

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 23<sup>rd</sup> SEPTEMBER 2021**

**Present:** Cllrs; Greening, Holliday, Lake, Leppard, Pilcher, Seager, and Young, together with Community Warden Janice Henry and District Councillor Martin Hibbert

1. **APOLOGIES** – Cllrs: Alfsdotter and PCSO Megan Keehner.

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.*

- a) Surgery feedback; Hay blocking drains Capel Street; Black Bags for litter clearance; Sponsors for Planters Winehouse Lane; Future of Café and Pathway repairs completed; Resurfacing Lancaster Avenue.
- b) Other. None

3. **MINUTES OF THE MEETINGS**

- The Minutes of the Meeting held on 29<sup>th</sup> July 2021 were approved and signed as a correct record by the Chairperson, Cllr. Philippa Seager, proposed by Cllr: Lake, seconded by Cllr: Pilcher and agreed by all.

4. **DECLARATION OF PERSONAL INTERESTS**

- None.

5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**

- Green Waste – Folkestone and Hythe due to return, hopefully Dover will follow.
- Defibrillator installation complete and registered online.
- Tables and benches at playing field pressure washed.

6. **PLANNING.**

a) **Applications.**

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

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: Permission Granted.*

21/01335, Certificate of Lawfulness (existing) for the continued use of the amenity area, Varne Ridge Caravan Park 145 Old Dover Road Capel Le Ferne CT18 7HX

*Action/Resolution: Awaiting Decision from Dover District Council.*

21/01312, Erection of single storey rear and side extensions incorporating integral garage, front porch roof covering and insertion of 1no. rooflight to front elevation (existing garage, front porch and conservatory to be demolished), Pandora 5 Avondale Road Capel Le Ferne CT18 7LE

*Action/Resolution: Awaiting Decision from Dover District Council.*

21/01287, Erection of two-storey and single-storey side/rear extensions (existing conservatory to be demolished), 5 Elizabeth Drive Capel Le Ferne CT18 7NA

*Action/Resolution: Awaiting Decision from Dover District Council.*

21/01445, Erection of a first-floor rear extension, 33 Capel Street Capel Le Ferne CT18 7LY

*Action/Resolution: Awaiting Decision/Reply from Parish Council.*

21/01406, Variation of Condition 2 (commencement dates) of planning permission DOV/19/00669 to clarify the period relating to commencement of the development (application under Section 73), Land Between Nos 107 And 127 Capel Street Capel Le Ferne

*Action/Resolution: Awaiting Decision/Reply from Parish Council.*

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

Still waiting Phase 2 consultation notification from Dover District Council.

Signed ..... Chairperson

Date .....

## 7. **DELEGATES' REPORTS**

### a) **Neighbourhood Watch**

PCSO Megan Keehner and Community Warden Jan Henry

- PCSO Report for August had been circulated to members and on Website/Facebook Page/Email database for information.
- Joint patrols continue when shifts allow.
- Roof scam reported by resident in village, being followed up by Community Warden and resident being supported.

### b) **Play equipment**

#### ➤ **Equipment Status**

- Annual RoSPA Inspection completed and report received. Items noted.
- Self-closing hinges to gates on play area and skate-park areas waiting installation.
- New toddlers play equipment unit: Contractor waiting steel supplies. Anticipated installation early December.
- Replacement of soft wet-pour surfaces in junior play area with various colours completed. Roundabout was additional with complete area replacement and not edges as planned, due to surface problems when removed.
- Zip-wire reported issues reported: A new trolley unit required and quote received from Wicksteed for £731.00. *Action/Resolution: This was approved, proposed by Cllr: Greening, seconded by Cllr: Young and agreed by all present. Guarantee on work to be checked.*
- Corrosion to paintwork reported to some equipment: *Action/Resolution: To address this in the Spring next year for repainting.*
- Report of a second gate in skate-park suggestion, in cases of bullying, was discussed. *Action/Resolution: Councillors felt this an un-necessary expense, as users can jump fence if needed, as was proved when area was closed off recently.*

### c) **Highways**

#### **Highway Improvement Plan in the Village**

Working Party meeting held and reported the following:

- Amended Highway Improvement Plan forwarded to Kent Highways.
- Costings received from Highways were received by all Councillors, with pro-forma costs involved of £7,390.31 (to be amended).

