

**MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 17<sup>th</sup> MARCH 2020**

**Present:**

Cllrs; Alfsdotter, Holliday, Lake, Leppard, Norris, together with Community Warden Janice Henry.

1. **APOLOGIES** – Cllrs: Greening, Pilcher, Seager, County Councillor Geoff Lymer, District Councillor James Rose and PCSO Megan Keehner.

2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES** - (*Items raised are discussed by Councillors under related entries on Agenda*).

The Chairman reminded the public that addressing the members should be on this item on agenda only and not during other discussions during the meeting.

- Cancellations of events reported for notification.
- Leaflets collected on helping via Capel Cares.
- Farmers' Market decision to trial opening from March 24<sup>th</sup> in Car Park with food items.

3. **MINUTES OF THE MEETING HELD ON 18<sup>th</sup> February 2020**

The Minutes of the meeting held on 18<sup>th</sup> February 2020 were approved and signed by the Chairman, Cllr. Tony Lake, proposed by Cllr: Leppard, seconded by Cllr: Holliday and agreed by all.

4. **DECLARATION OF PERSONAL INTERESTS**

- None

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

Local Economy (Action Plan)

- a) Broadband Improvements and Affinity Water Pressure: Investigations taken place and results printed in Grapevine for residents' information. *Action/Resolution: To review other items on Action Plan and investigate other issues recorded.*
- b) Traffic Management: Working party of members reported and circulated. 3 Priorities noted of speeding on Capel Street, B2011 and Roundels at road junctions.  
*Action/Resolution:*  
 >Research on effectiveness of roundels to take place from Speed Watch data, before planning other management projects. Capel Street still continues to be a major issue for speeding.  
 >40Mph extension on B2011, including the repositioning of gate planters and works to Dover Hill waiting Kent Highways.  
 >Earth Bund Old Dover Road/Winehouse Lane completed. Thanks expressed to County Councillor Lymer for his assistance in relation to funding and organisation.
- c) School Project Donation  
 First Aid training for children funded by Council. *Action/Resolution: Community Warden to pursue or Clerk to make contact with KALC for trainer suggestion.*
- d) Vacancy  
 Two nominations received from Brian Tutt and Julie Young for one vacancy. *Action/Resolution: An informal interview took place with Brian Tutt. Due to Julie Young unable to attend, the decision was to defer until next meeting.*
- e) Other
- Resilience Emergency Plan. *Action/Resolution: Content updated. Change of review date agreed for March 2021.*
  - WWI Memorial Stone at Royal Oak: Position arranged and agreed. Planning Permission granted. *Action/Resolution: Unveiling planned for weekend 4/5<sup>th</sup> April. Maybe postponed in view of impending Coronavirus pandemic. Cost of Memorial Benches discussed and agreed by all to defer to next meeting to decide position.*

Signed ..... Chairman

Date ..... 21<sup>st</sup> April 2020

**6. PLANNING.****a) Plot 38, Land South New Dover Road, CT18 7UB**

19/01270, Variation of Conditions 2 (approved plans) and 23 (windows) to allow the insertion of a ground floor window to the west elevation of (plot 38) of planning permission DOV/15/00525 (application under Section 73). *Action/Resolution: Still waiting Dover District Council decision.*

**b) Skimar, Satmar Lane, Capel Le Ferne, CT18 7JG**

19/01453, Erection of a single storey rear extension, construction of decking and creation of parking area to front (existing front and side porches to be demolished). *Action/Resolution: Granted permission.*

**c) Land At New Dover Road And Winehouse Lane, Capel-Le-Ferne**

18/00819, Change of use of land to site 26 no. holiday caravans and associated landscaping and access. *Action/Resolution: Still waiting Appeal decision.*

