

MINUTES OF DECISIONS MADE,
UNDER DELEGATED POWERS DATED TUESDAY, 17TH MARCH 2020,
TO CLLR: LAKE (CHAIRMAN), CLLR: PILCHER (VICE-CHAIRMAN) and CLERK
FROM WEDNESDAY 20th MAY 2020 TO TUESDAY, 16TH JUNE 2020

1) Play equipment

- **Equipment Status**

Action/Resolution:

Cllr: Pilcher completed repairs in the play area, cleaned off some rust and tidied up the paintwork on the slide and repaired the damaged wet-pour surface.

Waiting Annual RoSPA Inspection to all Equipment, planned for during July.

Repairs to senior cross trainer pending contractors.

- **Maintenance of Petanque Court**

Action/Resolution: Contact made with users. SHARA (Shepway Active Retirement Association) donated £35 towards maintenance.

- **New Signs**

Action/Resolution: Quotations have been requested from 5 companies for a decision to be made at first full Council meeting.

- **Upgrade CCTV**

Action/Resolution: New CCTV Cameras (at Skate-Park and Village Hall Car Park), together with new operating equipment now installed. WiFi addition was agreed by Councillors. An antennae, router and Sim Card will be purchased, this will enable viewing cameras can be accessed.

Footage of two incidents to be investigated.

2) Land Allocation Plan

The New Local Plan, i.e. Housing and Economic Land Availability Assessment (HELAA), summary, plan map and explanation published. *Action/Resolution: Still waiting on Dover District Council date for consultation in the Autumn 2020. Several communications received from residents on this issue. When consultation date known, Clerk will publish accordingly.*

3) Grapevine Newsletter

Online issue of June Newsletter was published. July issue will also be an online version.

Action/Resolution: If a full Council meeting is held in July, a decision to re-start door to door delivery will be considered and decided by all Councillors.

Consideration to be given, when Councillors next meet, to Grapevine Advertisers on a reduction or refund of fees paid due to lack of door to door delivery during Covid-19.

4) Covid-19

- Clerk continues to receive many emails from Government and Kent Association of Local Councils on regulations and procedures to follow.

Action/Resolution: These have been passed on to Chairman and Vice-Chairman if appropriate to Parish Council and acted on accordingly.

- Use of closed Skate-Park and Junior Play Area continues to be an issue with numerous complaints and comments received from residents. Social Media document on posts and comments already circulated.

Action/Resolution: Clerk reported all incidents to Kent Police for patrol attendance and also to Community Warden.

5) Risk Assessments following Covid-19 Rules and Regulations

A risk assessment for use of Village Hall being prepared.

Risk Assessment for Litter Clearing has been compiled and forwarded to Mr Reed.

Action/Resolution: Waiting notice of Village Hall Management Committee Risk Assessment on what should be included from their perspective.

Signed Chairman

Date

6) Terms of Reference

Under Legislation, the attached document has been compiled relating to Terms of Reference for the Delegated Powers Committee that was agreed by Members on 17th March 2020.

7) Traffic Management

Waiting 40mph Zone extension to Winehouse Lane to be carried out by Kent Highways.

Action/Resolution: Resident wishes to address Councillors when full meeting convenes.

8) Public Rights of Way

- Path obstruction and wooden gate preventing access across land adjacent to Valiant Sailor, being investigated by KCC, PROW,
- Overgrown footpaths/obstructions and mis-use of Farmers land reported to Kent County Council PROW. *Action/Resolution: KCC, PROW, replied direct to Farmer.*
- Installation of gate to Bridleway adjoining Jarvis Homes development being investigated.
- Several overhanging and dead trees around the boundary of Playing Field require work and being investigated further by Cllr: Young, as to costs involved.

9) Future Events suggested for consideration

- Scarecrow Safari
- Poster competition on Litter

10) Capel Cares

Capel Cares has secured independent governance to continue the good neighbour scheme within the local community and has thanked the Church Council for their initial support and guidance. Thanks also to all volunteers for their sterling work since 2016 and during the current situation. They will continue to update the Parish Council on progress and successes.

11) Training/workshops/seminars

Clerk attended Effective Working in a Virtual World: Online Learning Event, Thursday 18 June 2020. Cost £60 plus VAT.

12) CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised by Cllrs: Lake and Pilcher under Delegated Powers dated 17th March 2020. **INCOME/EXPENSE 20.05.2020 to 23.06.2020**

Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS		Cheque, BACS, DD, SO	BANK A/Cs	Statement No:	Reconciliation
	Brought Forward					64,556.85					
27.05.20	Harmer Landscapes	Grass Cutting May	502.50	100.50	603.00		R	BACS			
29.05.29	Nat West	Interest	8.64			8.64	R	INT			
31.05.20	KALC	Training Course Virtual Meetings	50.00	10.00	60.00		R	BACS			
02.06.20	Kent Cables	CCTV Installation	3,413.30	682.66	4,095.96		R	BACS			
02.06.20	Wicksteed	Swing Seat and repairs to Zip-wire	599.00	119.80	718.80		R	BACS			
08.06.20	Stephen Huxtable	Grassing Cutting St Mary's Church	240.00		240.00		R	BACS	Cash/Chq in Hand		1.56
16.06.20	Battle Britain Memorial	Cheque Returned Memorial Day	100.00			100.00	R	Q1565	Reserve A/c	256	46,911.50
16.06.20	SHARA	Donation to Petanque Court Maintenance	35.00			35.00	R	BACS	Current	940	840.69
16.06.20	Various	Adverts	38.00			38.00	R	BACS	Project	22	10,728.43
16.06.20	Staff	Salaries	520.55		520.55		R	BACS			58,482.18
16.06.20	Staff	Expenses: Broadband & Energy £18.00 June	18.00		18.00		R	BACS	Less Un-Reconciled		0.00
					6,256.31	64,738.49					
						58,482.18					58,482.18

Project	10,728.43
Other	47,753.75
TOTAL	58,482.18

Signed Chairman

Date

13) **CORRESPONDENCE**

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

1. New Code of Conduct Consultation. Deadline 17th August 2020
2. NHS/Key-workers benches for many local authority's and parishes.
3. NALC and BHIB Councils Insurance new guide on risk assessment for COVID-19.
4. KALC Community Based Projects and Assistance
5. Donation request received from British Red Cross and Marie Curie.

Wicksteed Playgrounds	★	Over 100 years of play and still going strong! Wicksteed Playgrounds is still very ...	17 Jun
sday			
First Rescue	★	10% Discount Code Just for You! As a Thank You for your continued Custom here...	16 Jun
nday			
Treadwell Surfacing	★	Introduction; Tread-Well Surfacing L... Good afternoon, I just wanted to touch b...	15 Jun
Terry Martin	★	FW: NALC CHIEF EXECUTIVE'S BULLETI... Dear Member Councils Please see the...	15 Jun
manstonairspace	★	Manston Airport Design Option Review Stage 2 CAP1616 - Deadline remind... G...	15 Jun
Andrew Judd 46059727	★	NHW Message - Officers issue 365 tickets in Kent as part of national anti-speedin...	15 Jun
Kayleigh Jones	★	EKC - Distance learning offer for furloughed st... Dear All, We are making our dis...	15 Jun
Kayleigh Jones	★	Dover District Council - Community Grant Sche... Dear All, Calling all Voluntary ...	15 Jun
t week			
Terry Martin	★	CSSC South East Message Four New Scam Aler... Dear Member councils Please s...	12 Jun
Terry Martin	★	HM Prison & Probation Service - Community Payback Scheme: Overvi... Dear M...	12 Jun
National Association of Loca...	★	CHIEF EXECUTIVE'S BULLETIN Chief executive's bulletin New NALC/BHIB Coun...	12 Jun
Morti Sport & Play	★	No Touch Antibacterial Gel Dispenser- Getting you ready for the "new norm... In...	12 Jun
Terry Martin	★	NALC call for evidence - Coronavirus & the future of local government - Labour c...	11 Jun
National Association of Loca...	★	NALC NEWSLETTER All the latest NALC news direct to your inbox NALC and B...	11 Jun
Terry Martin	★	NATIONAL CSSC Green Message - NCTPHQ Bulletin - 10 June 20... Dear Membe...	11 Jun
Terry Martin	★	COVID-19 update - 8 June 2020 Dear Member and non-Member Councils Please...	9 Jun
National Association of Local...	★	NALC PUBLISHES NEW EDITION OF POINTS OF LIG... NALC publishes new edit...	9 Jun
lier in June			
alert@neighbourhoodalert.c...	★	Starting This Sunday Neighbourhood Watch Week Celebrates Our Neighbours 05/0...	5 Jun
National Association of Local...	★	CHIEF EXECUTIVE'S BULLETIN Chief executive's bulletin Coronavirus webpage u...	5 Jun
Roger.Court@kent.gov.uk	★	Monthly bus services report for May 20... Dear colleague, Please find attached our...	3 Jun
y			
National Association of Local...	★	CHIEF EXECUTIVE'S BULLETIN Chief executive's bulletin NALC chairman's latest ...	29 May
Fields in Trust	★	Discover our 2020 Green Space Index and find out where your local area ran... Fiel...	28 May
EE.SoftLandscapeTeam@kent...	★	Devolved Highways Soft Landscape Maintenan... Dear Clerk I hope you and your f...	22 May
National Association of Local...	★	CHIEF EXECUTIVE'S BULLETIN Chief executive's bulletin Management Board NA...	22 May
manstonairspace	★	Manston Airport Design Option Review Stage 2 CAP1616 - Extended deadli... Dear...	21 May
Debbie Pettman	★	FW: DA Awareness training Hello, Please see the email below – a great oppor...	

