

CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council - Maureen Leppard
 Website: <https://www.cappellefernepc.org.uk/>
 Email: clerkcappellefernepc@btinternet.com



39 Victoria Road, Capel-le-Ferne,
 Folkestone, Kent. CT18 7LT
 Tel: 01303 259564. Mobile: 07813704142

A MEETING OF THE PARISH COUNCIL WILL BE HELD ON TUESDAY, 21ST JULY 2020, AT 7.30PM
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE, CT18 7LX

AGENDA

1.	To RECEIVE Apologies for absence
2.	To RECEIVE any Public Address to Councillors & Surgery Feedback (10-15 minutes)
3.	To APPROVE <ul style="list-style-type: none"> Minutes of the meeting held on 17th March 2020 (Draft Attached – Pages 2-5) Terms of Reference for Delegated Powers (Attached – Page 6) (Covid-19) Delegated Powers Notes for April, May and June 2020 (Drafts Attached – Pages 7-19)
4.	To DECLARE any personal interests in items on Agenda
5.	To DISCUSS matters arising from minutes or not covered elsewhere on agenda <ul style="list-style-type: none"> a) <u>Traffic Management</u> <ul style="list-style-type: none"> 40mph Extension and Planters Dover Hill improvements (Waiting Kent Highways) b) <u>School</u> <ul style="list-style-type: none"> 1st Aid Training c) <u>Other</u> <ul style="list-style-type: none"> Risk Assessments on website https://www.cappellefernepc.org.uk/council-regulations-orders-and-policies/ WW1 Airfield Memorial at The Royal Oak Memorial Benches
6.	To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> a) Plot 38, Land South New Dover Road, (Waiting DDC Decision) b) 15, Beatrice Road (Granted Permission) c) 5 Seaview Close (Granted Permission) d) 49 Victoria Road (Granted Permission) e) Hockley Sole, Hockley Lane (Waiting DDC Decision) f) Great Satmar Farm, Satmar Lane (Waiting DDC Decision) g) Licence Veg Out, Cauldham Lane (Granted Permission) h) (HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation i) Other
7.	To RECEIVE Delegates and any other working parties or sub-committee reports not covered elsewhere <ul style="list-style-type: none"> a) Neighbourhood Watch b) Playing Field <ul style="list-style-type: none"> Equipment Status (attached page20) New Signs CCTV Upgrade c) Highways d) Public Rights of Way <ul style="list-style-type: none"> PROW ER252 (NDR to ODR) e) Speed Watch f) Capel Cares g) Grapevine Newsletter h) Village Hall i) Training/Workshops/Seminars j) District Councillor Rose and/or County Councillor Geoff Lymer k) <u>Other</u> <ul style="list-style-type: none"> KALC Community Award.
8.	To RECEIVE and DISCUSS Correspondence
9.	To RECEIVE, APPROVE and AUTHORISE – Annual Accounts 2019-2020 on website https://www.cappellefernepc.org.uk/council-accounts/
10.	To RECEIVE, APPROVE and AUTHORISE - BACS payments and SIGN Cheques
11.	To RECEIVE and DISCUSS Any Other Business concerning the Parish <ul style="list-style-type: none"> a) Councillors' comments b) Approve any resolutions for discussion in confidential items in agenda item 12
12.	To DISCUSS AND RESOLVE frequency of future meetings between now and December To CONFIRM date of next meeting - (Tuesday, 18 th August 2020)
13.	To RECEIVE and DISCUSS confidential items approved by resolution in item 11b

Signed ...  (Parish Clerk).
 14th July 2020

LIST OF ITEMS NOT ON AGENDA – PENDING OR UNRESOLVED

1. Site at Western Heights & Farthingloe - (Waiting Dover District Council)
2. Improvements to Playing Field surface - (Deferred to New Financial Year)
3. New Waste Bins, New Dover Road - (Deferred to New Financial Year)
4. Footpaths North New Dover Road - (Waiting Kent Highways)
5. Public Spaces Protection Order 2018 Dogs on Leads Areas - (Dover District Council – 2020/2021)
6. Training and Development Policy and Data Protection Policy - (Waiting Clerk to update)
7. New Play Equipment Expression Swing - (Deferred to a later date)

AGENDA Item 3 - Draft Minutes

1 of 4

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 17th 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 24th in Car Park with food items.
3. **MINUTES OF THE MEETING HELD ON 18th February 2020**
 The Minutes of the meeting held on 18th 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 4/5th 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.