**d) 54 Old Dover Road, Capel-le-Ferne, CT18 7HW**

20/00019, Erection of a balcony with 1.8m screening to the first-floor south elevation, 54 Old Dover Road Capel Le Ferne CT18 7HW. *Action/Resolution: Granted permission.*

e) 20/00126 | Creation of a vehicular access and creation of hardstanding (existing wall to be demolished) | 187 New Dover Road Capel Le Ferne CT18 7JD. *Action/Resolution: Waiting Dover District Council decision.*

f) 20/00191 | Installation of a 4m high steel anti-vandal post for an additional CCTV camera | Playing Field Lancaster Avenue Capel Le Ferne Kent CT18 7LX and 20/00190 | Certificate of Lawfulness (proposed) for the installation of 2no. aluminium signs | Playing Field Lancaster Avenue Capel Le Ferne Kent CT18 7LX. *Action/Resolution: Waiting Dover District Council decision.*

**g) Land Allocation Plan**

Dover District Council document is due for public consultation this year and concerns on removal of village status to be addressed with Head of Planning. *Action/Resolution: Cllr. Pilcher to write to Head of Planning of Village Status. Supposition/rumour on Land Allocation discussed.*

h) **Other** - None

**7. DELEGATES' REPORTS****a) Neighbourhood Watch**

- Community Warden:

Janice Henry reported: In view of the impending Coronavirus pandemic, she was available to help in any way if residents required. Although was aware Capel Cares working well towards assistance where needed.

- Report received from PCSO Megan Keehner: Crimes of note:

02/02/2020 – Traffic offence – Dover Hill.  
 03/02/2020 – Stolen vehicle found – Cauldham Lane.  
 03/02/2020 – Criminal damage – Hurst Lane.  
 07/02/2020 – Suspected drug dealing – Avondale Road.  
 13/02/2020 – Vehicle crime – New Dover Road.  
 19/02/2020 – Abandoned vehicle – Capel Street.  
 19/02/2020 – Broken down vehicle – Dover Hill.  
 23/02/2020 – Vehicle Theft – White Cliffs Park.  
 25/02/2020 – Vehicle Theft – White Cliffs Park.  
 26/02/2020 – Traffic Offence – New Dover Road.

**b) Play equipment**

- Equipment Status

Equipment status report received and items of repair and/or refurbishment noted.

*Action/Resolution: Clerk to contact Wicksteed on replacement bucket swing and repairs to Zip-Wire.*

- Planning Application for New Signs, Boundary Security, CCTV Security.

Planning applications resubmitted and out for consultation. *Action/Resolution: Waiting Dover District Council permission. Clerk to send a letter of thanks to be sent to Architect. Cllr. Norris to provide email address.*

Signed ..... Chairman

Date ..... 21<sup>st</sup> April 2020

**Play equipment continued**• **Maintenance of Petanque Court**

Request by players to clean the Court by SHARA (Shepway Active Retirement Association), with offer to contribute. *Action/Resolution: Quotation obtained from Youngs Ground Maintenance for initial clear and regular monthly maintenance. This was subsequently agreed by all, with reply to SHARA to donate initial clear fee and Parish Council to pay monthly amount.*

c) **Highways**

Nothing further to report.

d) **Public Rights of Way**

Trees removed/cut back that had fallen on ER252 and ER242.

e) **Speed Watch**

- Sessions suspended due to Coronavirus.
- Re-training session to put equipment together agreed to be planned in future. *Action/Resolution: To check if Roger Tapley would demonstrate.*

f) **Capel Cares**

- Annual General Meeting of group being held on 3<sup>rd</sup> April at 7pm will probably be cancelled in view of impending Coronavirus restrictions.
- Possible items requiring feedback; set up group as a non-secular organisation, separate bank account and relaunch of group for further volunteers and clients.

g) **Grapevine Newsletter**

Delivery discussed in view of impending Coronavirus implications for deliverers. *Action/Resolution: Cllr. Leppard to contact volunteers to see if they agree to deliver Newsletter.*  
Hawkinge magazine delivered in village questioned on which streets received it, was permission required and mis-reporting of Capel article. *Action/Resolution: Clerk to contact editor.*

h) **Village Hall Management Committee**

- Letter received from VHMC requesting Council attending. *Action/Resolution: Agreed to take part and have a stall with information to hand out.*

i) **Training/workshops/seminars**

Lower Thames Crossing meeting. Cancelled.  
Dover District Council Town and Parish Event. Cancelled.  
Dover District Council Local Plan meeting. Cancelled.

j) **District Councillor James Rose**

None.

