

DUE TO COVID-19 - NO MEETING HELD.
MINUTES OF DECISIONS MADE, UNDER DELEGATED POWERS TO
CLLR: LAKE (CHAIRMAN), CLLR: PILCHER (VICE-CHAIRMAN) and CLERK

18TH MAY 2021

PRESENT: Not Applicable

1. **APOLOGIES:** Not Applicable

2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**

Public addressing the members, should be on this item on agenda only and not during other discussions during the meeting. Items raised are discussed by Councillors under related entries on Agenda.

3. **MINUTES OF THE MEETINGS and DECISIONS**

As no comments or amendments have been received from Councillors, the following Minutes are being signed, by the Chairman, Anthony Lake, as a true record for auditing purposes:

Meeting 18th August 2020 and Decisions up to 15th September 2020, up to 20th October 2020, up to 24th November 2020, up to 15th December 2020, up to 19th January 2021, up to 16th February 2021 and up to 16th March 2021.

4. **DECLARATION OF PERSONAL INTERESTS:** Not Applicable

5. **MATTERS ARISING FROM MINUTES OF LAST MEETING**

a) **Traffic Management**

Highway Improvement Plan

Traffic survey results received from Kent Highways. Some time is now required by both Kent Highways and the Councillors to analyse the data and look at what engineering interventions can be investigated to improve speed limit compliance. *Action/Resolution: Whatever decision is reached will include further 20mph roundels in the side roads where they junction with the B2011. Parish Council funding will be considered accordingly.*

Dover Hill traffic improvement works:

Phase 1 works at top of hill, new crossing etc., have been underway.

Phase 2, to alter the single file position, new signage and arrester bed works still to be carried out – date still unknown.

b) **School Project Donation**

First Aid training for children at Primary School, agreed to be funded by Council.

Action/Resolution: In present situation due to Covid-19, Clerk will pursue further with School when lockdown relaxed.

c) **Land South of Old Dover Road**

Following enquiries with the Land Registry, the part of Clifftop between Winehouse Lane/Varne Ridge, has been purchased by Kent Wildlife Trust to use as a Nature Reserve. Communication continues for more information.

Signed Chairman

Date

6. **PLANNING.**

- a) **Longships, 9 Cauldham Lane, Capel Le Ferne CT18 7HG**
20/01569, The erection of two storey building incorporating 15 apartments (flats), communal social areas and associated parking and landscaping. *Action/Resolution: Waiting Dover District Council decision.*
 - b) **58A Capel Street Capel Le Ferne CT18 7LY**
21/00271, T1 - Horse Chestnut – fell. *Action/Resolution: Planning Permission Granted.*
 - c) **145 New Dover Road Capel Le Ferne CT18 7JR.**
21/00466, Erection of a two-storey side extension. *Action/Resolution: Waiting Dover District Council decision.*
 - d) **(HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation**
Consultation ended on 17th March 2021. Representations made on the draft Local Plan will be uploaded onto the Council's Consultation Portal (<https://dover-consult.objective.co.uk/kse>) and an email notification will be sent. Further consultation will take place in Autumn of 2021.
- Other**
Grasslands (Jarvis Homes Development)
Action/Resolution: Residents in George Close pursue issues raised previously.