*Action/Resolution: Costings, discussed and were proposed by Cllr: Greening, seconded by Cllr: Lake and agreed, in principle, by all present. A Highway Principal Designer will be assigned to project manager and carry out site surveys for the following:*

#### **Capel Street**

- Dragons Teeth on entrance
- Signposts and 20mph repeaters
- Lay 25m of double yellow lining, junction with B2011

#### **Other Roads**

- Lay 11no. (not 22), 20mph speed limit roundels in carriageway.

#### **To be pursued further:**

- Footpath in Capel Street from just North of Capel Primary School to The Winehouse Lane/ Hurst Lane
- Re- introduction of 'Cats Eyes' or the modern equivalent reflective material on the B2011.

#### **Pending**

- Overnight parking on Old Dover Road: to be monitored further before pursuing any restricted use.
- Hedge top Capel Street/junction B2011: to be maintained with another annual trim to keep under control. *Action/Resolution: Quotation to be obtained for approval.*

### d) **Public Rights of Way**

- Summer maintenance completed by KCC, albeit a little late.
- Paragliding activities checked and does not interfere with footpath.
- Stripped vegetation and soil/rubble tipping on clifftop land, Old Dover Road/junction with B2011. *Action/Resolution: To be investigated on whether it is a Site of Special Scientific Interest (SSSI) and will be pursued further.*

Signed ..... Chairperson

Date .....

e) **Speed Watch**

- Monthly statistical report read out to members. Details on all sessions available on Parish Council website.
- Volunteers have been very keen and many sessions undertaking.
- New sites being used, together with others to maintain continuity on checks in Capel Street, New Dover Road and Old Dover Road.
- Purchase of sack-barrow to transport heavy equipment. *Action/Resolution: this has now been acquired and donated by a volunteer.*
- Request to ask Police Officer to attend a meeting to answer volunteer's enquiries. *Action/Resolution: Use of Hand-held Radar Equipment etc. Other events to be arranged.*

f) **Queen's Platinum Jubilee 2022**

Working Party meeting held and reported the following:

- Bunting being made by ten (10) volunteers to date.
- Street Party Plans underway for Sunday, 5<sup>th</sup> June 2022.
- Costings for Plans to be presented at next meeting.
- Queen's Green Canopy of planting on Playing Field free of charge saplings from Woodland Trust. *Action/Resolution: 105 Saplings to be requested; to be planted on Beatrice Road boundary; planted by Primary School children and volunteers; Clerk to submit application.*
- All proposed plans to be advertised in Grapevine Newsletter.

g) **Resilience Plan**

This is a document to be used in case of any "Major Village Emergency", which will provide the community with details of who to contact if needed. *Action/Resolution: Cllr: Seager is continuing to update the Plan in conjunction with Clerk, to fill in blank spaces and to notify those involved on any commitments. Use of resources and table-top exercise on how it can be improved to be considered following completion.*

h) **Neighbourhood Plan**

Following discussion, it was felt by those members present, this was a long process to undertake and when attempted previously, there was a lack of enthusiasm by residents. It was considered that very little can be obtained by having this Plan. *Action/Resolution: Councillors decided not to peruse this, but would be more beneficial to revisit the Village Action Plan already in existence.*

i) **Maintenance of large Hedge top of Capel Street, junction with B2011**

This requires annual trimming maintenance to keep under control to prevent encroachment on footpath. *Action/Resolution: Quotation to be sought and approved accordingly by members.*

j) **Capel Cares**

Coffee Mornings at the Village Hall (small room), proving to be very popular and will continue on first Friday of each month, 10am-12noon. Use of Village Hall, with Pre-school now using Hall, will be monitored and reported back at next meeting.

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

k) **Grapevine Newsletter**

The new format of colour edition discussed. It was reported an increase in cost per month was £158 and many residents had expressed their opinions they prefer. *Action/Resolution: It was agreed by all present to continue producing the newsletter in colour.*

l) **Village Hall Management Committee**

Enquiry noted on if there are any plans for extending the Village Hall.

m) **Training/workshops/seminars**

Received and circulated to Councillors and some attended online by either Councillors or Clerk;

n) **District Councillor Martin Hibbert**

- Good communication considered to be important
- Veolia appear to be improving with a full compliment. It is hoped this will result in green waste collections being revisited.
- Councils are continuing to rebuild following unprecedented times.
- Suggestion to attend the Parish Council surgeries was addressed and will be revisited in the new year, when monthly sessions are taking place.

