

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 29TH JULY 2021

Present: Cllrs; Greening, Holliday, Lake, Leppard, Pilcher, Seager, and Young.

Capel-le-Ferne Parish Council met for its first Annual Meeting since lockdown – the meeting was held in accordance with latest Government COVID-safety guidance. Election took place for Chairperson and Vice-Chairman, together with delegates for 2021/22.

As lockdown restrictions continue to ease, enabling us to meet in person again, we look forward to an exciting year ahead for, with a range of major projects coming together.

WELCOME given to all present

1. To APPOINT Chairman and COMPLETE Declaration of Acceptance of Office

Nominations for Chairman were received and accepted by Cllr. Seager. Proposed by Cllr. Lake, seconded by Cllr. Holliday and agreed by all. Declaration of Acceptance of Office completed and signed.

2. To APPOINT Vice-Chairman and COMPLETE Declaration of Acceptance of Office

Nominations for Vice-Chairman were received and accepted by Cllr. Pilcher. Proposed by Cllr. Greening, seconded by Cllr. Lake and agreed by all. Declaration of Acceptance of Office completed and signed.

Thanks were expressed to Tony Lake for being Chairman since 2019 and all local people for their support.

3. To APPOINT Delegates, Committees and Working Parties:

a) *Play Equipment – Delegate: Cllr: Pilcher.*

b) *Highways - Working Party: Cllrs: Greening, Pilcher and Seager. Cllr: Alfsdotter to be asked to join.*

c) *Public Rights of Way – Delegate: Cllr: Lake.*

d) *Planning Applications - Working Party (with delegated powers: Cllrs: Norris, Holliday, Seager and Pilcher. All Councillors will be notified of applications as well.*

e) *Resilience Plan – Delegate: Cllr: Seager.*

f) *Other:*

Speed Watch: Delegate: Cllr: Greening.

Platinum Jubilee Working Party: Cllrs: Leppard, Pilcher and Leppard.

4. APOLOGIES – Cllrs: Alfsdotter, Norris, Community Warden Janice Henry and PCSO Megan Keehner.

5. 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.

a) *None.*

b) *Surgery at Farmers' Market on Tuesdays – Action/Resolution: Agreed to resume in September and November by Cllr: Seager and Parish Clerk.*

6. MINUTES OF THE MEETINGS – Agreed by all present

- *The Minutes of the Meeting held on 18th August 2020*

Action/Resolution: Draft already circulated and signed by Cllr: Lake as a correct record. Agreed by all present.

- *Minutes of Delegated Powers Minutes for: September, October, November, 2020 and January, February, March, April, May, June 2021.*

Action/Resolution: Drafts already circulated and signed by Cllr: Lake as a correct record. Agreed by all present.

7. DECLARATION OF PERSONAL INTERESTS

- *None.*

Signed Chairperson

Date

8. MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**a) Traffic Management:**

Progress of Highway Improvement Plan would be discussed further by elected working party as a way forward. *Action/Resolution: Increase 20mph signs on road past the school and road width restrictions, plus any other suggestions received.*

b) Dover Hill traffic improvement works

The 2 lanes expected had not transpired, as other works had. *Action/Resolution: Working parking to pursue further with Kent County Council Highways and Councillor from Folkestone District.*

c) Old Dover Road

Camper vans parking in this area causing concern with some residents and agreed to pursue further by applying for a Traffic Regulation Order to restrict over-night parking. *Action/Resolution: Clerk to complete form initially, forwarding a copy to KCC Cllr: Beaney and District Cllr: Hibbert.*

9. PLANNING.**a) Details and map of Settlement Confines review received**

Action/Resolution: Cllr: Pilcher reported that there seemed to be no concerns with this and a "no objection statement" be issued by Clerk to Dover District Council.

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

Details received of how to access public comments made online.

Other

21/01099, Proposed first floor extension and alternations, 27 Cauldham Close, Capel-le-Ferne, CT18 7HH.

Action/Resolution: Concerns expressed about the height of the build, its effect on neighbour's privacy with the windows that overlook and the general street scene. The properties there seem quite close together so may create a problem.

21/01154, Erection of a single-storey side extension (existing conservatory to be demolished), Elstree, 4 Clarence Road, Capel-le-Ferne, CT18 7JU

Action/Resolution: No reasons to object as the new extension is a replacement for the conservatory with an addition on one end.

