

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

15th DECEMBER 2020

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.

Cutting back of hedge top of Capel Street.

Several comments received on work carried out. Some mentioning it was a severe cut back, others stating that it needed doing. Councillors agreed it needed doing and that it will be monitored on grow-back results.

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.

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

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

a) **Traffic Management**

Highway Improvement Plan

Virtual meeting held on 18th December with Schemes Project Manager for Kent Highways, proved to have successful outcomes promised. All three priorities on the Parish Council Highway Improvement Plan were discussed fully.

Action/Resolution: Councillors Greening, Pilcher and Clerk attended. Project Manager agreed she would, in the first instance, in the New Year, organise and fund traffic surveys in Capel Street and New Dover Road (B2011) in several places. Following the results and information from these surveys, will enable both the Kent Highways and Parish Council to make more determined decisions of what type of Traffic Management can be implemented and the costings for these, which will depend on financial constraints.

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 Rubbish**

Action/Resolution: Waiting Dover District Council to action and report back. Cllr. Greening to contact Dover District Council and pursue further.

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.

Signed Chairman

Date

6. **PLANNING.**

- a) **Hockley Sole, Hockley Lane**
20/00482, Change of use and extension of existing garden building to provide a holiday let/ancillary accommodation. *Action/Resolution: Planning Permission Granted*
- b) **4 Sea View Close Capel Le Ferne CT18 7JW**
20/01053, Erection of a front porch extension.
Action/Resolution: Planning Permission Granted.
- c) **21 Capel Street Capel Le Ferne CT18 7LZ**
20/01228, Fell three Hawthorn trees (T1, T8 and T11).
Action/Resolution: Planning Permission Granted.
- d) **9 Old Dover Road Capel Le Ferne CT18 7HJ**
20/01134, Creation of vehicular access and paved driveway for disabled access (existing wall and hedge to be removed) (retrospective).
Action/Resolution: Planning Permission Granted.
- e) **(HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation**
Action/Resolution: Consultation commences of 20th January 2021 for six weeks. Documents compiled requesting residents' views, to be sent to public in New Year and printed in the February issue of the Grapevine Newsletter
- f) **Other**
Grasslands
Action/Resolution: Resident of George Close has written to Dover District Council Planning Enforcement. Still waiting update.

7. **DELEGATES' REPORTS**

- a) **Neighbourhood Watch**
November monthly update from PCSO circulated to members for information.
Joint Police Community Support Officer and Community Warden walkabouts continue.
- 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 agreed need removing. *Action/Resolution: Clerk to obtain quotations.*
- 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**
Next issue will be for February.
- h) **Village Hall Management Committee** - Nothing further to report.
- i) **Training/workshops/seminars**
Available online. Sent out to Councillors as received.
- j) **District Councillor James Rose** - Nothing further to report.
County Councillor Geoff Lymer - Nothing further to report.
- k) **Other** - Nothing further to report.

8. **CORRESPONDENCE**

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

1. BAGO Hand Tools Calendar.
2. Evocity Information Display Units Brochure.

Signed Chairman
Date

9. END OF YEAR ACCOUNTS 2019-2020

A Notice of Conclusion of Audit and fee invoice received with no additional charges in excess of the standard fee;

Sections 1 & 2 of the Annual Governance & Accountability Return (AGAR) on which our report is based; and - A pdf of Section 3 of the AGAR (our External Auditor Report and Certificate).

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 25.11.2020 to 15.12.2020

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.

Signed Chairman
Date

Terry Martin	FW: Local Government Bulletin 30 December	31/12/20 09:41
Andrew Judd 46059727	NHW Message - Public warned to be wary of unexpected deliveries following fraud near Canterbury	22/12/20 12:31
alert@neighbourhoodalert.co.uk	Coronavirus Tier 4 Stay At Home 22/12/2020 12:14:14 [356671]	22/12/20 12:16
alert@neighbourhoodalert.co.uk	Seasons Greetings from Visav 21/12/2020 20:49:15 [356595]	21/12/20 20:49
Helen.Sheldon@morgansindall.com	Highways England Information Letter - M20 Junctions 3-5	21/12/20 17:36
Dover District Council	Coronavirus Update - 18 December	18/12/20 15:35
Kent & Medway Growth Hub	Brexit Webinar - Last chance to ask export questions	18/12/20 15:03
Terry Martin	Covid-19 - Financial Support Package for Local Councils	17/12/20 13:03
Kent & Medway Growth Hub	KCC Grant for Social Enterprises	17/12/20 11:13
Helen Griffiths, Fields in Trust Chief Executive	Season's Greetings from Fields in Trust 🎄	16/12/20 14:46
Terry Martin	NALC News - Local councils eligible to the new leisure fund	16/12/20 09:22
Hayes, Lisa	: Weekly Programmed works SMP M20 Update w/c 14-12	11/12/20 15:49
Laura Dyer	KALC AND DEFIBRILLATORS AND EQUIPMENT	10/12/20 16:53
National Association of Local Councils	🇬🇧 NALC RRFACING NEWS	08/12/20 13:29
Terry Martin	K'CAS - Ransomware	07/12/20 16:07
Kirsty McHattie	Is your Parish in need of Affordable Housing for local people?	07/12/20 13:24
Richard Clarke	Covid-19 preventative behaviour and symptoms study	04/12/20 12:26
Florin Diaconu	Marie Curie - Light Up Christmas Kent	03/12/20 19:00
Pauline Pettitt	Folkestone and Hythe Over 50s Forum December 2020 Newsletter with FREEBIES	02/12/20 16:23
alert@neighbourhoodalert.co.uk	Help Us Understand How Covid-19 Has Impacted Crime and Other Activities 02/12/2020 16:08:57...	02/12/20 16:08
Helen Griffiths, Fields in Trust, Chief Executive.	Tell us what your local park has meant to you this year 🌳	02/12/20 14:40
CAPEL-LE-FERNE PARISH COUNCIL	Re: Fly tipping	02/12/20 13:05
National Association of Local Councils	📁 JOB VACANCY	02/12/20 12:52
Hayes, Lisa	Weekly Programmed Updates SMP M20 w/c 30/11	27/11/20 16:03
Debbie Pettman	Free Trees for Schools and Communities	25/11/20 14:46
Kent County Council	Webinar on Wednesday plus Brexit helpline links	24/11/20 13:59