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 Keelner:** 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.*

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 3rd 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

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
	Brought Forward					30,735.43					
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					
						28,633.57					28,633.57
<i>Project</i>			10,728.43								
<i>Other</i>			17,905.14								
TOTAL			28,633.57								

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, 21st 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.

CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council
Maureen Leppard
Website:

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



39 Victoria Road
Capel-le-Ferne, Folkestone, Kent, CT18 7LT
Tel: 01303 259564 Mobile: 07813704142
Email: clerkcapellefernepc@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
[**clerkcapellefernepc@btinternet.com**](mailto:clerkcapellefernepc@btinternet.com)

**DRAFT MINUTES OF DECISIONS MADE, UNDER DELEGATED POWERS DATED
TUESDAY, 17TH MARCH 2020,
TO CLLR: LAKE (CHAIRMAN), CLLR: PILCHER (VICE-CHAIRMAN) and CLERK,
FROM WEDNESDAY, 18TH MARCH to WEDNESDAY, 29TH APRIL 2020**

1) Play equipment

- Equipment Status repairs to Bucket Swing and Zip-Wire
Action/Resolution: Wicksteed were due to attend to carry out replacement bucket swing and repairs to Zip-Wire, when Government Guidelines on social distancing was announced. Contractor to make contact when lock-down lifted.
- Maintenance of Petanque Court
Request by players to clean the Court by SHARA (Shepway Active Retirement Association). Action/Resolution: Youngs Ground Maintenance carried out spraying of weeds and moss in area.

2) Vacancy

Two nominations received from Brian Tutt and Julie Young for one vacancy.
Action/Resolution: Cllrs: Lake and Pilcher decided to hold a secret ballot of existing members, by email, to enable the vacancy to be filled as soon as possible. This took place between 19th April and 24th April 2020. The Clerk, acting as invigilator, received the votes by email. Votes cast were: 1 vote for Brian Tutt, 6 votes for Julie Young, and 1 Abstention. Mrs Julie Young was accordingly declared and duly agreed as a co-opted member as of Wednesday, 29th April 2020.

3) Land Allocation Plan

Notification was received that the New Local Plan, i.e. Housing and Economic Land Availability Assessment (HELAA) document is due for public consultation June/July for 6 weeks.

Action/Resolution: Cllrs. Lake and Pilcher agreed to send out notification to the public, via Facebook Page and Email Database, of Dover District Council's impending timetable. Also agreed, was to attach the Land Allocation Plan Map and a further user-friendly document explaining sites, colour codes on map and requesting the community begin to compile responses to the Consultation when date is set.

A response from the Parish Councillors would be drawn up in due course, taking into account community comments received.

4) Grapevine Newsletter

Delivery discussed in view of impending Coronavirus implications for deliverers.

Action/Resolution: Cllrs: Lake and Pilcher agreed to not deliver the May issue, but to produce an online version only.

AS OF WEDNESDAY, 29TH APRIL 2020**5) 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.

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					28,633.57				
25.03.20	Harmer Landscapes	Grass Cutting March	502.50	100.50	603.00		R BACS			
27.03.20	Information Commission	Data Protection	35.00		35.00		R BACS			
30.03.20	Air Ambulance	Donation	250.00		250.00		R BACS			
30.03.20	Crane Interactive	New website	750.00		750.00		R BACS			
30.03.20	Dover District Council	Ground Rent	112.50		112.50		R SO			
31.03.20	Nat West	Interest	3.19			3.19	R INT			
03.04.20	HMRC	PAYE	165.52		165.52		R DD			
14.04.20	Dover District Council	Precept 2020 - 2021	41,902.00			41,902.00	R BACS			
15.04.20	Primary Technology	New website annual maintenance	300.00	60.00	360.00		R BACS	Cash/Chq in Hand		1.56
16.04.20	Kent Association Local Council	Annual Subscription	556.04	111.21	667.25		R BACS	Reserve A/c		55,396.82
27.04.20	Various	Adverts	101.00			101.00	R BACS	Current		1,131.13
21.04.20	Staff	Salaries	520.55		520.55		R BACS	Project	22	10,728.43
21.04.20	Staff	Expenses Broadband & Energy.	18.00		18.00		R BACS			67,257.94
					3,481.82	70,639.76		Less Un-Reconciled		100.00
						67,157.94				67,157.94