10. DELEGATES' REPORTS**a) Neighbourhood Watch**

PCSO Megan Keehner and Community Warden Jan Henry

PCSO Report for July had been circulated.

Joint patrols carried out, including attending Cauldham Close residents and inconsiderate parking issues.

Advice and information continued to be input on Facebook Page and Email Database notifications, together with Grapevine newsletter.

b) Play equipment

- Equipment Status

- Self-closing additions to gates on play area and skate-park areas on order. This was following incident of animal excrement left in play area.

- Planning Application approved for new toddler play equipment unit and replacement of soft play surfaces in various colours. *Action/Resolution: Due to import issues, a delay of 6-8 weeks was confirmed by contractors. Work anticipated to take place in first weeks of September.*

- Use of Field agreement forms received and approved.

c) Highways

Already discussed.

d) Public Rights of Way

The Annual Kent County Council cuts on PROW had taken place, including the Coastal path. *Action/Resolution: Only partial work carried out and was chased. Second cut due September-October.*

Signed Chairperson

Date

e) **Speed Watch**

- A restart meeting was held in June.
- New volunteers have joined the Team and all very keen to operate the system.
- Six (6) new sites had been approved, by George Close, Old Dover Road (West) and Capel Street (North end).
- Operators finding it difficult to transport heavy equipment. *Action/Resolution: Following discussions and investigation, it was agreed to purchase a sack truck and foam cushioning insulation. Since this meeting, this has now been acquired and donated by a volunteer.*
- Use of machine in high winds was agreed to be not a good idea.
- Request to ask Police Officer to attend a meeting to answer any further issue to be pursued.
- Details of Alkham Speed Watch contact to be sent by Cllr: Hibbert, for liaison purposes.

f) **Capel Cares**

Coffee Morning restarts on 6th August at the Village Hall (small room). Will continue on first Friday of each month, providing venue use of Village Hall can be confirmed.

The group continues to help and assist the community where required.

g) **Grapevine Newsletter**

Continues to be appreciated by residents in colour. New format to be reviewed in October.

h) **Village Hall Management Committee**

Garage Safari – Chairman of VHMC requested use of Playing Field for parking on Sunday, 5th September. *Action/Resolution: Councillors agreed, subject to weather conditions.*

i) **Training/workshops/seminars**

Received by Councillors and some were attended online by either Councillors or Clerk;

- H & S Risks and Liabilities
- Future Communities 2021
- Mini Social Media Health Check
- Writing Effective Press Releases Workshop
- Advisory Group for Kent Understanding Plastics

j) **District Councillor Martin Hibbert**

- Suggestion given on a table top exercise to the Resilience Plan with named contacts.
- A Community Plan a good idea, to give a viewpoint of whole community.
- Lorry Watch – communities talking to each other collectively and working together.

County Councillor David Beaney

- Food poverty in District addressed and doing something.
- Golf Open with 1,000 vaccinations and testing having been carried out.
- Dover seafront project with pop-up stalls progressing. Enhancing the area together with Dover Harbour Board as a vision for Dover.
- Veolia new tender for collections and contract not working - staff being consulted, working more hours and agency staff. Now ping-demic adding to staff shortages. Under scrutiny by DDC.
- Kent Show going ahead on 29th August.
- KCC £15 vouchers given to free school meals children during holidays.
- Inlander Border Lorry Park not on boundary now.
- Jobs in District with Defra in Port Health.
- Various discussion on immigrants with no real solutions. Government still not on top of situation.

k) **Other.**

- None.

11. **CORRESPONDENCE**

Other items received: - List of email items received attached and circulated.

1. Clerks Direct Magazine.
2. Westco speed signs Brochure.

12. **CHEQUES/BACS PAYMENTS AND ANNUAL RETURN (AGAR)**

The Annual Governance and Accountability Return for 2020-2021 had been received virtually by all members and subsequently agreed. The confirmation of this and ratification of the 2020-2021 AGAR was Proposed by Cllr: Lake and seconded by Cllr: Seager and agreed by all present at this first face to face meeting.

Signed Chairperson

Date

12. CHEQUES/BACS PAYMENTS AND ANNUAL RETURN (AGAR) continued

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Lake, seconded by Cllr: Seager and agreed by all present.

