

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 15th FEBRUARY 2022

Present: Cllrs; Holliday, Lake, Leppard, Pilcher, Seager and Young,
together with Community Warden Jan Henry and one (1) member of the public.

1. **APOLOGIES** – Cllrs: Greening and District Councillor Hibbert (retrospective).

2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**

Public addressing the members, should be on this agenda item only and not during other discussions during the meeting. Items raised are discussed by Councillors under related entries on Agenda.

Surgery feedback

- Resident request on contact details for District and County Councillor.
- Objections logged on Jubilee Street Party in present location.
- Concerns on when 107-127 Capel Street Development will be presented for full planning permission.
- Wi-fi installation at Village Hall planned.

Other

- Grass verge parking on New Dover Road (B2011).
Action/Resolution: To be reported to Dover District Council Parking Enforcement and Kent Highways.
- Bus Route change to go down Canterbury Road, Folkestone.
Action/Resolution: Stagecoach Limited have been approached in the past, but will not divert buses.
- Christmas Dinner for the elderly.
Action/Resolution: Arranged previously and only one resident was interested.

3. **MINUTES OF THE MEETINGS**

- The Minutes of the Meeting held on 25th November 2021 and Decisions up to 18th January 2022, were approved and signed as a correct record by the Chairperson, Cllr. Seager, proposed by Cllr. Lake, seconded by Cllr. Pilcher and agreed by all.

4. **DECLARATION OF PERSONAL INTERESTS** – Cllr. Young declared an interest in part of item 8.

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

a) **Grounds Maintenance Contract 2022-2023 Quotes Received.**

Three (3) quotations received as in associated documents attached (*Page 5*).

Action/Resolution: Councillors accepted quotation from Harmer Grounds Maintenance, proposed by Cllr. Young, seconded by Cllr. Pilcher and agreed by all present.

b) Defibrillator training to be booked in Spring.

6. **PLANNING.**

a) **Applications.**

➤ 21/01579, Part garage conversion into habitable accommodation, increase height of single storey flat roof extension, insertion of 2no. rooflights to side roof slope, flue to rear and alterations to windows (existing chimney to be demolished), 33 Avondale Road Capel Le Ferne CT18 7LJ

Action/Resolution: Granted 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: Granted Planning Permission.

➤ 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: Waiting Dover District Council decision.

Signed Chairperson

Date: 15th March 2022

PLANNING.a) **Applications.** Continued

- 22/00043, Reserved matters application for approval of landscaping, layout, scale and appearance pursuant to outline application DOV/19/00669 for of 34 dwellings, Land Between Nos 107 And 127 Capel Street Capel Le Ferne
Action/Resolution: Waiting Dover District Council decision.
- 22/00143, Erection of a detached dwelling, detached garage with office over, new vehicular access and associated parking, Land Adjoining Cilcain Winehouse Lane Capel Le Ferne CT18 7HU
Action/Resolution: Waiting Parish Council decision.
- 22/00173, Conversion of garage to annexe for ancillary use (retrospective), 118 Capel Street Capel Le Ferne CT18 7HB
Action/Resolution: Waiting Parish Council decision.
- 22/00154, Certificate of Lawfulness (existing) for the continued occupation of caravans from 1st March to 31st January the following year (except resident warden's caravan) in breach of planning permission DO/90/00551, Varne Ridge Caravan Park 145 Old Dover Road Capel-Le-Ferne CT18 7HX
Action/Resolution: Waiting Parish Council decision.

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

Still waiting Phase 2 consultation notification from Dover District Council, expected Spring/Summer 2022.

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

- PCSO Megan Keehner and Community Warden Jan Henry
 - Surgery to be held on 22nd February at Farmers' Market.
 - December PCSO Update received and circulated.
 - Community Warden working with a vulnerable member of the village.

b) **Play equipment**

- Equipment Status already circulated.
- Self-closing hinges to gates on play area and skate-park areas now installed.
- New toddlers play equipment unit: Installation taking place this week.
- Slide rails showing signs of corrosion and need refurbishment.

c) **Highways**

- Highway Improvement Plan in the Village
 - HIP document requires updating and will be undertaken by the Highway working party.
 - Bus shelters in need of cleaning and refurbishment. *Action/Resolution: Clerk to contact Dover District Council.*
 - Still waiting response from petition for Dover Hill.

d) **Public Rights of Way**

- Last year maintenance was carried out.
- George Close footpath, diversion discussed (Old Dover Road end).
- Waiting Green Lane "no motor vehicle signs" to be installed.
- Tyres fly-tipped on Warren footpath, reported to Dover District Council.

e) **Speed Watch**

- Kent County Councillor David Beaney had agreed a grant of £1,200.00 towards the new equipment required, i.e., New Speed Indicator Device, another camera and remote controllers for cameras.
Action/Resolution: Proposed by Cllr. Pilcher, seconded by Cllr. Lake and agreed by all present, to go ahead with purchase.