**County Councillor David Beaney:** No report.

Signed ..... Chairperson

Date .....

o) **Other.**➤ **Remembrance Day** – 11<sup>th</sup> November 2021.

Wreaths have been ordered and received. *Action/Resolution: Cllr: Pilcher to remove last years from Memorial.*

Format for the event to be organised as held previously. *Action/Resolution: Cllr: Pilcher to arrange public address system. Clerk to arrange programme.*

➤ **Defibrillators**

Training for public to be investigated further to be held on a weekday in evening.

**8. CORRESPONDENCE**

**Other items received:** - List of email items received attached and circulated, Local Community Ad Magazine, Elan City – Traffic Control and PA Systems, Clerks and Councils Direct Magazine.

**9. CHEQUES/BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

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

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

**INCOME/EXPENSE 29.07.21. to 23.09.21. 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	Reconciled
	<b>Brought Forward</b>					<b>74,867.54</b>			
29.07.21	Village Hall	Flyer in Grapevine	55.00			55.00	R	BACS	
01.08.21	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	BACS	
02.08.21	Harmer & Sons	Grounds Maintenance July	567.50	113.50	681.00		R	BACS	
09.08.21	Kent Cables	Monthly SIM	19.20	4.80	24.00		R	DD	
17.08.21	Staff	Salaries August	520.74		520.74		R	BACS	
17.08.21	London Hearts	Defibrillator and Cabinet	1,186.00		1,186.00		R	BACS	
23.08.21	TSC Pressure Washing	Cleaning benches	180.00		180.00		R	BACS	
26.08.21	Harmer & Sons	Grounds Maintenance August	567.50	113.50	681.00		R	BACS	
31.08.21	Staff	Expenses: Broadband & Energy August	18.00		18.00		R	SO	
01.09.21	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD	
08.09.21	Play Safety	RoSPA Annual Inspection Play Equipment	268.50	53.70	322.20		R	BACS	
06.09.21	Stephen Huxtable	St Marys Church grass cutting July/ Aug	240.00		240.00		R	BACS	
07.09.21	Kent Cables	Monthly SIM	19.20	4.80	24.00		R	DD	
16.09.21	PKF Littlejohn	Audit Fee AGAR 2020-2021	200.00	40.00	240.00		R	BACS	
17.09.21	Dover District Council	Grapevine Print August	550.00		550.00		R	BACS	
20.09.21	Capel Groundworks	Installation of soft play - balance	6,904.50	1,380.90	8,285.40		R	BACS	
22.09.21	Viking	Ink Cartridges, Paper and Clipboards	85.07	17.01	102.08		R	BACS	<b>Cash/Chq in Hand</b>
22.09.21	Staff Expenses	Garden Vouchers £50, Wreaths, £101.25	151.25		151.25			BACS	
22.09.21	Staff Salaries	September	520.74		520.74		R	BACS	<b>Reserve A/c</b>
22.09.21	Streetz 2 StreetZ/P Relf	Adverts	76.00			76.00	R	SO	<b>Current</b>
22.09.21	Various	Adverts	505.00			505.00	R	BACS	<b>Project</b>
22.09.21	Nat West	Interest Reserve account	1.28			1.28	R	BACS	
					13,816.41	75,504.82		<b>Less Un-Reconciled</b>	<b>151.25</b>
						<b>61,688.41</b>			<b>61,688.41</b>

Projects:	
> Toddler Climbing Frame 12,700	
> Self-closure Gate Hinges £930	
Other	15,709.63
<b>TOTAL</b>	<b>45,978.78</b>
	<b>61,688.41</b>

Signed ..... Chairperson

Date .....