Signed by the Chairperson, Cllr. Seager, having been confirmed by Clerk/Responsible Finance Officer.

INCOME/EXPENSE 20.06.21. to 28.07.21.

Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS		Cheque, BACS, DD, SO	BANK A/Cs	Reconciliation
	Brought Forward					77,879.43				
21.06.21	Stephen Huxtable	St Marys Church grass cutting May & June	240.00		240.00		R	BACS		
21.06.21	B Young	Remove 2 overhanging trees	50.00	10.00	60.00		R	BACS		
21.06.21	Dover District Council	Grapevine Print June	550.00		550.00		R	BACS		
25.06.21	HMRC	PAYE	310.89		310.89		R	DD		
22.06.21	Kent County Council	Highway Improvement Plan Design Fee	400.00		400.00		R	BACS		
28.06.21	Staff	Expenses: Broadband & Energy May	18.00		18.00		R	SO		
28.06.21	Harmer & Sons	Grounds Maintenance	547.50	109.50	657.00		R	BACS		
30.06.21	Dover District Council	Ground rent	112.50		112.50		R	SO		
01.07.21	Kent Cables	Monthly Contract	35.00	7.00	42.00		R	DD		
06.07.21	White Cliffs Engraving	Brass plaques	56.00		56.00		R	BACS		
07.07.21	Kent Cables	Monthly SIM	19.20	4.80	24.00		R	DD		
08.07.21	B Young	Clear dangerous willow tree	120.00	24.00	144.00		R	BACS		
16.07.21	Viking-Direct	Ink Cartridges, file, paper	33.65	4.69	38.34		R	BACS		
21.07.21	Staff	Expenses: Wreath £20.75, Video Ext £0.79, Memory sticks £17.98, Land Registry £18	57.52		57.52		R	BACS		
23.07.21	Staff	Salaries	520.74		520.74		R	BACS		
23.07.21	Staff	Expenses: Land Registry £30, Charger £130.91, McAfee Virus Protection £89.99	250.90		250.90		R	BACS		
27.07.21	Dover District Council	Grapevine Print July + insert	605.00		605.00		R	BACS		
27.07.21	Dover District Council	History Book Printing	125.00		125.00		R	BACS	Cash/Chq in Hand	1.56
28.07.21	Various	Adverts	1180.00			1,180.00	R	BACS	Reserve A/c	49,399.29
28.07.21	Streetz 2 StreetZ/P Relf	Adverts	38.00			38.00	R	SO	Current	1,471.66
28.07.21	Staff	Expenses: Broadband & Energy May	18.00		18.00		R	SO	Project	23,995.03
				0.00	4,229.89	79,097.43			Less Un-Reconciled	0.00
						74,867.54				74,867.54

Project	23,995.03
Other	50,872.51
TOTAL	74,867.54

Signed Chairperson

Date

13. **MATTERS CONCERNING THE PARISH**

a) **Councillors' comments** –

- Telegraph poles being replaced in Capel Street by UK Power Networks. Research of all poles and replacement in other streets taking place.
- Veolia and non-collection of waste a concern. Councillors hoped this would soon be resolved.
- Property in Capel Street under Dover District Council environment issues, to be followed up by Cllr: Greening, as no further progress has been made.

b) **Approve resolution to discuss any confidential issues** – None

14. **DATE OF NEXT MEETINGS**

Meetings to be held every two (2) months as follows:

THURSDAY, 23RD SEPTEMBER 2021 at 7.30pm in the large hall

THURSDAY, 25TH NOVEMBER 2021 at 7.30pm in the large hall

15. **CONFIDENTIAL ITEMS** - None.

