

DUE TO COVID -19 - NO MEETING HELD.
MINUTES OF DECISIONS MADE, UNDER DELEGATED POWERS TO
CLLR: SEAGER (CHAIRPERSON), CLLR: PILCHER (VICE-CHAIRMAN) and CLERK
UP TO 18TH JANUARY 2022

1. **PRESENT:** Not Applicable. **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**
 The following Minutes will be signed at next meeting, by the Chairperson, as a true record, for auditing purposes:
 - Meeting 25th November 2021.
 - Decisions up to 18th January 2022.
4. **DECLARATION OF PERSONAL INTERESTS:** Not Applicable
5. **MATTERS ARISING FROM MINUTES OF LAST MEETING**
 - Christmas Tree on Playing Field to be discussed further by Event Working Party.
 - Defibrillator training event to be booked in Spring.
 - National Lottery funding for events to be discussed further by Event Working Party.
 - Other items under related entries in Minutes.
6. **PLANNING.**
 - a) **Applications.**
 - 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: Granted full planning permission.
 - 21/01737, Erection of a detached dwelling, creation of vehicular access and parking, Site At 147 New Dover Road Capel Le Ferne CT18 7LF
Action/Resolution: Granted full planning permission.
 - 21/01627, Erection of a part first floor rear extension with steps, an observatory over, glass balustrade, an attached five-bay, garage/home-office and solar panels to existing roof Villacana New Dover Road Capel Le Ferne CT18 7JB
Action/Resolution: Awaiting Decision from Dover District Council.
 - 21/01911, Erection of front and rear extensions to garage and conversion to habitable accommodation, 36 Albany Road Capel Le Ferne CT18 7LA
Action/Resolution: Awaiting Decision from Dover District Council.
 - 22/00001, Erection of single storey side and rear extensions, insertion of 2no. rooflights to existing roof, formation of a vehicular access and associated parking (existing rear extension to be demolished, part front hedge to be removed), 199 New Dover Road Capel Le Ferne CT18 7JD
Action/Resolution: Awaiting Decision from Parish Council/Dover District Council.
 - b) **(HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation**
 Still waiting Phase 2 consultation notification from Dover District Council and hopefully would be ready early in the New Year.
7. **DELEGATES' REPORTS**
 - a) **Neighbourhood Watch**
PCSO Megan Keehner and Community Warden Jan Henry
 - PCSO Report for November and December 2021 had been circulated to members and on Website/Facebook Page/Email database for information.

Signed Chairperson

Date: 15th February 2022

b) **Play equipment****Equipment Status**

- Bi-monthly monitoring report attached. (Page 4). *Action/Resolution: Items on attached to be noted. Items noted to be addressed in the Spring.*
- Self-closing hinges to gates on play area and skate-park installation imminent.
- New toddlers play equipment unit: installation imminent.

c) **Highways****Highway Improvement Plan in the Village**

Action/Resolution: Following work programmed by Kent Highways imminent. 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.

d) **Public Rights of Way**

- Several trees in Green Lane, that had suffered storm damage, were removed.
- Green Lane signage on motorbikes reported and being resolved by KCC.

e) **Speed Watch**

New on-site video camera purchased and all sessions now being recorded. This follows Kent Police advice received and guidelines issued and will maintain the safety and security of volunteers, in cases of harassment and to verify vehicle details required. Another Speed Indicator Device has been budgeted for and will be purchased in due course.

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

Working Party meeting was postponed until 23rd February at 7pm.

g) **Resilience Plan**

Cllr: Seager and Clerk to meet, as soon as possible, to update document. Document to include map and list of Fire Hydrants, clarified by on-site assessment carried out by Cllr. Pilcher.

h) **Capel Cares** - No report.i) **Grapevine Newsletter** - No report.j) **Village Hall Management Committee** - Full report in Grapevine Newsletter.k) **Training/workshops/seminars**

- All events received from Kent/National Associations of Local Councils circulated to Councillors.
- Online conference attended by Cllr' Seager: Report - was really enjoyable, and the speakers were interesting and informative. Certainly, food for thought especially around digital communication. Notes to check out some of the ideas to see if any good for us. Connections with the youth club or any other organisations for young people to be sought. Interested in meeting local youth to find out their views on a range of issues as feel we ought to be trying to involve them in the village's future. Also, young parents, although this may prove more difficult.

l) **District Councillor Martin Hibbert**: - No report.

County Councillor David Beaney: - No report.

m) **Other**.

- Noticeboards – Cllr. Pilcher checked and report on condition attached. (Page 6).
- Salt Bins – Cllr. Pilcher checked and report on condition attached. (Page 6).

8. **CORRESPONDENCE**

Other items received: List of email items received were circulated as attached. (Pages 5 and 6).