AS OF WEDNESDAY, 29TH 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) **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: Appeal Dismissed.*
- c) **187 New Dover Road Capel Le Ferne CT18 7JD**
20/00126, Creation of a vehicular access and creation of hardstanding (existing wall to be demolished). *Action/Resolution: Granted Permission.*
- d) **Playing Field Lancaster Avenue Capel Le Ferne Kent CT18 7LX**
20/00191, Installation of a 4m high steel anti-vandal post for an additional CCTV camera. *Action/Resolution: Waiting Dover District Council decision.*
- e) **Playing Field Lancaster Avenue Capel Le Ferne Kent CT18 7LX**
20/00190, Certificate of Lawfulness (proposed) for the installation of 2no. aluminium signs. *Action/Resolution: Granted Permission.*
- f) **Royal Oak New Dover Road Capel Le Ferne CT18 7HY**
20/00113, Erection of a war memorial. *Action/Resolution: Granted Permission.*
- g) **Sharon 54 Alexandra Road Capel Le Ferne CT18 7LS**
20/00229, Erection of a single storey side extension. *Action/Resolution: Waiting Dover District Council decision.*
- h) **24 Capel Street Capel Le Ferne CT18 7LZ**
20/00253, Erection of a single storey rear extension and rear dormer roof extension. *Action/Resolution: Waiting Dover District Council decision.*
- i) **6 Lancaster Avenue Capel Le Ferne CT18 7LX**
20/00355, Erection of single storey rear and side extensions (existing rear extension to demolished). *Action/Resolution: Waiting Dover District Council decision.*
- j) **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: Waiting Parish Council decision.*
- k) **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: Waiting Parish Council decision.*

7) NEXT MEETING

Unknown at present.

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

**DRAFT MINUTES OF DECISIONS MADE, UNDER DELEGATED POWERS DATED
TUESDAY, 17TH MARCH 2020,
TO CLLR: LAKE (CHAIRMAN), CLLR: PILCHER (VICE-CHAIRMAN) and CLERK
FROM WEDNESDAY 30TH APRIL TO TUESDAY, 19TH MAY 2020**

1) Play equipment

- Equipment Status repairs to Bucket Swing and Zip-Wire
Action/Resolution: Contractor has made contact and carried out replacement swing and repairs to zip-wire, following social distancing rules. Cllr: Pilcher to unchain zip-wire prior to visit and re-secure after.
- Maintenance of Petanque Court
Action/Resolution: Contact still to be made with users when lock-down lifted.
- New Signs
Action/Resolution: As Certificate of Lawfulness has been granted, Cllr. Pilcher will now go ahead with obtaining quotations for approval, as per agreed design.
- Upgrade CCTV
Action/Resolution: Planning permission now received and revised quotation received from contractor, with a 10% increase, due to length of time waiting progress and addition of VAT, as company now registered.

2) Vacancy

Confirmation of nomination sent to candidates and published.
Action/Resolution: When lock-down lifted and normal meetings can resume, we all look forward to welcoming Mrs Julie Young to the Parish Council. Emails being forwarded to Julie in meantime.

3) Land Allocation Plan

The New Local Plan, i.e. Housing and Economic Land Availability Assessment (HELAA), summary, plan map and explanation published. *Action/Resolution: A response now received from Dover District Council on date for consultation. Due to Covid-19 situation, this is now likely to be placed before DDC Members during the Summer and sent out for Consultation in the Autumn 2020.*

4) Grapevine Newsletter

Online issue of May Newsletter was published.
Action/Resolution: Cllrs: Lake and Pilcher will make decision of future publications, depending on Covid-19 and lock-down.
Cllrs; Lake Leppard and Pilcher decided on 13th May 2020 to also only produce an Online Issue for June, to safeguard cross contamination of delivers and residents. The Grapevine should remain an 'Online Copy' only until we resume full Council meetings where the topic can be considered by all Councillors.