FORWARDED

me	★	Fw: KALC CEO Bulletin - June 2020 FOR INFORMATION	16 Jun
ier in June			
→ Laura Dyer	★	KALC NEWS MAY 2020 Dear Member Please see below the latest KALC News – Ma...	2 Jun
r			
→ National Association of Local...	★	OPEN LETTER TO ALL COUNCILLO... Building back communities As we move t...	29 May
→ Terry Martin	★	COVID-19 content for Kent residen... Dear Member and non-Member Councils As ...	19 May

Signed

Chairman

Date

14) 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) 15 Beatrice Road Capel Le Ferne CT18 7LH

20/00415, Erection of a single storey rear extension, front extension, external alterations to include rendering, cladding, alterations to roof, new windows and doors, conversion and extension of garage to store/gym/home office (existing conservatory to be demolished).

Action/Resolution: No objection from Parish Council. Waiting Dover District Council decision.

c) Land Adjoining Mena House New Dover Road Capel Le Ferne

20/00400, Creation of a new vehicular access, realignment of fencing and the installation of a field gate. *Action/Resolution: Granted Planning Permission with conditions.*

d) Capel Bungalow Hurst Lane Capel Le Ferne CT18 7EZ

20/00478, Erection of a single storey rear extension and front porch extension/veranda (existing rear extension and porch to be demolished). *Action/Resolution: Granted Planning Permission.*

e) 5 Sea View Close Capel Le Ferne CT18 7JW

20/00441, Erection of a two-storey side extension (existing porch to be demolished)

Action/Resolution: Waiting Dover District Council decision.

f) 49 Victoria Road Capel Le Ferne CT18 7LT

20/00372, Erection of a rear extension, roof extension incorporating 2no. dormer windows and erection of a front porch (existing extension to be demolished). *Action/Resolution: No objection to revised plan. Waiting Dover District Council decision.*

g) Hockley Sole Hockley Sole Lane Capel Le Ferne CT18 7EU

20/00482, Change of use and extension of existing garden building to provide a holiday let.

Action/Resolution: No objections. Waiting Dover District Council decision.

h) Great Satmar Farm Satmar Lane Capel Le Ferne CT18 7JF

20/00545, Erection of a single storey side extension to form orangery and single storey extension to existing side annexe. *Action/Resolution: No objections. Waiting Dover District Council decision.*

i) Veg Out! Great Cauldham Farm, Cauldham Lane, Capel Le Ferne

Supply of alcohol Licence (for consumption off the premises only) 09:00 to 23:00 Monday to Friday. *Action/Resolution: No objections. Waiting Dover District Council decision.*

15) NEXT MEETING

If Government relax lock-down, Tuesday, 21st July 2020 at 7.30pm.

Use of the large hall being considered to adhere to social distancing rules at time.

A risk assessment for the meeting has been requested by Village Hall Management Committee and is being progressed, which will include several cleaning functions to be undertaken by Councillors following meeting. Further details to be forwarded when known.

Virtual Video Conferencing Meetings being considered for future, if necessary.

Signed Chairman

Date

CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council

Maureen Leppard

Website:

<https://www.cappellefernepc.org.uk/>



39 Victoria Road

Capel-le-Ferne, Folkestone, Kent. CT18 7LT

Tel: 01303 259564 Mobile: 07813704142

Email: clerkcappellefernepc@btinternet.com

TERMS OF REFERENCE FOR DELEGATED POWERS, DATED TUESDAY, 17TH MARCH 2020

INTRODUCTION

The Parish Council has suspended further public meetings in line with Government advice. The business of the Council will be conducted under a Temporary Scheme of Delegation passed by resolution at a Meeting on 17th March 2020. Under S.101(1) of the Local Government Act (LGA) 1972, Capel-le-Ferne Parish Council, agreed for the discharge of any of its functions to – A committee established, consisting of;

- the Chairman
- the Vice Chairman
- the Parish Clerk

NOTES

- The Parish Council **RESOLVED** that in response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the established committee shall have delegated authority to make decisions on behalf of the Council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.
- That the Council delegates authority to the Clerk, in consultation with the Chairman and Vice Chairman to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the pandemic Coronavirus.
- This will be carried out where possible by consultation by electronic means or telephone for guidance as necessary.
- To be agreed by Councillors, via email circulation, due to social distancing and current government regulations on movement.
- Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations, circulated to other members and published on Parish Council Website and social media, etc.
- This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.
- The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations.
- Complaints against individual members of the Parish Council shall not be considered by this Committee. Such complaints should be made direct to the District Council's Monitoring Officer.

TERMS OF REFERENCE

- a) The quorum for decisions shall be all three Members.
- b) Decisions made as and when required.
- c) Voting shall be in accordance with the Parish Council's Standing Orders.
- d) To promote the maintenance of high standards of conduct by Members, whether elected or co-opted, to
 - Prevent or minimise, complaints being made.
 - Well publicised and easy to use.
 - Helpful, fair and objective, based on clear procedures and defined responsibilities.
 - Speedy, rigorous and consistent.
 - Capable of putting matters right where necessary.
 - Sensitive to the needs of complainants.
 - Analysed to ensure that service improvement can be achieved.
- e) A record of each decision made of the Committee published.
- f) To review Terms of Reference and make recommendations to the Parish Council of proposed amendments.

Should anyone have any questions, please do not hesitate to contact the Parish Clerk on
clerkcappellefernepc@btinternet.com

Signed Chairman

Date