9. **CHEQUES/BACS PAYMENTS**

The attached cheques and BACS payments, having been confirmed by Clerk/Responsible Finance Officer, will be approved and authorised at next meeting: (Page 7).

Signed Chairperson

Date: 15th February 2022

10. MATTERS CONCERNING THE PARISH

a) **Councillors' comments** –

Glass fallen out at Bus Shelter adjacent to White Cliffs Caravan Park.

Action/Resolution: Reported to Dover District Council.

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

c) **Precept Demand Forms 2022/23**

Budget Plan and Precept Demand for 2022-23 circulated to members and available on Parish Council website.

5-4 Councillors confirmed agreement to the following:

- Not to increase the precept for 2022-23, but to remain as last years.
Total Resource Requirement Expenditure estimate for 2022/2023 £47,993
Band D Council Tax Charge remains as last year at £70.54
- Agreed the increase in salary in keeping with one (1) increment per annum to £7623.00.
- Increase in the cost for advertising in the Grapevine Newsletter as previously discussed at past meetings.

<u>GRAPEVINE ADVERTISING from 1st April 2022</u>	
Size 9cm x 3.5cm	from £13.00 to £15.00
Size 9cm x 7cm	from £20.00 to £22.00
Size 9cm x 13cm	from £28.00 to £30.00
Size 20cm x 13cm (1/2 page)	to remain at £40.00

11. DATE OF NEXT MEETING - Tuesday, 15th February 2022 at 7.30pm in the small hall.

12. CONFIDENTIAL ITEMS - None.

Signed Chairperson

Date: 15th February 2022

Recreational Facility Report							Date Inspected 17/01/22			
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use	
Childrens	Roundabout	√	√	√	√	√	N/A	√	√	
	Todler Swings	√	√	√	√	√	N/A	√	√	
Play	Junior Swings	√	√	√	√	√	N/A	√	√	
	Alpine Crossing	√	√	√	√	√	N/A	√	√	
Area	Multiplay	X	√	X	√	√	N/A	√	√	
	Balance Bar	√	√	√	√	√	N/A	√	√	
	Giant Steps	√	√	√	√	√	N/A	√	√	
	Perimeter fence	√	N/A	√	N/A	√	√	√	√	
Comments	Some minor corrosion on multiplay structure									

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Outdoor	Step Up & Treadmills	√	√	√	√	√	√	√	√
	Pull Down & Shoulder Press	√	√	X	√	√	√	√	√
	The Bench	√	√	√	√	√	N/A	√	√
	Junior Recumbent Bike	√	√	√	√	√	N/A	√	√
	Senior Recumbent Bike	√	√	√	√	√	N/A	√	√
Gym	Hand Bike	√	√	√	√	√	N/A	√	√
	Leg Press	√	√	√	√	√	√	√	√
Equipment	Junior Cross Trainer	√	√	√	√	√	N/A	√	√
	Senior Cross Trainer	√	√	√	√	√	N/A	√	√
	Senior Fitness Bike	√	√	√	√	√	√	√	√
	Junior Fitness Bike	√	√	√	√	√	√	√	√
	Chest Press	√	√	√	√	√	√	√	√
	Seated Row	√	√	√	√	√	√	√	√
	Leg Press & Oblique	√	√	X	√	√	√	√	√
	Welcome Sign	√	N/A	√	N/A	√	√	√	√
Comments	Some minor corrosion on leg press and shoulder press								

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Skate	Beatrice Rd end Ramp	√	√	√	√	√	√	√	√
	Centre Ramp	√	√	√	√	√	√	√	√
Park	Elizabeth Drive end Ramp	√	√	√	√	√	√	√	√
	Grind Rail	√	√	√	√	√	√	√	√
	Bench	√	√	√	√	√	√	√	√
	Perimeter Fence	√	N/A	√	N/A	√	√	√	√

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Surrounds	Youth Shelter	√	N/A	√	√	√	N/A	√	√
	Picnic Tables and Bench	√	N/A	√	√	√	N/A	√	√
	BMX Double Ramp	√	N/A	√	X	√	N/A	√	√
	BMX Duck Under Hurdle	√	N/A	√	N/A	√	N/A	√	√
	BMX Jump Ramp	√	N/A	√	√	√	N/A	√	√
	BMX Slalom Poles	√	N/A	√	N/A	√	N/A	√	√
	MUGA	√	N/A	√	X	√	N/A	√	√
	Petanque court	√	N/A	√	√	√	√	√	√
	Litter Bins	√	N/A	√	N/A	√	N/A	√	√
	Village Hall Defibrillator	Batteries installed for 5 years			27/03/18	Check Unit	√	Check Pad Date	√
	Shop Defibrillator	Battery expiry January 2026				Check Unit	√	Pad Expiry 19/06/25	√
Comments	BMX DOUBLE RAMP Surface worn on double ramp but not serious. Some minor corrosion on steelwork of MUGA								