5) 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.
- Clerk has been maintaining contact with Dover District Council via telephone conference sessions.
Action/Resolution: Copies of agendas and minutes of these meetings are available from Clerk, if required. Any relevant issues and information communicated to the public.
- With changes in Government Regulations in travelling further for outdoor exercise, concerns were raised by residents of a party in the Playing Field on Friday, 15th May and congestion of the numerous visitors to Old Dover Road over the weekend 16th/17th May. Other incidents also reported of gatherings on Playing Field.
Action/Resolution: Clerk reported all incidents to Kent Police for patrol attendance.

6) Insurance

Quotations received from Brokers, Came and Company, for renewal of Insurance cover as from 1st June 2020. Recommendation from Broker included, summary below. These were forwarded to Cllr: Lake and Cllr: Pilcher for a decision, taking into account the handling policy, 3 years long term agreement and no increase in premium exceptions.

Insurer	Insurer Premium	Administration Fee
Pen Underwriting Limited	£1,463.98	£50.00
Hiscox	£2,012.48	£50.00
Ecclesiastical	£2,099.64	£50.00
Premiums are inclusive of Insurance Premium Tax (IPT) charged by HMRC at the applicable rate		

Their recommendation was to accept the Pen quotation to meet the demands and needs of Capel-le-Ferne Parish Council.

Action/Resolution: Cllr: Lake and Pilcher made the decision to go with the Brokers recommendation of Pen Underwriting Limited, on a three (3) year agreement, at a total annual cost of £1,440.78.

	Insurer Premium	Administration Fee	Total Premium
Annual Policy with Pen	£1,463.98	£50.00	£1,513.98
3 Year Long Term Agreement Option with Pen	£1,390.78	£50.00	£1,440.78
Premiums are inclusive of Insurance Premium Tax (IPT) charged by HMRC at the applicable rate			
Quote Reference	11665266		
Cover Period	1st June 2020 to 31st May 2021		

7) Emails, Brochures, magazines, etc., correspondence items:

(List of email items received attached and/or previously forwarded). Due to a vast amount of emails received and to save paper, if Councillors require any of them, please contact Clerk and relevant emails will be forwarded on).

Andy Langfield	★	Fly Tipping in your area	Good Afternoon. I hope I'm reaching you safe and well. ...	14:38
kentlocalaccount@kent.gov....	★	Help to Care app - an innovative new mobile phone app to support people who c...		18 May
manstonairspace	★	Manston Airport Design Option Review Stage 2 CAP1616 - Correction to Appendi...		12 May
SSP Specialised Sports Prod...	★	Playground Equipment Special Offers this M...	Full Brochure Now Available to D...	11 May
MWLP@kent.gov.uk	★	Kent Minerals and Waste Local Pl...	Dear Sir/Madam, Kent Mineral Sites Plan Earl...	10 May
Aaron Ulph	★	Printing for Parish Councils	Hello, I hope you are doing well and keeping well dur...	5 May
National Association of Loca...	★	CHIEF EXECUTIVE'S BULLETIN	Chief executive's bulletin Coronavirus webpage ...	1 May
Terry Martin	★	NATIONAL CSSC Green Message - HM Government Counter Fraud Function - Ma...		1 May
Paul Keenan	★	Two Benenden Hospital news releases on support for NHS staff and a display of r...		30 Apr
Kayleigh Jones	★	Dover Together Newsletter April Week...	NEXT DOVER TOGETHER MEETING Emal...	26 Apr
Fields in Trust	★	Fields in Trust Bringing the Park to You this spri...	Fields in Trust: email bulletin. ...	23 Apr
Fields in Trust Chief Executiv...	★	Fields in Trust: Bringing The Park to You this spri...	Fields in Trust- Bringing Parks ...	9 Apr
Visit Dover	★	White Cliffs Country E-News April 20...	White Cliffs Country E-News April 2020 H...	8 Apr
Andrew Judd 46059727	★	NHW Message - NHW Calling Tr...	Dear all, Please find attached the NHW Natio...	8 Apr
Roger.Court@kent.gov.uk	★	Monthly bus services report for February 20...	Dear all, Please find attached the list...	1 Apr
SSP Specialised Sports Produ...	★	SSP: Surfacing and Maintenance for Council Playgroun...	We are still providing qu...	31 Mar
Terry Martin	★	Supporting Your Local Communi...	Dear Member Councils Thank you for all the exa...	27 Mar
Karen Spanswick	★	Open for business & here for you	Good Morning Whilst we're all affected by this u...	26 Mar
Programme.Officer@folkesto...	★	Folkestone & Hythe District Council Core Strategy Review - Appointment of Plannin...		25 Mar
Terry Martin	★	NALC TOILET TAX CAMPAIGN	Dear Member Councils Just a reminder that as part o...	24 Mar
National Association of Local...	★	CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCI...	Corona...	20 Mar
Laura Dyer	★	KALC CHIEF EXECUTIVE BULLETIN - ISSUE 6 MARCH 20...	Dear Member Please fin...	20 Mar
colin.rouse@changingminds...	★	The Life Boat Project - Covid-19 Reli...	Dear Cllr's Hope this email finds you well Ple...	20 Mar
Maureen	★	Fwd: If you're planning on developing an outdoor area this yea...	Sent from my iPh...	19 Mar
Cam - Team Rubicon	★	Help Your Community Stay Active	Dear All. With schools in the area set to close on...	19 Mar
Visit Dover	★	White Cliffs Country E-News March 20...	White Cliffs Country E-News March 2020 ...	18 Mar
Wicksteed Playgrounds	★	Continuing to serve our valued customers	Wicksteed wants to reassure its valued c...	18 Mar