Signed Chairperson

Date: 15th March 2022

f) **Events**• **Afternoon Tea**

Parish Councillors have invited all volunteers of the Speed Watch Team and Grapevine Deliverers to an afternoon tea in March, as a thank you from the community.

• **Queen's Platinum Jubilee 2022**

A Working Party meeting was held and reported the following:

Fish and Chip Van, Ice-Cream Van and an Inflatable booked for Street Party. New plan for street party arranged, Battle of Britain Beacon lighting and possible procession from Village Hall.

Business sponsors discussed, but decided not to approach, but fund all from Parish Precept.

• A further Working Party meeting to be held to make further arrangements:

Tea lights, union jacks and commemorative mugs to be discussed.

g) **Resilience Plan**

Cllr: Seager and Cllr. Pilcher have worked on completing details in the Plan.

Action/Resolution: The Plan continues to be ongoing. Clerk to contact named businesses/individuals for clarification as to their inclusion and when available, a new Fire Hydrant Map will be inserted.

h) **Capel Cares**

Thirty-four (34) people attended the last coffee morning, together with District Councillor Martin Hibbert.

i) **Grapevine Newsletter**

Holiday volunteers required.

j) **Village Hall Management Committee**

Full report in Grapevine Newsletter.

k) **Training/workshops/seminars**

Received and circulated to Councillors.

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

County Councillor David Beaney: No report.

m) **Other.**

- Noticeboards – Survey carried out by Cllr. Pilcher on condition, as received and in associated documents attached (*Page 5*). *Action/Resolution: As they are not used by the community and in need of refurbishment, Cllr. Pilcher proposed to remove them. Cllr. Seager to make enquiries if the school would like to take use of the one outside.*

8. **CORRESPONDENCE**

- Due to ill health of Internal Auditor used in past, Clerk reported that a quote had been received from Youngs Accountancy. This was on a formal basis for the sum of £100.00, to carry out an Annual Internal Audit before submission to Local Councils Auditors. *Action/Resolution: Agreed acceptance and formally adopted by five (5) members present, with one (1) abstention from Cllr. Young who had declared an interest.*
- **Other items received:**
List of email items received was circulated as attached. (*Pages 6*)

9. **CHEQUES/BACS PAYMENTS**

The attached cheques and BACS payments were approved and authorised: (*Page 4*)

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

Signed by the Chairperson Cllr. Seager and Vice-Chairman Cllr Pilcher, having been confirmed by Clerk/Responsible Finance Officer.

10. **MATTERS CONCERNING THE PARISH**a) **Councillors' comments** –

- Cllr. Holliday brought to the attention of members, the need to be aware of the Heritage Tax Levels with the majority of properties in the community now showing to be within this bracket.

b) **Approve resolution to discuss any confidential issues** – None11. **DATE OF NEXT MEETING**

Tuesday, 15th March 2022 at 7.30pm in the small hall

12. **CONFIDENTIAL ITEMS** – None.

Signed Chairperson

Date: 15th March 2022

INCOME/EXPENSE 18.01.22 to 15.02.22. To be confirmed and agreed**Agenda Item 5**

Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS		Cheque, BACS, DD, SO	BANK A/Cs	Reconciled
	Brought Forward					48,516.25				
31.01.22	Nat West	Interest Reserve account	0.28			0.28	R	INT		
01.02.21	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD		
02.02.22	Ashley Engineering	Self-closures to gates	986.00		1,116.00		R	BACS		
07.02.21	Kent Cables	Monthly SIM	19.20	4.80	24.00		R	DD		
28.01.22	Staff	Expenses: Broadband & Energy January	18.00		18.00		R	SO		
11.02.22	HMRC	PAYE	248.39		248.39		R	DD		
14.02.22	Eventbrite	Future Communities 2021 Conference	64.39	12.88	77.27			BACS		
14.02.22	Staff	Salaries February	520.74		520.74			BACS	Cash/Chq in Hand	1.56
14.02.22	Expenses	Expenses, Land Registry Checks	30.00		30.00			BACS	Reserve A/c	30,965.12
14.02.22	Parishioner	Adverts	444.00			444.00	R	BACS	Current	835.27
									Project	15,707.19
										47,509.14
				25.18	2,079.40	48,960.53			Less Un-Reconciled	628.01
						46,881.13				46,881.13

<i>Projects:</i>	
> Toddler Climbing Frame £12,700	14,779.63
> Speed Indicator Device £2,079.63	
<i>Balance in hand</i>	32,101.50
TOTAL	46,881.13


Signed Chairperson

Date: 15th March 2022

Associated Documents Received at Meeting Tuesday, 15th February 2022

AGENDA item 5a

GROUNDS MAINTENANCE 2022 (as per specifications)

1.	Harmer and Sons Ground Maintenance Limited	£4,560.00
2.	Countrywide Grounds Maintenance	We are not in a position to tender anymore works as our books are full for the upcoming year. Cannot compete with other quotes! Many thanks for the email and opportunity to tender this year however we will have to decline at this moment in time. Please bare us in mind for 2023.
3.		£4,464.00
4.	G W Landscaping	No reply
5.	Envisage Groundcare Ltd	£4,560.00

AGENDA item 7m




Condition of Noticeboards

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.