DRAFT

Signed Chairperson

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).*

Timothy Butler	NHS Diabetes Prevention Programme	28/07/21 16:05
Laura.Trafford@kent.gov.uk	[PDF] one.network Email Alerts Training Quick Guide	28/07/21 13:13
National Association of Local Councils	NALC ONLINE EVENTS	27/07/21 10:00
National Association of Local Councils	NALC STAR COUNCIL AWARDS 2021	26/07/21 14:29
National Association of Local Councils	NALC EVENTS	26/07/21 09:29
Kent & Medway Growth Hub	Kent & Medway Growth Hub Alert	20/07/21 11:59
National Association of Local Councils	NALC ONLINE EVENTS	20/07/21 09:29
Kent Association of Local Councils	FW: Local Government Bulletin 14 July	15/07/21 09:58
National Association of Local Councils	NALC ONLINE EVENTS	15/07/21 09:29
National Association of Local Councils	NALC ONLINE EVENTS	13/07/21 09:30
National Association of Local Councils	NALC EVENTS	12/07/21 09:29
Neighbourhood Alert	Summer Seminars 2021 12/07/2021 09:13:35 [388867]	12/07/21 09:13
Kent & Medway Growth Hub	Kent & Medway Growth Hub Alert	09/07/21 16:29
kalcareasecretary@btinternet.com kalcareasecretary...	Agenda - KALC Dover Area Committee Meeting	06/07/21 19:19
Hugofox	Parish Planning Application Tracker.	05/07/21 11:21
Julie Brown - GB Sport	Maureen Leppard - Play area inspections and spares.	01/07/21 15:13
Helen Griffiths, Fields in Trust	The impact of parks and green spaces during the pandemic	01/07/21 11:55
National Association of Local Councils	NALC ONLINE EVENTS	29/06/21 09:29

ITEMS ALREADY FORWARDED

Info	KCC Covid-19 grants - safe reopening of community venues -	28/07/21 11:16
National Association of Local Councils	NALC NEWSLETTER	28/07/21 09:29
Laura Dyer	Co-production workshops: Draft KCC Adult Social Care Strategy	26/07/21 15:34
National Association of Local Councils	CHIEF EXECUTIVE'S BULLETIN	23/07/21 17:29
National Association of Local Councils	LCR MAGAZINE	21/07/21 09:29
Terry Martin	KALC CEO Bulletin - July 2021	19/07/21 12:13
National Association of Local Councils	NALC EVENTS	19/07/21 09:29
National Association of Local Councils	CHIEF EXECUTIVE'S BULLETIN	16/07/21 16:30
National Association of Local Councils	NALC NEWSLETTER	14/07/21 09:29
Charmaine Keatley	Cyber Security Training Flyer	13/07/21 11:57
Charmaine Keatley	Data Protection Workshop - Wednesday 14th July at 10am	12/07/21 09:14
Info	Rural Housing Week 2021	09/07/21 13:25
National Association of Local Councils	CHIEF EXECUTIVE'S BULLETIN	09/07/21 09:59
National Association of Local Councils	NALC ONLINE EVENTS	08/07/21 09:29
Kent & Medway Growth Hub	Sign Up For These Upcoming Events	07/07/21 14:29
Charmaine Keatley	Agenda - KALC Dover Area Committee Meeting	07/07/21 10:14
National Association of Local Councils	NALC NEWSLETTER	07/07/21 10:00
National Association of Local Councils	NALC ONLINE EVENTS	06/07/21 09:30
National Association of Local Councils	NALC EVENTS	05/07/21 15:12
Tricia Casey-Green	KALC Councillor Networking Day - 10 July 2021	05/07/21 09:22
National Association of Local Councils	CHIEF EXECUTIVE'S BULLETIN	02/07/21 16:30
Laura Dyer	APPG on Local Democracy roundtable - 12 July 2021	01/07/21 10:51
Laura Dyer	NALC NEWSLETTER	30/06/21 10:17
National Association of Local Councils	NALC NEWSLETTER	30/06/21 09:29
Laura Dyer	Reconnect: Kent Children and Young People Programme	29/06/21 10:40
Tricia Casey-Green	KALC Events in July - Join us!	29/06/21 09:34
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: Re: NALC EVENTS	28/06/21 10:05
Laura Dyer	KALC NEWS JUNE 2021	28/06/21 09:53
National Association of Local Councils	NALC EVENTS	28/06/21 09:29
National Association of Local Councils	CHIEF EXECUTIVE'S BULLETIN	25/06/21 15:00
Terry Martin	Rural Crime	25/06/21 12:57
National Association of Local Councils	NALC NEWSLETTER	23/06/21 09:29
National Association of Local Councils	NALC ONLINE EVENTS	22/06/21 09:30
Kent Association of Local Councils	June 2021 KCC Member Environment Briefing	21/06/21 15:28
National Association of Local Councils	NALC EVENTS	21/06/21 09:29

Signed

Chairperson

Date