

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

16th MARCH 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.
- f) Minutes of Decisions made up to 19th January 2021 pending approval at next meeting.
- g) Minutes of Decisions made up to 16th February 2021 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

Action/Resolution: Still waiting traffic surveys to be implemented when organised by Kent Highways (planned for April) and the costing of further 20mph roundels at road junctions with New Dover Road (B2011) for Parish Council funding.

Dover Hill traffic improvement works

Action/Resolution: Still waiting Kent Highways programme of works to be undertaken, arranged for 5th April start.

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) **Capel Street Property Environment issues**

Action/Resolution: Dover District Council Enforcement Officer continues to monitor.

d) **Access to Playing Field**

Action/Resolution: Clerk to make contact with DDC on current position on this.

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

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

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) **19 Victoria Road Capel Le Ferne CT18 7LR**

21/00094, Erection of a front extension. *Action/Resolution: Granted permission.*

c) **77 Old Dover Road Capel Le Ferne CT18 7HS**

21/00222, Erection of single storey rear extension, extended balcony and internal alterations.

Action/Resolution: Waiting Dover District Council decision.

Signed Chairman

Date

- d) **58A Capel Street Capel Le Ferne CT18 7LY**
21/00271, T1 - Horse Chestnut – fell. *Action/Resolution: Waiting Dover District Council decision.*
- e) **(HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation**
Consultation ended on 17th March 2021.
Action/Resolution: Cllrs: Norris and Pilcher completed the Parish Council response to the allocated sites for Capel-le-Ferne noted in the Local Plan. This is available to view on Parish Council website. Professional advice was sought to clarify the contents of the Parish Council response and a Consultant Company applied more comments that were included. Further intervention will be sought, if required, at next stage of Consultation.

Other

Grasslands (Jarvis Homes Development)

Action/Resolution: Local residents in George Close continuing to debate and pursue issues raised previously. Regular virtual meetings of resident group taking place.

7. DELEGATES' REPORTS

- a) **Neighbourhood Watch**
February monthly update from PCSO circulated to members for information.
- b) **Play equipment**
Further work to Skate-Park ramps edgings still to be completed. *Action/Resolution: Clerk requested a start date from contractor.*
Quotations being sought for the replacing of wet pour surfaces under the two swing sets and climbing frame/slide areas. Public to be asked on using coloured surfaces.
- c) **Highways** - Nothing further to report.
- d) **Public Rights of Way** – Several fallen trees and broken branches removed by Youngs Maintenance, on footpath ER242 (Lancaster Avenue to Green Lane, rear of Village Hall), for Health and Safety reasons - that being at eye level and dangerous to passers-by.
- e) **Speed Watch**
Confirmation received that sessions can resume as from 29th March. When permitted by relaxation of further Government Regulations, a public meeting to recruit more volunteer practitioners will take place.
- f) **Capel Cares** – Continues to help community in various ways.
- g) **Grapevine Newsletter**
Under delegated Powers, Councillors agreed door to door delivery of April issue of newsletter to resume following relaxation of some National Lockdown regulations.
- h) **Village Hall Management Committee** – The Farmers Market has remained open for essential food items and following a change of management reverting back to Village Hall Management Committee, a new stallholder has joined providing vegetables, fruit and other items.
- i) **Training/workshops/seminars** - Available online as virtual events. Sent out to Councillors as received.
- Introduction to Planning 25 March Evening
 - Effective Communication Strategies and Policy 8 April Morning
 - The Dynamic Councillor 8 April Evening
 - Understanding Insurance in COVID 19. 14 April Morning
 - All About the AGAR 14 April Evening
 - Community Led Housing in Rural Kent
 - Building back resilient communities on 25 March 2021. NALC
 - Zoom for Absolute Beginners
- j) **District Councillor James Rose** – Nothing further to report.
County Councillor Geoff Lymer – Report as publish in Grapevine Newsletter.
- k) **Other**
Unsung Heroes Project – Six nominations received to date. Cllr. Seager checking on costs involved for flowers and cupcakes. Decision to be made on award process still ongoing. Closing date 30th April 2021.
Dead Ash trees and other tree work. *Action/Resolution: work completed.*
Devolved Grass Maintenance Contract – Following 3 quotations received, this was awarded to Harmer and Sons.

