

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

19th JANUARY 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**

- a) The Minutes of the Meeting held on 18th August 2020 pending approval at next meeting.
- b) Minutes of Decisions made up to 15th September 2020 pending approval at next meeting
- c) Minutes of Decisions made up to 20th October 2020 pending approval at next meeting.
- d) Minutes of Decisions made up to 24th November 2020 pending approval at next meeting.
- e) Minutes of Decisions made up to 15th December 2020 pending approval at next meeting.

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

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

a) **Traffic Management**

Highway Improvement Plan

Following the virtual meeting held on 18th December (with Schemes Project Manager for Kent Highways), sites to hold traffic surveys in Capel Street and New Dover Road (B2011) have been agreed.

Action/Resolution: Traffic surveys will be implemented when organised by Kent Highways and will depend on Covid situation at time. Further 20mph roundels at road junctions with New Dover Road (B2011) to be costed by Kent Highways for Parish Council funding.

Dover Hill traffic improvement works

Action/Resolution: Still waiting Kent Highways programme of works to be undertaken.

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 still waiting to pursue further with School.

c) **Capel Street Property Environment issue**

Action/Resolution: Dover District Council Enforcement Officer visited to take action.

d) **Access to Playing Field**

Action/Resolution: Waiting Dover District Council as Landlord to action and report back. Clerk to make contact with DDC.

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

Action/Resolution: Clerk to make further enquiries via Land Registry on new owner.

f) **Battle of Britain Memorial Trust**

Battle of Britain Memorial site manager Jules Gomez had shop and café stock that would be past its sell-by date before the likely end of lockdown. The voluntary coordinator for the Capel Cares took a delivery of tins of shortbread, boxes of crisps, mini-packs of biscuits and a supply of chocolate bars and ensured they all went to a deserving and grateful home. Some of the goodies went to elderly people in the village, some to the playgroup and some put a smile on the face of a young single parent family, also some items to two local homes that care for people with learning difficulties and gave some to the Capel Cares volunteers who have worked so hard during the pandemic. They were all very pleased. Jules Gomez commented: The Memorial has a very close relationship with the village and was glad they were able to put them to good use.

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 Parish Council decision.*

b) **(HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation**

Action/Resolution: Consultation launched on 20th January 2021 for six weeks. Documents compiled requesting residents' views, were sent to public via social media only. Due to Covid restrictions and lockdown, it was decided that we could not justify door to door delivery. Cllrs: Norris and Pilcher to compile Councillors' response to Consultation Draft Local Plan.

c) **Other****Grasslands**

Action/Resolution: Still waiting update from Dover District Council Planning Enforcement.

7. DELEGATES' REPORTSa) **Neighbourhood Watch**

December monthly update from PCSO circulated to members for information.

Joint walkabouts continue when Police Community Support Officer and Community Warden duties permit.

b) **Play equipment**

Further work to Skate-Park ramps to edgings still to be completed. *Action/Resolution: Waiting work to be programmed with contractors.*

Dead Ash trees and other tree work. *Action/Resolution: Awaiting works to be completed by contractor.*

c) **Highways** - Nothing further to report.d) **Public Rights of Way** - Nothing further to report.e) **Speed Watch**

Due to ongoing Covid-19 restrictions, the public meeting to recruit more volunteer practitioners will take place as soon as allowed.

f) **Capel Cares** - Nothing further to report.g) **Grapevine Newsletter**

Door to door delivery of February newsletter was cancelled due to National Lockdown and Stay Home that was implemented by Government. Councillors agreed they could not justify for fear of high transmission issues. An online version only was agreed.

h) **Village Hall Management Committee** - Nothing further to report.

Training/workshops/seminars - Available online. Sent out to Councillors as received.

- GDPR and Web Accessibility
- Rural Housing Protocol event
- Building back resilient communities
- Equality and Diversity
- Modern Slavery
- Managing and Reducing Stress
- Display Screen Equipment Assessment
- Introduction to Leadership
- Time Management
- Personal Safety
- Health and Safety Essentials
- Freedom of Information Essentials
- NHS Kent and Medway CCG and the agenda for the next meeting

i) **District Councillor James Rose** – Offer was considered to deliver door to door, documents relating to DDC Local Plan, but also decided, this could not be justified due to virus transmission.

County Councillor Geoff Lymer - Nothing further to report.

j) **Other** - Nothing further to report.**8. CORRESPONDENCE**

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

1. Clerks and Councils Magazine

Signed Chairman

Date

9. CHEQUES and BACS PAYMENTS

The **attached** cheques and BACS payments were approved and authorised by Cllrs: Lake and Pilcher Under agreed Delegated Powers.