10. **MATTERS CONCERNING THE PARISH**

a) **Councillors' comments** –

- Concerns expressed on increase in HGVs using Capel Street noted. Probably due to harvest season with transportation to farms.
- Enquiries requested on future of properties on Old Dover Road; Cliff-top Café, Lighthouse Inn and Boarded up Bungalow. *Action/Resolution: Clerk to make investigations on Café; Lighthouse Inn owner already contacted, but not answered correspondence; Bungalow owner entered a care home and has since sadly passed away.*

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













11. **DATE OF NEXT MEETING**

- THURSDAY, 25TH NOVEMBER 2021 at 7.30pm in the large hall
- Monthly meetings to resume in January 2022.
- *Action/Resolution: Clerk to enquire on availability of Hall (small room) for 3rd Tuesdays.*

12. **CONFIDENTIAL ITEMS** - None.

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).*

Emily	Invite: Event at Betteshanger Country Park   30th September 2021   9am-11am	16/09/21 16:24
Terry Martin	Volunteer Flood Warden Training - 06 October & 09 November 2021	16/09/21 09:49
Tricia Casey-Green	Clerk in Action Workshop 14 October	14/09/21 15:40
Neighbourhood Alert	The Search is on For The Uks Best Neighbour 14/09/2021 12:53:10 [396182]	14/09/21 12:52
National Association of Local Councils	 NALC ONLINE EVENTS	14/09/21 09:30
National Association of Local Councils	 NALC STAR COUNCIL AWARDS 2021	07/09/21 12:17
Kent & Medway Growth Hub	Kent & Medway Growth Hub Alert	07/09/21 11:00
Kent & Medway Growth Hub	Sign Up For These Upcoming Events	02/09/21 15:23
National Association of Local Councils	 NALC ONLINE EVENTS	02/09/21 09:29
Kent Association of Local Councils	FW: Community Resilience/Emergency Plan Questionnaire	31/08/21 12:25
National Association of Local Councils	 NALC EVENTS	31/08/21 09:30
Emily	Invite: Event at Betteshanger Country Park   30th September 2021   9am-11am	26/08/21 17:16
Andrew Judd 46059727	NHW Message - Drug driving targeted in national campaign	26/08/21 10:17
National Association of Local Councils	 NALC ONLINE EVENTS	25/08/21 10:03
Kent & Medway Growth Hub	Kent & Medway Growth Hub Alert	24/08/21 17:00
National Association of Local Councils	 NALC ONLINE EVENTS	24/08/21 09:44
National Association of Local Councils	 NALC EVENTS	23/08/21 09:29
Engagement and Consultation Team	Your response on Booking to visit a Kent Household Waste Recycling Centre	19/08/21 10:16
National Association of Local Councils	 NALC EVENTS	19/08/21 09:29
Kent Association of Local Councils	Local Government Bulletin 17 August	18/08/21 17:18
National Association of Local Councils	 NALC ONLINE EVENTS	17/08/21 09:29
Kent & Medway Growth Hub	Sign Up For These Upcoming Events	16/08/21 11:29
National Association of Local Councils	 NALC ONLINE EVENTS	11/08/21 09:59
Neighbourhood Alert	Summer Seminars 2021 11/08/2021 08:48:26 [392633]	11/08/21 08:48
Neighbourhood Alert	Coordinator Training Workshops Invitation 09/08/2021 13:01:13 [392414]	09/08/21 13:01
Came & Company Local Council Insurance	Read the August Newsletter	09/08/21 09:00
Neighbourhood Alert	Opportunity To Attend Big Lunch Community Camps 06/08/2021 10:51:28 [392133]	06/08/21 10:51
kalcareasecretary@btinternet.com kalcarea...	Message from Cllr Gowland /Minutes	04/08/21 16:53
Mike Day	JACS (UK) Ltd	04/08/21 11:45
SSP Specialised Sports Products	SSP: Surfacing, Maintenance and Repairs for Council Playgrounds	04/08/21 11:06
Engagement and Consultation Team	New Traffic Regulation Order Consultation in Folkestone and Hythe	03/08/21 16:08
National Association of Local Councils	 NALC ONLINE EVENTS	03/08/21 09:29
Councils	Internal Audit and Training Services for Town and Parish Councils	02/08/21 17:20
Kent & Medway Growth Hub	Sign Up For These Upcoming Events	02/08/21 13:29
Kent Association of Local Councils	Local Government Bulletin 30 July	02/08/21 10:15
National Association of Local Councils	 NALC EVENTS	02/08/21 09:29
James Kirby	Crossroads Care Kent - Summer 2021 Newsletter	29/07/21 12:22

Signed ..... Chairperson

Date .....