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Zip Wire Petanque Court	Wire Tension	√	N/A	√	N/A	√	N/A	N/A	√
	Running Gear	√	√	√	N/A	√	N/A	N/A	√
	Zip Wire Seat	√	N/A	√	N/A	√	N/A	N/A	√
	Rubber Tyre Stops	√	N/A	√	N/A	√	N/A	N/A	√
	Ramps and Platforms	√	N/A	√	N/A	√	N/A	N/A	√
	Support Structures	√	N/A	√	N/A	√	N/A	N/A	√
	Groud Mats	√	N/A	√	√	√	√	√	√
	Petanque Court	N/A	N/A	N/A	√	√	N/A	√	√
Comments									

Associated Documents Received up to Tuesday, 18th January 2022**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).*

National Association of Local Councils	 NALC EVENTS	18/01/22 10:00
alert@neighbourhoodalert.co.uk	Invitation to online event	14/01/22 16:57
Info	FW: FCC Communities Foundation - funding opportunities for village halls and parish councils. DEADLINE 2 M...	12/01/22 15:41
Andrew Judd 46059727	NHW Message - Rural officers praised for recovering £20,000 woodchipper	06/01/22 15:47
Anne Hitch	ADVISORY GROUPS FEBRUARY SCHEDULE	05/01/22 15:46
Kent Association of Local Councils	Local Government Bulletin 16 December	17/12/21 11:49
Terry Martin	K'CAS - Threat Alert: Apache Log4j 2 vulnerability (CVE-2021-44228)	16/12/21 16:13
Catherine Bailey	Website Update Request	16/12/21 13:59
Andrew Judd 46059727	NHW Message - E-fit image released following sexual assault on bus in Dover	15/12/21 11:35
Andrew Judd 46059727	NHW Message - latest media reports	13/12/21 06:49
Terry Martin	KALC Virtual Climate Change Conference 15 December - reminder	10/12/21 15:40
Gallagher	Season's Greetings	09/12/21 13:00
Alex Balmer	Playground Facilities Introduction - Are You In Need Of Any Play Ground Facilities?	01/12/21 14:09
alert@neighbourhoodalert.co.uk	Invitation to join the Knowledge Hub along with the hundreds of coordinators already signed up	01/12/21 13:09
ADUGUEST01@kent.gov.uk	Community Outbreak Management Fund	29/11/21 13:27
Terry Martin	IMPORTANT - Contain Outbreak Management Fund	29/11/21 12:02
Kent Association of Local Councils	Local Government Bulletin 26 November	29/11/21 11:52
Andrew Judd 46059727	Dover District Neighbourhood Watch meeting	26/11/21 10:51

ITEMS ALREADY FORWARDED

National Association of Local Councils	 NALC EVENTS	14/12/21 09:59
National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	10/12/21 16:30
Kent Association of Local Councils	Local Government Bulletin 9 December	10/12/21 15:46
Kent Association of Local Councils	Local Government Bulletin 8 December	09/12/21 15:35
Terry Martin	Update - Ransomware Attack	08/12/21 15:45
National Association of Local Councils	 NALC NEWSLETTER	08/12/21 10:00
National Association of Local Councils	 NALC EVENTS	07/12/21 09:59
Andy Cotter	Welcome back to the Communities newsletter	06/12/21 10:00
National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	03/12/21 15:01
National Association of Local Councils	 NEW RESOURCES	02/12/21 09:59
Kent Association of Local Councils	Ransomware Attack	01/12/21 16:08
National Association of Local Councils	 NALC NEWSLETTER	01/12/21 10:00
National Association of Local Councils	 NALC EVENTS	30/11/21 10:00
kalc	KALC Flyer Climate Change Conference	29/11/21 15:57
Info	Bringing live arts to your community space	29/11/21 12:13
Kent Association of Local Councils	FW: Local Government Bulletin 25 November	26/11/21 21:40
National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	26/11/21 17:00