INCOME/EXPENSE 16.12.2020 to 19.01.2021






10. MATTERS CONCERNING THE PARISH

- a) **Councillors' comments** – Addressed previously in these minutes.
- b) **Approve resolution to discuss any confidential issues** – None.

11. DATE OF NEXT MEETING






Due to the COVID-19 Government Regulations currently in place, the Parish Council continue 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, will be arranged and notified when known and Covid-19 regulations are relaxed.

Dwyer, Jeannie	M20 Works Bulletin	22/01/21 10:36
Kent & Medway Growth Hub	Kent & Medway Growth Hub Alert	21/01/21 16:00
Wicksteed Playgrounds	Wicksteed News! Read all about it!	21/01/21 14:33
Olivia Jones	Playground Equipment	20/01/21 09:54
National Association of Local Councils	 LCR MAGAZINE	18/01/21 09:30
Kent County Council Public Protection	ALERT! Sittingbourne resident targeted by bogus Council officials	15/01/21 13:29
National Association of Local Councils	 JOB VACANCY	15/01/21 10:43
Kent Association of Local Councils	Local Government Bulletin 14 January	15/01/21 10:37
National Association of Local Councils	 NALC CORONAVIRUS UPDATE	14/01/21 12:40
Terry Martin	 NALC Chairman - OPEN LETTER TO ALL COUNCILLORS	13/01/21 09:05
Kent & Medway Growth Hub	Lockdown 3 Webinar for Business - Q&A	12/01/21 13:00
National Association of Local Councils	 OPEN LETTER TO ALL COUNCILLORS	12/01/21 09:29
alert@neighbourhoodalert.co.uk	Alert - Coronavirus Vaccination Scams 08/01/2021 16:10:15 [358911]	08/01/21 16:10
Kirsty McHattie	'Creating Sustainable Community Led Housing' - an online event from Kent Community Housing Hub	08/01/21 15:26
Andrew Judd 46059727	NHW Message - Flood Warden training	07/01/21 11:49

Highway Business Services	Remote Working? We can help you achieve this.	05/01/21 13:06
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Already forwarded

→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	22/01/21 16:14
→ David Parratt	Weekly Update - Community Impact Form	22/01/21 12:12
→ Terry Martin	Covid19 vaccine update - NHS Kent and Medway	22/01/21 09:52
→ Terry Martin	KALC CEO Bulletin - January 2021	22/01/21 09:48
→ Terry Martin	KCC Member Briefing - Environment Update January 2021	20/01/21 09:15
→ National Association of Local Councils	 NALC ONLINE EVENTS	19/01/21 09:30
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: The IBFF proposed construction at White Cliffs Business Park	18/01/21 09:11
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	15/01/21 16:00
Kent County Council	Lockdown 3 Webinar for Business - Q&A	12/01/21 08:59
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: KALC TRAINING EVENTS	08/01/21 16:28
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	08/01/21 15:29
Terry Martin	Action Fraud - Coronavirus Scams Warning	08/01/21 11:46
→ Terry Martin	Local Government Bulletin 5 January	06/01/21 11:17
Andrew Judd 46059727	NHW Message - latest from our Fraud Office	05/01/21 14:18
→ National Association of Local Councils	 NALC CORONAVIRUS UPDATE	05/01/21 12:17
→ Terry Martin	Daily update from GOV.UK for: Coronavirus (COVID-19)	05/01/21 10:23
Terry Martin	Kent Police Rural Task Force Report	04/01/21 10:37

Signed Chairman
Date

INCOME/EXPENSE 16.12.2020 - 19.01.21. 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					49,566.39					
30.12.20	Dover District Council	Playing Field Rent	112.50		112.50		R	SO			
04.01.21	Kent Cables	Monthly SIM	42.00		42.00		R	DD			
13.01.21	Streetz 2 StreetZ	Advert				18.00	R	SO			
15.01.21	Primary Technology	Annual Website Charge	300.00	60.00	360.00		R	BACS			
22.01.21	PKF Littlejohn	Audit Fee 2019-2020	200.00	40.00	240.00		R	BACS			
19.01.21	Staff	Salaries	513.48		513.48		R	BACS	Cash/Chq in Hand		1.56
19.01.21	Staff	Expenses: Broadband & Energy January	18.00		18.00			BACS	Reserve A/c	262	36,913.97
19.01.21	Nat West	Interest	0.33			0.33	R	INT	Current	965	672.78
									Project	24	10,728.43
											48,316.74
									Less Un-Reconciled		18.00
				100.00	1,285.98	49,584.72					
						48,298.74					48,298.74

<i>Project</i>	<i>10,728.43</i>
<i>Other</i>	<i>37,570.31</i>
TOTAL	48,298.74

Signed Chairman
Date