Already forwarded

→ Terry Martin	FW: Press Release - Statistics released following cross-Channel disruption	30/12/20 17:48
CAPEL-LE-FERNE PARISH COUNCIL	Op Fennel Stakeholder Briefing	28/12/20 12:25
Terry Martin	FW: Op Fennel Stakeholder Briefing @ 27 December	28/12/20 08:59
→ Kent County Council Consultations (do not reply)	[County_Wide_HGV_prohibition] Various roads in the Boroughs of Ashford, Maidstone and Swale a...	28/12/20 00:08
Terry Martin	FW: Op Fennel Stakeholder Briefing	27/12/20 16:15
Terry Martin	FW: Op Fennel Stakeholder Briefing - 24/12/20 - 12:00	25/12/20 14:15
→ Terry Martin	KALC News December 2020	22/12/20 08:22
→ Terry Martin	KALC CEO Bulletin - December 2020	21/12/20 15:53
→ National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	18/12/20 12:02
→ Kent Resilience Forum	Kent Prepared newsletter Issue Two - bringing you the latest Kent Resilience Team news	15/12/20 16:49
→ Laura Dyer	KALC UPCOMING EVENTS	15/12/20 15:45
→ National Association of Local Councils	👤 NALC CORONAVIRUS UPDATE	15/12/20 13:43
→ National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN - 11 DECEMBER 2020	11/12/20 16:16
Lead: 0 emails National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	04/12/20 16:15
Debbie Pettman	FW: Kent PCC's Annual Policing Survey Newsletter 2020 OPCC/MS/OG/437/20	04/12/20 08:57
Laura Dyer	Highways England - M20 Moveable Barrier Live Test	03/12/20 17:37
→ Terry Martin	KALC NEWS NOVEMBER 2020	03/12/20 15:10
Have Your Say Kent	Kent PCC's Annual Policing Survey Newsletter 2020 OPCC/MS/OG/437/20	02/12/20 15:58
Kent & Medway Growth Hub	Doing business with the EU. Your questions answered	01/12/20 08:01
→ National Association of Local Councils	📺 NALC ONLINE EVENTS — #REBUILDING COMMUNITIES	30/11/20 09:15
→ National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	27/11/20 16:01
Terry Martin	Community energy events	25/11/20 15:41
→ Charmaine Keatley	Covid-19 - Table of examples of Local Councils supporting their communities	25/11/20 14:14
→ Terry Martin	Local Government Bulletin 23 November	24/11/20 09:28

Signed Chairman
Date

INCOME/EXPENSE 25.11.2020 to 15.12.2020 - 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					53,587.25					
26.11.20	Evolution	Skatepark renovation	2,489.22	497.84	2987.06		R	BACS			
26.11.20	Various	Adverts	93.00			93.00	R	100433			
01.12.20	Kent Cables	Monthly SIM	42.00		42.00		R	DD			
03.12.20	Wicksteed	Swing repairs and zip wire renovation	299.20	59.84	359.04		R	BACS			
08.12.20	Harmer & Sons	Hedge Cut Capel Street	240.00	48.00	288.00		R	BACS			
17.12.20	Streetz 2 Streetz & Relf	Adverts	38.00			38.00	R	SO	Cash/Chq in Hand		1.56
17.12.20	Absolute Security	Adverts	120.00			120.00	R	BACS	Reserve A/c	262	37,913.64
17.12.20	Staff	Salaries	513.48		513.48		R	BACS	Current	965	958.76
17.12.20	Staff	Expenses: Broadband & Energy December	18.00		18.00				Project	24	10,728.43
17.12.20	Nat West	Interest	0.65			0.65	R	INT			
21.12.20	Viking	Ring Binder, Cartridges	42.85	8.57	51.42		R	BACS			49,602.39
22.12.20	Viking	Tape	11.26	2.25	13.51		R	BACS			
									Less Un-Reconciled		36.00
				616.50	4,272.51	53,838.90					
<i>Project</i>	<i>10,728.43</i>					49,566.39					49,566.39
<i>Other</i>	<i>38,837.96</i>										
TOTAL	49,566.39										



Signed

Chairman

Date