**ITEMS ALREADY FORWARDED**

→	National Association of Local Councils	 NALC COMMITTEE ELECTIONS	22/09/21 09:44
→	Kent Association of Local Councils	KALC CEO Bulletin - September 2021	21/09/21 15:35
→	National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	17/09/21 17:14
→	Andrew Judd 46059727	NHW Message - New Schools Officers are supporting Kent's young people	17/09/21 16:51
	Social Enterprise Kent	Register Now for Your Free Infection Protection and Control training with certificate.	16/09/21 11:36
	CAPEL-LE-FERNE PARISH COUNCIL	Fwd: The Queen's Green Canopy Project	13/09/21 15:12
	National Association of Local Councils	 NALC EVENTS	13/09/21 09:59
	Terry Martin	NALC CHIEF EXECUTIVE'S BULLETIN	13/09/21 09:35
→	National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	10/09/21 15:00
	Tricia Casey-Green	KALC Project Management Event Flyer - Saturday 9th October	09/09/21 16:16
	Tricia Casey-Green	KALC Flyer Introduction to Planning 7 October 2021	09/09/21 12:45
→	Terry Martin	KCC Member Briefing on the Environment - September 2021	09/09/21 09:42
→	National Association of Local Councils	 NALC ONLINE EVENTS	09/09/21 09:29
→	National Association of Local Councils	 NALC NEWSLETTER	08/09/21 09:30
→	Kent Association of Local Councils	FW: KCC Commissioned free Covid-19/infection control safe advice and training	07/09/21 09:10
→	Laura Dyer	KALC NEWS AUGUST 2021	06/09/21 12:15
→	Tricia Casey-Green	SBS Men's Shed Conference 8 October	06/09/21 12:01
	National Association of Local Councils	 NALC EVENTS	06/09/21 10:04
→	Kent Association of Local Councils	KCC Vision Zero Road Safety Strategy launch - September 15th - now online as well	03/09/21 15:58
→	National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	03/09/21 14:46
	makingadifference@kent.gov.uk	For your information - our latest adult social care engagement opportunities	23/08/21 12:45
→	Terry Martin	KALC CEO Bulletin - August 2021	20/08/21 16:52
→	National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	20/08/21 16:30
	National Association of Local Councils	 NALC ONLINE EVENTS	18/08/21 09:29
→	Laura Dyer	NORTH DOWNS WAY AMBASSADORS - KENT DOWNS	16/08/21 11:09
→	Laura Dyer	KALC EVENTS FOR SEPTEMBER	13/08/21 10:46
→	National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	13/08/21 10:00
→	National Association of Local Councils	 NALC ONLINE EVENTS	10/08/21 09:59
→	National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	06/08/21 09:30
→	National Association of Local Councils	 NALC ONLINE EVENTS	05/08/21 09:29
→	National Association of Local Councils	 NALC NEWSLETTER	04/08/21 09:30
	CAPEL-LE-FERNE PARISH COUNCIL	Fwd: Settlement Boundary Review Teams Live Event.	03/08/21 16:28
	CAPEL-LE-FERNE PARISH COUNCIL	Fwd: Re: National Resilience Strategy Call For Evidence	03/08/21 16:27
	CAPEL-LE-FERNE PARISH COUNCIL	Fwd: FW: Local Plan Regulation 18 Consultation - comments on Site Allocations Policy 1.	30/07/21 17:58
→	Laura Dyer	KALC NEWS JULY 2021	30/07/21 17:22
→	National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	30/07/21 13:30
	Terry Martin	Invitation to attend KCC Road Safety Strategy launch - September 15th Manston Airport	30/07/21 11:46
→	National Association of Local Councils	 NALC ONLINE EVENTS	29/07/21 09:29

**Other items received:**

1. Local Community Ad Magazine
2. Elan City – Traffic Control and PA Systems
3. Clerks and councils Direct Magazine

Signed .....

Chairperson

Date .....