7. **DELEGATES' REPORTS**

- a) **Neighbourhood Watch**
April monthly update from PCSO circulated to members for information and shared via Facebook Page and Email Database.
- b) **Play equipment.**
 - Work to Skate-Park ramps edgings and fire damage. *Action/Resolution: Panels now received by contractor and works planned for week commencing 24th May, weather permitting.*
 - Quotations received from three (3) contractors for the replacing of wet pour surfaces under the two swing sets and climbing frame/slide areas, together with edge to Roundabout surface. *Action/Resolution: Quotation accepted from Capel Groundworks and work will commence when planning permission has been granted.*
 - New Equipment quotation from Wicksteed Playgrounds accepted for installation of a toddler climbing frame, with the addition of relocating two items of static trail equipment. *Action/Resolution: Work will commence when planning permission has been granted.*
- c) **Highways** - Nothing further to report.
- d) **Public Rights of Way** – Nothing further to report.
- e) **Speed Watch** - Waiting a public meeting date, to carry out recruitment.
- f) **Capel Cares** – Continues to help community in various ways.
- g) **Village Hall Management Committee** – Full report in Grapevine Newsletter.
- h) **Training/workshops/seminars** - Available online as virtual events. Sent out to Councillors as received.
 - Insurance - Risk & Resilience exiting lockdown. *Attended by Clerk.*
 - HMRC - Payroll: annual reports and tasks. *Attended by Clerk.*
 - KCC - Stop and Search Scrutiny Panel.
 - Trading Standards - Re-open and trade safely.
- i) **District Councillor James Rose** – Nothing reported.
County Councillor David Beaney – Nothing reported.
- j) **Other**
Unsung Heroes Project – Seven (7) nominations received. Councillors agreed to thank all for their outstanding work, helping individuals during lockdowns. Nominees will be notified and delivered their bouquet of flowers and cup-cakes soon.
The Lighthouse Inn: No reply received from owner on planned progress and/or future.
VE Day - 8th May: Thanks, expressed to all those who braved the foggy inclement weather to attend the wreath laying at the Memorial in Lancaster Avenue and to pay respect to our "Tommies".
"Village in the Clouds" History Book: Enquiries made, and Dover District Council can do a reprint for £2.50 a copy. Decision made, due to impending low stocks, to print a further 50 copies.
The Historic Board on the Playing Field boundary
Quotation received for refurbishment by a local painter and decorator, Gifford Haworth, as advertised in Grapevine Newsletter. *Action/Resolution: Accepted by all and work has commenced.*

Signed

Date

8. CORRESPONDENCE

Other items received: - List of email items etc., received, [attached](#) and/or previously forwarded

1. Littlethorpe Bus Shelters brochure.
2. Viking-direct magazines x 2.
3. Clerks and Councils Direct magazine
- 4.

9. FINANCE**End of Year Accounts: 2020 - 2021**

These have been signed by Chairman, Tony Lake and Clerk/Responsible Finance Officer, Maureen Leppard, as a true Record. Internal and External Auditors agreed as following:

Action/Resolution: The accounts are with the Internal Auditor (Trevor Bishop) for confirmation before forwarding to External Auditor (PKF Littlejohn), as appointed by Smaller Authorities' Audit Appointments Ltd (SAAA)

CHEQUES and BACS PAYMENTS**Income and Expenses: 21.04.21 to 18.05.21**

The [attached](#) cheques and BACS payments were approved and authorised by Cllrs: Lake and Pilcher Under agreed Delegated Powers.

10. MATTERS CONCERNING THE PARISH - Councillors' comments

Other comments addressed previously in these minutes.

Approve resolution to discuss any confidential issues – None.

Under Delegated Powers - views and comments with subsequent decisions on several aspects, supplied for transparency and information for progression [attached](#) for reference.

11. DATE OF NEXT MEETING








Due to the COVID-19 Government Regulations currently in place, the Parish Council continues to operate, by discussing and making decisions remotely, under Delegated Powers given to Chairman, Vice-Chairman and Clerk.

The next Parish Council meeting venue and dates:









- Plan is to restart with a meeting every two (2) months, starting on THURSDAY, 29th JULY from 7.30pm. Note: Different evening and week!
- Availability of premises, i.e., Village Hall confirmed.
- Above depends on Covid- 19 regulations being relaxed further.
- Notification will be sent nearer the time.