3 of 6

7) Emails, Brochures, magazines, etc., correspondence items:FORWARDED

me	★ Fw: ☺ CORONAVIRUS — INFORMATION FOR PARISH AND TOWN C	With a free £100 welcome gift card	2 May
ier in May			
⇒ manstonairspace	★ Manston Airport Design Option Review Stage 2 CAP16... Dear Maureen. We are co...		5 May
il			
⇒ Tricia Casey-Green	★ KALC NEWS APRIL 2020 Dear Members Please find attached the link to our latest e...		30 Apr
me	★ Fw: Update from GOV.UK – Coronavirus (COVID-19): letter to councils about extendi...		22 Apr
⇒ Terry Martin	★ KALC CEO Bulletin - Issue 7 - April 20... Dear Member Councils Welcome to the Ap...		20 Apr
me	★ Fw: ☺ CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCI... FOR...		17 Apr
⇒ Laura Dyer	★ KALC NEWS - EASTER 2020 Dear Member Please see attached the latest edition of ...		7 Apr
rch			
⇒ National Association of Local...	★ CHIEF EXECUTIVE'S BULLETIN Chief executive's bulletin Coronavirus update I wa...		27 Mar
⇒ National Association of Local...	★ ☺ CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCI... Corona...		24 Mar
⇒ Terry Martin	★ COVID-19 update - 20 March 20... Dear Clerks & Chairmen Please see the update ...		23 Mar
⇒ Planning.Policy@folkestone-...	★ Core Strategy Review – Notification of Submission to the Secretary of Sta... Dear Si...		18 Mar
⇒ Laura Dyer	★ KALC SERVICE TO MEMBERS DURING COVID ... Dear Member COVID 19 - KALC U...		18 Mar

8) 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 30.04.2020 to 19.05.2020

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					67,157.94					
30.04.20	Nat West	Interest	6.04			6.04	R	INT			
01.05.20	Harmer Landscapes	Grass Cutting March	502.50	100.50	603.00		R	BACS			
14.05.20	Came & Company	Insurance 2020-2021	1,440.78		1,440.78		R	BACS			
19.05.20	Various	Adverts	38.00			38.00	R	BACS			
19.05.20	Staff	Salaries	520.55		520.55			BACS	Cash/Chq in Hand		1.56
19.05.20	Staff	Expenses: Broadband & Energy £18.00. Gift Cards for VE Day competition £62.80	80.80		80.80			BACS	Reserve A/c		53,902.86
									Current		625.35
									Project	22	10,728.43
											65,258.20
									Less Un-Reconciled		701.35
					2,645.13	67,201.98					
						64,556.85					64,556.85

9) 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) Playing Field Lancaster Avenue Capel Le Ferne Kent CT18 7LX

20/00191, Installation of a 4m high steel anti-vandal post for an additional CCTV camera.

