. This now done.
 - Rear of Village Hall (slope) needs cutting. Daffodils now cut back on B2011.
 - Amount of scrap metal vans visiting village showed signs of improvements. Residents to be encouraged to report any incidents.
 - Paul James informed meeting this would be his last Parish Council meeting owing to him taking up a new role in the Shepway District Council Safety unit. Chantal Blythe would be taking over Capel. Councillors commented on his excellent work over the last eight years and expressed every best wish to him for the future.
- b) Village Hall Management Committee (Cllr. Jayne Stone)
 - Replacement flooring and lights.
 - Problems with hot water system not working being investigated further.
- c) Highways (Paul James, Community Warden)
 - Lights replaced in various areas.
 - Several areas of resurfacing carried out.
 - Slip Road at Courtwood Roundabout closed, but no signage in evidence. To be monitored in future.
 - Traffic calming measures in Capel Street – sleeping policeman on agenda.
- d) Other
 - White boxes replenished with plants.

13. **CORRESPONDENCE**

- a. Parish Council Vacancy - An application had been received from Mr Brian Tutt. Mr Tutt was present at the meeting and at this point left the room whilst Councillors discussed this further. It was proposed by Cllr: Jones and seconded by Cllr: Norris to co-opt Mr Tutt to the Council. It was expressed that perhaps Mr Tutt would also like to fill the vacancy for the Highway Delegate. Mr Tutt accepted both accordingly.
- b. KCC Grant - Footpath funding - Email confirming acceptance form received and payment will be forthcoming.
- c. NALC - New Standing Orders booklet available. Agreed by all present to purchase.
- d. KCC Countryside Access Service - Notification that arrangements for vegetation clearance on PROW for forthcoming year. Changes to routes on definitive map sheets – footpaths HF27 and HF67.
- e. Kent Highway Services - Parish Seminar postponed on 17th June. To be rescheduled.
- f. Dover District council – Dog Warden Services - Services had been temporarily ceased. Credit Note received for Invoice recently received.
- g. Kent Highway Services - Notification of proposed waiting restriction lines on corner of Green Lane. Highway Improvements – change of speed limit Capel Street and Old Dover Road.
- h. Kent County Council - Change of Area Supervisor notification.

Other items received

<ol style="list-style-type: none"> 1. Kent Trading Standard Messages and Community Messaging <ul style="list-style-type: none"> • <i>Operation Clean Sweep</i> • <i>Kent Police 24 hour access “KeyLink”</i> • <i>Unsolicited text messages</i> • <i>Council Tax Rebate Scam</i> • <i>Online terms and conditions when signing for purchases and services</i> • <i>Mis-sold payment protection insurance policies</i> • <i>Fake charity collection in Cheriton area</i> • <i>One-off burglar alarm door to door sales</i> • <i>2 Men selling furniture from a white van</i> • <i>Cold caller – sewers requiring clean out</i> • <i>Advertising space in magazines</i> 2. Temporary Road Closures <ul style="list-style-type: none"> • <i>Cannon Street, Deal</i> • <i>Little Haynes, Shepherdswell</i> • <i>Stombers Lane, Alkham</i> • <i>Ramsgate Road, Sandwich</i> • <i>Winehouse Lane, Capel-le-Ferne</i> • <i>Middle Deal Road, Deal</i> • <i>Resurfacing The Strand, Walmer</i> • <i>Hardwicke Road, Dover</i> • <i>Resurfacing Middle Road, Deal</i> • <i>Crabble Lane, River</i> • <i>Solton Lane, Langdon</i> • <i>A258 The Strand and Victoria Road, Walmer</i> • <i>Queen Street and Broad Street, Deal</i> • <i>Deal Seafront area</i> • <i>Various Dover area</i> 	<ol style="list-style-type: none"> 3. Kent Link Bulletin – Annual Meeting and Hospital Questionnaire 4. Certificate Programme in Public Participation 5. Cycle Forum Agenda 6. Fields in Trust – Queen Elizabeth II Fields Fund 7. Kent Farmstead Guidance – Consultation meeting 8. Sustainable Government – Public Service Efficiency Update 9. Deal With It – May update 10. NSPCC National Regional Conference 11. rsnOnline – email news digest (Rural Service Network) 12. Communities in Action Conference and Exhibition 13. Rail Action Plan – Presentation to Minister of Rail Action Plan for Kent 14. Next Generation Broadband Network Event in Kent 15. Kent Minerals & Waste Development Stakeholders Meetings 16. Third Kent Rail Summit 17. NHS Primary Care Trust – DH Listening exercise 18. British Youth Council – Local Councillor Shadowing Award 19. SMP Playgrounds leaflet 20. Clerk and Councils Direct 21. Society Local Council Clerks Branch Conferences
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14. **YEAR END ACCOUNTS 2010-2011 AND FINANCIAL REGULATIONS**

The year-end accounts for 2010-2011 were circulated to members.

The following item was highlighted by the Clerk:

- a) Two cheques had been un-presented after six months, totalling £141.66. These were for Mr D Reed for litter clearing and had been mislaid. Councillors agreed to repay Mr Reed next month.

The accounts were duly agreed and signed by the Chairman, Cllr: Goble, as a correct record.

- b) The Financial Regulations had also been circulated and duly agreed and signed by the Chairman, Cllr: Goble.

15. **CHEQUES**

The following cheques were approved and authorised:

Proposed by Cllr. Jones and seconded by Cllr. Thomas and signed by the Chairman, Mr Goble.

	INVOICE	VAT
Mr D Reed – Litter Clearing	72.08	
Mrs M Leppard – Salary & Expenses	325.00	
Total	397.08	

16. **PLANNING**

Applications Granted

115 New Dover Road – Construction of vehicular access and driveway

Applications Refused

Cliff Top Café, Old Dover Road – erection of a first floor extension to accommodate a one bedroom flat.

17. **MATTERS CONCERNING THE PARISH**

- a) Congratulations expressed to Frederic Scales on his re-election as District Councillor.
- b) Local Development Framework Site Allocations documents due to be adopted and confirmed in Autumn.
- c) District Councillor Scales reported he had not taken a cabinet leader position, but his two areas of work will be Chairman of Planning and would serve on the Joint Transport Committee. He also reported he would chase up where we were on the timetable for works.
- d) District Councillor Scales to be included on agenda under Delegates Reports.
- e) Agreed by Councillors to receive agenda and minutes by email in future. No paper copies.
- f) Cllr: Goble agreed to attend to Parish Council Noticeboards. Mr Amin wished the one outside shop be removed (rusted and cannot get open) and the one at the School (in poor state of repair). He would investigate further and report back at next meeting.
- g) Lucy Clements had agreed to be Parish Council delegated representative for the Village Hall Management Committee, attending their meetings every 1st Tuesday of the month and reporting back to Councillors.
- h) Confidential warnings on email. Clerk reported that Parish Council business was for public viewing.
- i) Councillors reminded that next year would be the Queen's Diamond Jubilee and to give some thought on ways to celebrate the event. To be discussed at a future meeting.

18. **DATE OF NEXT MEETING** – Tuesday, 21st June 2011.

(Apologies: Cllrs. Evans, Jones, Stone, Thomas and Tutt).

Notes to meeting:

3 Councillors required at meetings to form a quorum.