Signed Chairman
Date

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).*

Kent & Medway Growth Hub	Customer Satisfaction Survey	24/05/21 09:20
Andrew Judd 46059727	NHW Message – Roads Policing Unit supports safety campaign week	17/05/21 11:37
National Association of Local Councils	 NALC ONLINE EVENTS	17/05/21 09:44
National Association of Local Councils	★ NALC STAR COUNCIL AWARDS 2021	15/05/21 11:14
Kent County Council Business Advice	Re-Open & Trade Safely For Business – Replay link	15/05/21 09:59
Terry Martin	Don't forget Volunteers' Week 2021 – a time to say thanks!	11/05/21 16:05
Terry Martin	Volunteers Week 2021 – free event aimed at parish councils in Kent and Medway	11/05/21 15:50
Charmaine Keatley	Dover Area Committee – 26th May 2021	11/05/21 15:14
Laura Dyer	COVID-19: Risk & Resilience when exiting lockdown webinar	11/05/21 15:13
Sandra Killick	Promote your village on BBC South East's #onthemap	11/05/21 14:23
Kent & Medway Growth Hub	Sign Up For These Upcoming Events	29/04/21 15:00
Kent County Council Consultations (do not reply)	[Termdatesconsultation] School Term Dates for 2022/23 – Invitation to Join	11/05/21 10:35
National Association of Local Councils	 NALC ONLINE EVENTS	10/05/21 09:44
Kent County Council Trading Standards	Sign up Reminder – Re-open Your Business Webinar	07/05/21 13:14
Andy Cotter	Register for our webinar	06/05/21 10:01
National Association of Local Councils	★ NALC STAR COUNCIL AWARDS 2021	05/05/21 09:30
Laura Dyer	Grant a Green NEW Campaign & Appeal	05/05/21 09:07
David Parratt	Community Impact Forms	04/05/21 13:01
Charmaine Keatley	Planning Conference – 12th May	04/05/21 10:03
National Association of Local Councils	 NALC ONLINE EVENTS	04/05/21 09:29
Helen Griffiths, Fields in Trust, Chief Executive.	Will your election candidate help protect parks and green spaces? 	30/04/21 16:34
Kent & Medway Growth Hub	Sign Up For These Upcoming Events	29/04/21 15:00
National Association of Local Councils	 YOUTH SURVEY	28/04/21 09:29
National Association of Local Councils	 NALC ONLINE EVENTS	27/04/21 09:30
National Association of Local Councils	 NALC ONLINE EVENTS	26/04/21 09:29
Dan Beecher	Free Web Accessibility Virtual Summit – Friday 30 April, 10am	24/04/21 12:21

Already forwarded

→ National Association of Local Councils	 NALC NEWSLETTER	19/05/21 09:29
→ Laura Dyer	KALC WEBSITE AND HOW TO SIGN UP!	18/05/21 10:10
→ Tricia Casey-Green	KALC Upcoming Events in June – Neighbourhood Planning	18/05/21 09:23
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	14/05/21 15:45
→ Laura Dyer	KALC TRAINING WITH BREAKTHROUGH COMMUNICATIONS	14/05/21 14:46
→ National Association of Local Councils	 NALC NEWSLETTER	12/05/21 09:29
Terry Martin	NALC CHIEF EXECUTIVE'S BULLETIN	11/05/21 10:18
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	07/05/21 16:44
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: The High Court has made a ruling on public attendance of council meetings	07/05/21 15:29
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: Kent Police – Church community possible cyber threat – Microsoft Office 365	07/05/21 14:54
→ National Association of Local Councils	 NALC CORONAVIRUS UPDATE	06/05/21 15:52
→ Laura Dyer	KALC NEWS APRIL 2021	06/05/21 14:35
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	30/04/21 15:44
→ Terry Martin	MHCLG Electronic Communications Infrastructure Consultation	29/04/21 11:31
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	23/04/21 15:14
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	21/05/21 15:30
Tricia Casey-Green	KALC New Events Alert	21/05/21 14:46
→ Terry Martin	KALC CEO Bulletin – May 2021	19/05/21 17:01

Signed

Date

DRAFT Equipment Proposals & Business Plan - Options and quotations from Wicksteed.**28.04.2021**