Action/Resolution: Granted Planning permission.

c) Sharon 54 Alexandra Road Capel Le Ferne CT18 7LS

20/00229, Erection of a single storey side extension.

Action/Resolution: Granted Planning permission.

d) 24 Capel Street Capel Le Ferne CT18 7LZ

20/00253, Erection of a single storey rear extension and rear dormer roof extension.

Action/Resolution: Granted Planning permission.

e) 6 Lancaster Avenue Capel Le Ferne CT18 7LX

20/00355, Erection of single storey rear and side extensions (existing rear extension to demolished).

Action/Resolution: Granted Planning permission.

f) 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.

g) 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: Some concerns expressed by Parish Council. Waiting Dover District Council decision.*

h) 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: Waiting Parish Council decision.*

9) NEXT MEETING

Unknown at present.

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

KCC Annual Report Dover West Ward

The past year has seen testing times for Kent with financial constraints being dictated by the ever-increasing costs of Adult Social Care and Special Educational Needs eating into more and more of Kent's budget.

KCC Highways has carried out many road resurfacing and pothole filling on the ward over the last year, for which we can be all extremely grateful, to make the majority of the road surfaces hazard free and fortunately due to another snow free Winter that has not eaten into their £3 million budget to cover the whole of Kent Highways, for the use of much gritting and the resultant damage caused to the road surfaces due to continual periods of snow, however, gritters were still used over the Winter months on major roads to combat the effects of ice.

KCC, being the gateway to and from Europe, has been involved in talks with our neighbouring Counties in Holland, Flanders, Belgium and Haut de France regarding Brexit and freight movements via the rail and sea port in Kent.

I was selected to be one of the Members to represent Kent in many discussions on how best to maintain a fairly free movement of freight traffic between the Continent and our County following Brexit.

At one particular meeting in Arras, Haut de France, where I represented KCC, one of the main concerns identified by European freight hauliers, was knowing and understanding what documentation would be now required for entry into Britain, depending upon the type of goods their vehicles were carrying.

In that four-nation meeting I was able to submit a proposal for identifying the requisite documentation required depending upon the type of goods transported which was accepted by all the Continental neighbours.

There have been several meetings throughout the year with a view to ameliorating similar issues. Clearly, such proposals have to be submitted via Central Government and the diplomatic department too, to ensure toes are not being stepped on.

For the past few years I have been part of a small group involved in an European Interreg Committee called the Les Deux Mers, funded by the EU, concerning improving the air quality in our coastal towns due to heavy fuels used by cross channel ferries and passing shipping, travelling to the North Sea or the Atlantic Ocean via the Channel. The results of such marine traffic renders areas, for example, around Walmer Castle with an inferior air quality compared to the area of Trafalgar Square, central London.

Following attending several meetings at Wimille, France the committee has achieved coercing cross Channel ferry companies to improve the quality of fuel used on their ferries to improve air quality in the Dover Deal area and the Calais, Dunkerque, Ostend port, but we continue to work with our Continental neighbours to clean up the air pollution by tanker and marine container cargo ships.

I chair the International Health Alliance which researches and exchanges information on improving medical practice from around the world, to achieve improved outcomes for the many enduring debilitating illnesses or diseases, both physical and mental.

Last year I attended Ghent, Belgium, where KCC won an award for our radical innovative achievements in supporting those suffering from Dementia. This was a well-deserved award for both KCC Public Health and the local NHS at Maidstone which supports the International Health Alliance. KCC also won an award for its work in improving diabetes outcomes.

I sit on committees with the NHS Kent and Canterbury Cancer Back up, the Macmillan Cancer Support and the Citizen's Advice Bureau department which assists those who have encountered financial hardships as a result of being diagnosed with a terminal cancer.

Through being a committee member for all three volunteer charity groups, I realised that more efficiency of service to the patient could be achieved by getting these groups to start liaising with each other, for currently they operate in silos.

I am currently working with Macmillan Cancer Support and the Citizen Advice cancer support at Canterbury and Ashford to find ways that they can work in unison without either charity risking losing any of its funding status.

It is a trying, delicate negotiation, but if I am able to assure and overcome the reticence and concerns of either group's managerial hierarchy that this should not adversely affect their funding or status in anyway, then I believe both groups will have a vital joint rôle to play in order to avoid duplication of provisions, for the many terminally ill patients by supporting them alleviating many of their worries, some financial for their family, that those patients may have in their final days.