Signed

Chairperson

Date: 15th February 2022

ITEMS ALREADY FORWARDED

National Association of Local Councils	 NALC NEWSLETTER	19/01/22 10:00
National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	14/01/22 17:03
National Association of Local Councils	 NALC NEWSLETTER	12/01/22 10:04
Laura Dyer	KALC Carbon Footprint Calculator	11/01/22 12:17
National Association of Local Councils	 NALC EVENTS	11/01/22 10:00
Tricia Casey-Green	KALC Bitesize Courses - launching for New Year	10/01/22 16:22
kalcareasecretary@btinternet.com kalcareasecretary...	KALC - Meeting January 26th 2022	03/01/22 10:33
National Association of Local Councils	 NALC EVENTS	21/12/21 09:59
Terry Martin	KALC Carbon Footprint Calculator	17/12/21 16:40
Laura Dyer	KALC NEWS NOVEMBER/DECEMBER 2021	17/12/21 11:41
National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	17/12/21 11:05
Alice.Short@kent.gov.uk	Kent Minerals and Waste Local Plan 2013-30 Full Review 2021	16/12/21 09:38
Kent Association of Local Councils	Local Government Bulletin 14 December	15/12/21 16:32
National Association of Local Councils	 NALC NEWSLETTER	15/12/21 10:00
Tricia Casey-Green	Managing Difficult People and Teams - A workshop for January 2022	14/12/21 16:45
Charmaine Keatley	KALC Climate Change Conference - Ticket sales close today at 17:00	14/12/21 12:33
Kent Association of Local Councils	Local Government Bulletin 13 December	14/12/21 12:16
Info	Village Halls Week - links for online events 24-28 January	19/01/22 16:35

NOTICEBOARDS REPORT

1. Shop Opens ok, Perspex coming away from frame allowing water to get inside, perspex covered in green mould, board generally in poor condition, advise replacement.
2. Church Opens ok, needs cleaning otherwise good condition.
3. Village Hall Left lock seized in the open position allowing to get inside, right lock seized, board generally, in poor condition, advise replacement.
4. School Opens ok, need cleaning, otherwise good condition.

SALT BINS REPORT

1. Lancaster Avenue/Capel Street – full
2. Capel Street by School - ¼ full, needs refill. Reported to Kent Highways.
3. Cauldham Close/Cauldham Lane – full
4. Cauldham lane to Hockley Sole - empty, needs refill. Reported to Kent Highways.

Other items received:

1. Hawkinge & Capel-le-Ferne Community Magazine	
2. Viking Direct December Sales	
3. Clerks and Councils Direct magazine	
> Toddler Climbing Frame £12,700	
> Self-closure Gate Hinges £930	
> Speed Indicator Device £2,079.63	
Balance in hand	15,709.63
TOTAL	32,806.62
	48,516.25

Signed

Chairperson
Date: 15th February 2022

INCOME/EXPENSE 25.11.21 to 18.01.22. 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
	Brought Forward					54,331.78			
29.11.21	Staff	Expenses: Broadband & Energy November	18.00		18.00		R SO		
31.11.21	Nat West	Interest Reserve account	0.58			0.58	R INT		
01.12.21	Kent Cables	Monthly Contract	37.50	7.50	45.00		R DD		
07.12.21	Kent Cables	Monthly SIM	19.20	4.80	24.00		R DD		
14.12.21	Kent County Council	Grounds Maintenance 2021-2022	937.28			937.28	R BACS		
16.12.21	Staff	Salaries December	520.74		520.74		R BACS		
17.12.21	B Young	Annual Maintenance Skate Park & Petanque Court	160.00	32.00	192.00		R BACS		
30.12.21	Dover District Council	Lease on Playing Field	112.50		112.50		R SO		
29.12.21	Staff	Expenses: Broadband & Energy December	18.00		18.00		R SO		
31.12.21	Dover District Council	Grapevine Print November	550.00		550.00		R BACS		
31.12.21	Kent County Council	Traffic Management Improvements	3,939.44		3,939.44		R BACS		
04.01.22	Paul Downey	Go-Pro Camera & 32GB Memory Card	241.66	48.33	289.99		R BACS		
04.01.22	Paul Downey	Go Pro Annual Subscription	41.66	8.33	49.99		R BACS		
04.01.22	Kent Cables	Monthly Contract	37.50	7.50	45.00		R BACS		
07.01.22	Kent Cables	Monthly SIM	19.20	4.80	24.00		R DD		
18.01.22	Primary Technologies	Annual Website Domain & Hosting	300.00	60.00	360.00		R BACS		
19.01.22	Staff	Salaries January	520.74		520.74		R BACS	Cash/Chq in Hand	1.56
19.01.22	Expenses	Expenses, Computer repairs & New Hard Drive	108.33	21.67	130.00		R BACS	Reserve A/c	32,464.84
19.01.22	Expenses	Expenses, Computer repairs & New Hard Drive	89.99		89.99		R BACS	Current	1,083.39
19.01.22	Parishioner	Adverts	176.00			176.00	R BACS	Project	15,707.19
									49,256.98
				194.93	6,929.39	55,445.64		Less Un-Reconciled	740.73
						48,516.25			48,516.25

Signed
18.01.2022.....

Signed Chairperson
Date: 15th February 2022