**County Councillor Geoff Lymer**

Due to the Coronavirus Cllr: Lymer would not be attending any Parish Council meetings until further notice, but can still conduct business by email.

k) **Other.**

- KALC Community Award Scheme 2020. *Action/Resolution: Nomination submitted to be presented in May, pending implication Coronavirus has on future meetings.*
- Website change – site due to go live, waiting release of IP Address from KCC.
- VE Day 75. *Action/Resolution: Reported at meeting that this may be cancelled due to Coronavirus.*

8. **CORRESPONDENCE**

**Other items received:** - List of email items received attached and/or previously forwarded.

**Other items received:**

1. Minimum Wage notification
2. Hawkinge Magazine
3. Air Ambulance donation request. *Action/Resolution: Proposed by Cllr: Norris, seconded by Cllr: Holliday and agreed by all, to donate requested £250.00.*
4. Clerks and Councils Direct magazine
5. Viking Brochures; Smart Choice, March Sales, Best Sellers, Paper, Ink & Toner
6. Kompan, Wicksteed and Creative Play Equipment leaflets
7. Folkestone & Hythe Core Strategy – document viewing locations
8. Shared Ownership meetings

Signed ..... Chairman

Date ..... 21<sup>st</sup> April 2020

**9. CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Leppard, seconded by Cllr: Norris and agreed by all present.

Signed by the Chairman, Cllr. Lake, having been confirmed by Clerk/Responsible Finance Officer.

Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS		Cheque , BACS, DD, SO	BANK A/Cs	Statement No:	Reconciled
	<b>Brought Forward</b>					<b>30,735.43</b>					
17.03.20	Various	Adverts	201.00			201.00	R	BACS			
28.02.20	Lime Transport	Traffic Assessment	500.00	100.00	600.00		R	BACS			
21.02.20	Dover District Council	Playing Field Planning Application	256.00		256.00		R	BACS			
24.02.20	Capel Floral Service	Flower Gift	25.00		25.00		R	BACS			
21.02.20	Dover District Council	Playing Field Planning Application	140.50		140.50		R	BACS			
27.02.20	Dover District Council	Grapevine Printing	382.92		382.92		R	BACS	Cash/Chq in Hand		1.56
11.03.20	Dover District Council	Refund Planning Application	117.00			117.00	R	BACS	Reserve A/c	251	18,491.63
17.03.20	Nat West	Interest	6.78			6.78	R	INT	Current	918	434.17
17.03.20	Battle of Britain Trust	Memorial Day	100.00		100.00			Q1565	Project	22	10,728.43
17.03.20	Dover District Council	Grapevine Printing	382.92		382.92			BACS			29,655.79
17.03.20	Staff	Salaries	516.30		516.30			BACS	Less Un-Reconciled		1,022.22
17.03.20	Staff	Expenses: Broadband & Energy. CD Cases	23.00		23.00			BACS			
					2,426.64	31,060.21					
						<b>28,633.57</b>					<b>28,633.57</b>
<i>Project</i>		<i>10,728.43</i>									
<i>Other</i>		<i>17,905.14</i>									
<b>TOTAL</b>		<b>28,633.57</b>									

**10. MATTERS CONCERNING THE PARISH**a) **Councillors' comments** –

- Speeding in Capel Street a priority. *Action/Resolution: To be researched as per agenda item on Traffic Management.*
- Thanet Community Bus enquiry on whether still operating. *Action/Resolution: Clerk to contact for possible use of Reece Adams residents and then advertised in Grapevine.*

b) **Approve resolution to discuss any confidential issues** – None**11. DATE OF NEXT MEETING** – Tuesday, 21<sup>st</sup> April 2020 at 7.30pm.

Due to impending pandemic of Coronavirus, this may be cancelled. Therefore, the meeting was requested to decide on the National Association of Local Council's recommendation that, "immediate decisions are discussed remotely by email and delegated to Chairman, Vice-Chairman and Clerk".

*Action/Resolution:* Proposed by Cllr: Leppard and seconded by Cllr: Norris and agreed by all.

**12. CONFIDENTIAL ITEMS** – None.

Signed .....

Chairman  
Date ..... 21<sup>st</sup> April 2020