KCC financially assists many start-up companies and funds established companies that require a cash injection to expand their business. This money is loaned to companies over a set number of years at either a zero or very low interest rate which is more competitive than banks or other financial loan institutions.

One may question if KCC is having testing times financially, then how come it can afford to loan money to start-up companies often at interest free rates. This is Central Government money loaned to the County.

The reason, if a company is assisted to start up, it will eventually pay business rates, that money is paid back into the local authority's coffers to support local authority expenditure on services. Business rates help keep domestic rates low. The more money a local authority receives from business rates, the more investment it can make in their area to improve the area.

Most business will, over time, grow and consequently will need to recruit more staff. That is reducing the unemployment numbers. The more people in employment the more purchasing power those people have the more that contributes towards a growing and thriving economy.

As a KCC Councillor I chair the Business Debt Recovery board and sit on the Kent and Medway Business Advisory Board made up of committee members with a good business background and proven track record.

Over the past year I have ensured that KCC has recovered substantial amounts of money and supported ailing businesses by various methods such as a simple restructuring of repayments.

KCC, with the support from such experienced board members, has prevented many companies from folding by working with the companies to identify issues, advise and support them to return to a profitable venture.

With the COVID-19 pandemic the world as we know it will return to normal, gradually in some areas, but I believe in other areas, such as office blocks, these may become part of our economic history along with mass commuting as many people are encouraged and acclimatise to being able to work from home.

With a few County Councils around England on the verge of filing for bankruptcy I feel confident Kent County Council will not follow in their wake having a good track record for managing its budget in previous recessions, but in the short term things will become very tight, therefore I would advise some schemes submitted to KCC by parishes may be parked until the nation's financial health improves before being reconsidered, to allow for monies to be concentrated on the absolute essentials.

If any parish requests that I support a scheme where from my experience in my rôle I know it will be turned down by KCC or DDC due to particular reasons beyond their control such as regulation or legislation, or simply inordinately too expensive for the current budget etc, then I will be pragmatic and state the case at the time, for I find this "can do attitude" I hear some new parish councillors expect from their County or District Councillor quite disingenuous, when from experience a seasoned County or District Councillor will know whether a project is achievable or not and will often advise a parish council to not proceed with a project to save the parish council wasting time and money from their precept paying for effectively a feasibility study which will arrive at the same conclusion.

This concludes my annual report covering the period April 2019 to March 2020.

Geoffrey Lymer
Kent County Councillor
Dover West Ward

1 of 5

DRAFT 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.

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					
7.05.20	Harmer Landscapes	Grass Cutting May	502.50	100.50	603.00		R	BACS			
9.05.29	Nat West	Interest	8.64			8.64	R	INT			
1.05.20	KALC	Training Course Virtual Meetings	50.00	10.00	60.00		R	BACS			
2.06.20	Kent Cables	CCTV Installation	3,413.30	682.66	4,095.96		R	BACS			
2.06.20	Wicksteed	Swing Seat and repairs to Zip-wire	599.00	119.80	718.80		R	BACS			
8.06.20	Stephen Huxtable	Grassing Cutting St Mary's Church	240.00		240.00		R	BACS	Cash/Chq in Hand		1.56
6.06.20	Battle Britain Memorial	Cheque Returned Memorial Day	100.00			100.00	R	Q1565	Reserve A/c	256	46,911.50
6.06.20	SHARA	Donation to Petanque Court Maintenance	35.00			35.00	R	BACS	Current	940	840.69
6.06.20	Various	Adverts	38.00			38.00	R	BACS	Project	22	10,728.43
6.06.20	Staff	Salaries	520.55		520.55		R	BACS			58,482.18
6.06.20	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
er in June			
→ Laura Dyer	★	KALC NEWS MAY 2020 Dear Member Please see below the latest KALC News - Ma...	2 Jun
→ 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

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.