- | | |
|---|------------|
| 1. To remove static pieces, with black wet pour base to new equipment. | £12,695.51 |
| 2. To remove static pieces and re-site, with black wet pour base to new equipment. | £13,642.04 |
| 3. To remove static pieces, with coloured wet pour base to new equipment. | £13,425.63 |
| 4. To remove static pieces and re-site, with coloured wet pour base to new equipment. | £14,372.16 |

05.05.2021

Keith has been down the playing field and measured the static equipment. His further proposal for consideration, is that the two trail items would fit easily between the junior swings and roundabout. See attached photos and drawing. With the above in mind and that so far decision appears to be between Option 3 or 4, please could you revisit your comments already made (below) and let me know of any further comments you may now wish to make on the options 3 and 4. i.e.

1. New Unit + Disposing of static trail equipment £13,425.63.
2. New Unit + Keeping and re-siting the static trail equipment £14,372.

A difference of £946.63 to keep and re-site static equipment is now proposed.

√ 3 or 4	Any of them are good so will go with the majority. I agree with Chris the static trail is not enough now for youngsters doing away with that will give more room for the modern equipment so 3 for me. I will go by the majority and obviously I don't see things like you do but I always thought it was a bit of a white elephant, couldn't see what they got out of it! So, I think to re-site the trail. Can't wait for the new equipment my kiddies will love it!
√ 3 or 4	Personally, I'd go for option 3, as I don't think the trail items are ever used. But no issue if others prefer something else. Personally, relaxed either way to be honest, you have access to the CCTV and if the evidence is that it's used and there is enough space, makes sense.
√ 4	I opt for 3, Colour would be fab. Amended: I change mine to 4.
√ 3 or 4	I have no preference for the equipment repair. Whichever the majority vote for I accept.
√ 4	I vote for no 3 please. Amended: Option no 4 for me!
√ 4	Proposer
√ 3	I vote for number 3. I think Keith makes a good point about it becoming a bit overcrowded. And a colour would be more festive!
√ 3 or 4	I would go with 3 or 4 as I think a bit of colour would look good and cheer up the area. If re-siting is going to overcrowd as mentioned by Keith, I'm happy to accept 3. Amended: More than happy with 4.
√	I think that we have sufficient agreements to go ahead.

History Sign Refurbishment –**Action 17.05.2021.** Quotation received for agreement.**19.05.2021.** Majority decision to go ahead, quote accepted.

√	Yes, should be done Ginge is a good worker.
√	Agree quote.
√	The sign should be renewed as quickly as possible.
√	The quote seems very reasonable, go for it!
√	As the sign is in a poor condition and something needs to be done, I think we should go ahead with this quote. Mr Gifford has clearly thought about the paint that should be used to preserve the life of the metalwork.
√	I agree that the work should go ahead, the quote seems fair and he seems to have thought it through very well.
√	This looks a good quote to me for the amount of work to be undertaken and using the correct materials.
√	Yes, I think that we should go ahead with the sign.

Signed

Chairman

Date

History Book "The Village in the Clouds"**ACTIONS:****06.05.2021** – Councillors requested to form sub-committee.**18.05.2021** – Councillors requested to comment on printing charges from DDC.**20.05.2021** – Councillors requested to comment on sample copy.