Signed Chairman

Date

8. **CORRESPONDENCE**

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

- Kent County Council - Highways Forward Works Programme
- 10 x 15% off vouchers – Alkham Valley Garden Centre
- Kompan Play equipment leaflet
- Clerks and Councils Direct Magazine
- Various – Letters on Local Plan
- Government Covid-19 notifications
- Facebook comments not meeting Policy, deleted and sender blocked

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 17.02.2021 to 16.03.21

10. **MATTERS CONCERNING THE PARISH**

Councillors' comments – Addressed previously in these minutes.

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.

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).*

	Helen Griffiths, Fields in Trust, Chief Executive.	Landmark decision to protect parks and green spaces 🌳	19/03/21 15:42
→	Info	Community Led Housing in Rural Areas - Friday 19th March 2021 (Online event)	16/03/21 16:39
	Daniel at Breakthrough Communications	Your invitation to preview Council Connect	15/03/21 15:47
	National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	12/03/21 15:27
	Terry Martin	Vision Zero: The Road Safety Strategy for Kent 2020 - 2026 - deadline 15 March	12/03/21 14:26
	Dan Beecher	Meeting and Document Management Virtual Summit - 30 March 2021	12/03/21 14:00
	Lucy Mason	Future projects	04/03/21 16:06
	Cos - Team Rubicon	Skatepark enquiry	04/03/21 15:17
	Carl Dewhurst	Virtual Census 2021 Information Sessions with Questions & Answers Session	03/03/21 14:01
	Sam Bailey	Join our free webinar: Helping Local Councils secure external funding	01/03/21 17:27
	National Association of Local Councils	📢 NALC CORONAVIRUS UPDATE	01/03/21 15:14
	Cobb, Sue	Introduction to your new contact at Southern Water	26/02/21 14:18
	National Association of Local Councils	★ NALC STAR COUNCIL AWARDS 2021	25/02/21 12:13
	National Association of Local Councils	📢 NALC CORONAVIRUS UPDATE	23/02/21 15:21

Already forwarded

→	Kent Resilience Forum	Kent Prepared newsletter issue 3 - bringing you the latest Kent Resilience Team news	19/03/21 16:21
→	National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	19/03/21 15:59
→	National Association of Local Councils	📢 NALC ONLINE EVENTS	18/03/21 09:29
	Tricia Casey-Green	Learning and Development Opportunities from KALC	16/03/21 10:48
→	National Association of Local Councils	📢 NALC ONLINE EVENTS	16/03/21 10:29
→	Terry Martin	KCC Member environment briefing	15/03/21 13:01
→	Tricia Casey-Green	KALC - New Events Launched	12/03/21 12:15
→	National Association of Local Councils	📢 NALC ONLINE EVENTS	11/03/21 14:30
→	National Association of Local Councils	🚩 NALC BREAKING NEWS	09/03/21 11:38
→	Kent Association of Local Councils	Local Government Bulletin 8 March	09/03/21 09:24
→	National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	05/03/21 16:29
→	Laura Dyer	KALC NEWS FEBRUARY 2021	04/03/21 17:08
→	National Association of Local Councils	📢 NALC ONLINE EVENTS	02/03/21 09:30
→	Terry Martin	EPC2-21 - Model Design Code	26/02/21 15:54
→	National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	26/02/21 14:25
→	Terry Martin	ROADMAP' FOR EASING LOCKDOWN RESTRICTIONS	23/02/21 12:21

Signed

Chairman

Date

INCOME/EXPENSE 23.02.21 to 16.03.21. 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					46,444.14					
26.02.21	Nat West	Interest	0.28			0.28	R	INT			
01.03.21	Kent Cables	Monthly SIM	42.00		42.00		R	DD			
01.03.21	Harmer & Sons	Tree Work	450.00	90.00	540.00		R	BACS			
08.03.21	KALC/Eventbrite	Training "All about AGAR"	35.00	7.00	42.00		R	BACS			
16.03.21	Streetz 2 StreetZ / P Relf	Adverts	38.00			38.00	R	SO			
16.03.21	Staff	Salaries	513.48		513.48		R	BACS	Cash/Chq in Hand		36.56
16.03.21	Staff	Expenses: Broadband & Energy March	18.00		18.00			BACS	Reserve A/c	262	33,914.55
16.03.21	Residents	History Books	30.00			30.00	R	CASH	Current	965	695.40
									Project	24	10,728.43
											45,374.94
									Less Un-Reconciled		18.00
				97.00	1,155.48	46,512.42					
						45,356.94					45,356.94

<i>Project</i>	<i>10,728.43</i>
<i>Other</i>	<i>34,628.51</i>
TOTAL	45,356.94

Signed Chairman
Date