AGENDA Item 7b - Draft Notes

		Recreational Facility Report						Date Inspected 03/07/20	
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Childrens Play Area	Roundabout	√	√	√	√	√	N/A	√	√
	Toddler Swings	√	√	√	√	√	N/A	√	√
	Junior Swings	√	√	√	√	√	N/A	√	√
	Alpine Crossing	√	√	√	√	√	N/A	√	√
	Multiplay	√	√	√	√	√	N/A	√	√
	Balance Bar	√	√	√	√	√	N/A	√	√
	Giant Steps	√	√	√	√	√	N/A	√	√
	Perimeter fence	√	N/A	√	N/A	√	√	√	√

Pre opening inspection from COVID-19

One toddler swing and one junior swing to be disabled

Signs on roundabout indicating only every other bay to be used

Social distance and max usage signs displayed

		Recreational Facility Report							
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Outdoor Gym Equipment	Step Up & Treadmills	√	√	√	√	√	√	√	√
	Pull Down & Shoulder Press	√	√	√	√	√	√	√	√
	The Bench	√	√	√	√	√	N/A	√	√
	Junior Recumbent Bike	√	√	√	√	√	N/A	√	√
	Senior Recumbent Bike	√	√	√	√	√	N/A	√	√
	Hand Bike	√	√	√	√	√	N/A	√	√
	Leg Press	√	√	√	√	√	√	√	√
	Junior Cross Trainer	√	√	√	√	√	N/A	√	√
	Senior Cross Trainer	√	X	X	√	√	N/A	√	√
	Senior Fitness Bike	√	√	√	√	√	√	√	√
	Junior Fitness Bike	√	√	√	√	√	√	√	√
	Chest Press	√	√	√	√	√	√	√	√
	Seated Row	√	√	√	√	√	√	√	√
	Leg Press & Oblique	√	√	√	√	√	√	√	√
	Welcome Sign	√	N/A	√	N/A	√	√	√	√

Pre opening inspection from COVID-19 shutdown

Lateral movement on senior cross trainer to be checked by manufactures. (Reported 1/7/19)

Social distance and other COVID-19 signs displayed

		Recreational Facility Report							
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Skate Park	Beatrice Rd end Ramp	√	√	√	√	√	√	√	√
	Centre Ramp	√	√	√	√	√	√	√	√
	Elizabeth Drive end Ramp	√	√	√	√	√	√	√	√
	Grind Rail	√	√	√	√	√	√	√	√
	Bench	√	√	√	√	√	√	√	√
	Perimeter Fence	√	N/A	√	N/A	√	√	√	√

Pre opening inspection from COVID-19 shutdown

Top board lifting on flat platform on East end ramps

Social distance and max usage signs displayed

		Recreational Facility Report							
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Surrounds	Youth Shelter	√	N/A	√	√	√	N/A	√	√
	Picnic Tables and Bench	√	N/A	√	√	√	N/A	√	√
	BMX Double Ramp	√	N/A	√	X	√	N/A	√	√
	BMX Duck Under Hurdle	√	N/A	√	N/A	√	N/A	√	√
	BMX Jump Ramp	√	N/A	√	√	√	N/A	√	√
	BMX Slalom Poles	√	N/A	√	N/A	√	N/A	√	√
	MUGA	√	N/A	√	√	√	√	√	√
	Petanque court	√	N/A	√	√	√	√	√	√
	Litter Bins	√	N/A	√	N/A	√	N/A	√	√
	Defibrillator	Batteries installed			27/03/18	Check Unit	√	Check Pad Date	√

Pre opening inspection from COVID-19 shutdown

BMX DOUBLE RAMP Surface worn on double ramp but not serious.

Social distance and other COVID-19 signs displayed

		Recreational Facility Report							
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Zip Wire Petanque Court	Wire Tension	√	N/A	√	N/A	√	N/A	N/A	√
	Running Gear	√	√	√	N/A	√	N/A	N/A	√
	Zip Wire Seat	√	N/A	√	N/A	√	N/A	N/A	√
	Rubber Tyre Stops	√	N/A	√	N/A	√	N/A	N/A	√
	Ramps and Platforms	√	N/A	√	N/A	√	N/A	N/A	√
	Support Structures	√	N/A	√	N/A	√	N/A	N/A	√
	Groud Mats	√	N/A	√	√	√	√	√	√
	Petanque Court	N/A	N/A	N/A	√	√	N/A	√	√

Pre opening inspection from COVID-19 shutdown

Social distance and other COVID-19 signs displayed