Signed Chairperson

Date: 15th March 2022

Emails, Brochures, magazines, etc., correspondence items: **AGENDA item 8***(List of email items received attached and/or previously forwarded).**Due to a vast number 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	Love your local park this Valentines Day 	14/02/22 12:19
Honorary Secretary	An opportunity to end the use of green lanes by recreational motor vehicles in Kent Downs Are...	12/02/22 16:29
Dover District Council	Raising the Green Flag at Kearsney Parks!	11/02/22 08:12
Elysia Barker-Davies	Chough Reintroduction Information	09/02/22 16:29
Andy Cotter	Welcome back to the Gallagher Communities Newsletter	02/02/22 12:10
makingadifference@kent.gov.uk	Our latest opportunities to get involved: Kent Care Summit on 2 March 2022, 10am - 4pm - D...	31/01/22 14:49
Online Playgrounds	Welcome to the New Online Playgrounds Website	28/01/22 11:27
Helen Griffiths, Fields in Trust	Protecting Green Spaces for Good 	25/01/22 16:55
National Association of Local Councils	 NALC EVENTS	25/01/22 09:59
Tricia Casey-Green	KALC Chairmanship Networking Day	25/01/22 09:58
Jamie Pout	CEE Bill	01/12/21 20:09
Florin Diaconu	Light up the Night for Marie Curie in the South East	30/11/21 12:20

ITEMS ALREADY FORWARDED

→ Kent Association of Local Councils	Local Government Bulletin 11 February	12/02/22 16:44
→ Kent Association of Local Councils	Local Government Bulletin - 10 February 2022	12/02/22 07:46
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	11/02/22 16:47
Angus McVarish	Dover District Council, Indoor Sports Facilities Strategy - Town & Parish Councils Consultation...	10/02/22 16:12
→ National Association of Local Councils	 INTERNATIONAL WOMEN'S DAY	10/02/22 10:00
Rebecca Brough	FW: The Dover Prevent Community Roundtable event - 31 March 2022 (1800 - 2030 hrs)	09/02/22 10:12
→ National Association of Local Councils	 NALC EVENTS	08/02/22 10:09
→ Andrew Judd 46059727	NHW Message - 25 county line suspects arrested in January	07/02/22 12:38
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: Links to recordings and resources from Village Halls Week 2022	04/02/22 19:00
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	04/02/22 16:30
→ Laura Dyer	KALC NEWS JANUARY 2022	04/02/22 15:52
→ Tricia Casey-Green	KALC - Don't Miss out on KALC Events....	04/02/22 11:53
→ Laura Dyer	KCC - Our latest opportunities to get involved: Kent Care Summit on 2 March 2022, 10am - ...	03/02/22 11:52
→ Tricia Casey-Green	KALC CONFERENCES IN MARCH! LAUNCHED AND READY TO BOOK!	03/02/22 11:39
→ Alice.Short@kent.gov.uk	FW: Kent Minerals and Waste Local Plan 2013-30 Full Review 2021	02/02/22 13:49
→ National Association of Local Councils	 NALC NEWSLETTER	02/02/22 10:14
→ National Association of Local Councils	 NALC EVENTS	01/02/22 09:59
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	28/01/22 17:14
→ kalcareasecretary@btinternet.com kalcareas...	Minutes	28/01/22 11:10
→ Terry Martin	NALC policy Consultation Briefing - OFCOM Postal Regulation Consultation.	27/01/22 11:42
→ National Association of Local Councils	 NEW PUBLICATION	27/01/22 10:00
→ Tricia Casey-Green	KALC launches new events for February and March 2022 - Don't Miss Out	26/01/22 11:31
→ National Association of Local Councils	 NALC NEWSLETTER	26/01/22 10:00
→ Kent Association of Local Councils	Local Government Bulletin 21 January	24/01/22 16:19
kalcareasecretary@btinternet.com kalcareas...	Dover Area Committee Meeting	23/01/22 12:07
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	21/01/22 17:02
→ Tricia Casey-Green	KALC Events in February and March - Don't Miss Out!	21/01/22 14:52
→ Laura Dyer	KCC MEMBERS NEWSLETTER - WASTE MANAGEMENT UPDATE JANUARY 2022	21/01/22 09:12
→ National Association of Local Councils	 NEW YEAR OPEN LETTER	20/01/22 10:00

Other items received:

1. Viking Brochure February Sales

Signed Chairperson
Date: 15th March 2022