√	<p>Would like to be involved please. I now have just 4 Capel books and someone who has just moved in the village is coming for one which leaves 3. Not sure what the answer is I know Philippa was going to get a group to update it but that will take months. Don't know where all the original stuff is? In case we could have a reprint. Seems a lot of people moving in the village want a history book.</p> <p>Found out the printers we had, closed many years ago. Wonder if we got another printer/publisher they could print more from one of the Village in the Clouds books. I think it would take too long to update the one we have. At least it has the history going back a long time which is what people are interested in. Not many of us left that can go too far back and if we could, we couldn't remember!! Forgot Book started selling December 2001.</p> <p>I think to go ahead as I do get a few people still asking about the book. Wouldn't expect Steve to pay for a book he has to dismantle. I am sure we could still sell at £5.00.</p> <p>I would like to see what he can do please Maureen. I can pop round when you have it. Can I please continue to have books here as my phone number is on all adverts?</p>
√	Fully support all work in connection with History Book
√	I'm happy to leave it to you, Maureen.
√	<p>I am sure a printer could scan and print more copies of 'The Village in the Clouds' book. I did say to Maureen that in my opinion it would be a good to pick up the idea that we discussed at a meeting some time ago, where Philippa could lead a subgroup to look at what additions could be made to the book. However, that may take some time to research and complete. So, in the meantime, if we could get an addition 50+ copies of the existing book printed rather than run the stock to zero.</p> <p>Thinking forward, we will get more development in Capel and some of the new residents to Capel will no doubt be interested in the history of the village.</p>
√	I'm very happy for you to make the decision as well Maureen.
√	<p>I am more than happy to be involved with this.</p> <p>I really don't think we can moan at this. Steve seems to be willing to take a lot of care in trying to get the book as close to the original as possible. If you are happy with the new style cover, I think we should proceed.</p> <p>I am more than happy for you to make the decision,</p>
√	Keith, thanks for your suggestion which I think we should implement.

Item 9**Action: 16th May 2021****Approval of: Annual Governance and Accountability Return 2020-2021****Bank Reconciliation 31st March 2021 - Income and Expenses spreadsheet****Action 20.05.2021 - Majority decision to proceed with signing and auditing,**

√	Looks good to me Maureen, you need a medal! Well done
√	Accounts look ok to me
√	I consider the accounts to be acceptable.
√	I consider the accounts to be acceptable.
√	Annual accounts approved. I am quite happy for the accounts to be signed by the chairman.
√	I approve the accounts and agree to Chairman's signature.
√	I don't have any questions or issues and approve the accounts. Agree to the chairman's signature.
√	I do not have any questions regarding these and am happy to approve them.
√	I think that we have sufficient agreements to go ahead.

Signed

Chairman

Date

INCOME/EXPENSE 21.04.21 to 21.05.21. To be confirmed and agreed

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					90,270.39					
23.04.21	Dashwood	Advert	80.00			80.00	R	BACS			
26.04.21	AJ GIBL Came & Company	Insurance	1,494.13		1,494.13		R	BACS			
28.04.21	Harmer & Sons	Grounds Maintenance	527.50	105.50	633.00		R	BACS			
30.04.21	Nat West	Interest	0.77			0.77	R	INT			
04.05.21	Kent Cables	Monthly SIM		14.00	42.00		R	DD			
06.05.21	Planning Portal	Planning Application Fee	259.00		259.00		R	BACS			
07.05.21	Dover District Council	Duplicate Precept Payment-Refunded	0.00		47,993.00	47,993.00	R	BACS			
13.05.21	Streetz 2 StreetZ/P Relf	Adverts	38.00			38.00	R	SO			
13.05.21	Viking	Plastic Wallets & Cartridges	63.32	12.66	75.98		R	BACS	Cash/Chq in Hand		1.56
19.05.21	Viking	Envelopes & Cartridges	50.94	10.19	61.13		R	BACS	Reserve A/c		75,408.63
20.05.21	Staff	Salaries	520.74		520.74		R	BACS	Current		750.10
20.05.21	Staff	Expenses: HP Cartridges £53.97, Land Registry £27.00, Buy a Plan £37.18	118.15		118.15		R	BACS	Project		10,728.43
21.05.21	HMRC	PAYE	296.31		296.31		R	DD			86,888.72
28.04.21	Staff	Expenses: Broadband & Energy April	18.00		18.00		R	SO	Less Un-Reconciled		0.00
				128.35	51,493.44	138,382.16					
						86,888.72					86,888.72

Signed

Chairman

Date