

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 19<sup>th</sup> APRIL 2022**

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

1. **APOLOGIES** – Cllrs. Greening and Norris, PCSO Keehner.

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

- Speed and engine revving noise in Capel Street.
- Off-road motor bikes in Field and Green Lane.
- Driveway mirror on property access.
- Bench on Clifftop to be checked further.

Other: None

3. **MINUTES OF THE MEETINGS**

- The Minutes of the Meeting held on 15<sup>th</sup> March 2022, were approved and signed as a correct record by the Chairperson, Cllr. Seager, proposed by Cllr. Holliday, seconded by Cllr. Pilcher and agreed by all.

4. **DECLARATION OF PERSONAL INTERESTS** – None.

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

- a) Lighthouse Inn – Empty Homes report sent to Dover District Council and waiting response.

6. **PLANNING.**

a) **Applications.**

- 20/01569, The erection of two storey building incorporating 15 apartments (flats), communal social areas and associated parking and landscaping, Longships Cauldham Lane Capel Le Ferne CT18 7HG.  
*Action/Resolution: Waiting Dover District Council decision. District Councillor to make further enquiries on this application.*
- 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 Dover District Council decision.*
- 22/00173, Conversion of garage to annexe for ancillary use (retrospective), 118 Capel Street Capel Le Ferne CT18 7HB  
*Action/Resolution: Granted Full Planning Permission.*
- 22/00335, Erection of 2 no. detached dwellings, boundary fence, turning area, new driveway, and associated parking (existing store and green house to be demolished), 127 Capel Street Capel Le Ferne CT18 7HA  
*Action/Resolution: Waiting Dover District Council decision.*
- 22/00432, Variation of Condition 2 (approved plans) to allow amendments of planning permission DOV/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) (application under Section 73), Villacana New Dover Road Capel Le Ferne CT18 7JB  
*Action/Resolution: Waiting Dover District Council decision.*
- 22/00420, Erection of a first-floor extension for the use as a holiday let with Juliette balcony and glass balustrade to front elevation, Clifftop Cafe Old Dover Road Capel-Le-Ferne CT18 7HT  
*Action/Resolution: Waiting Dover District Council decision.*

Signed ..... Chairperson

Date: 17<sup>th</sup> May 2022

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

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

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

Community Warden Jan Henry

- Vehicles left over two weeks parked in Village Hall (private) Car Park reported.

b) **Play equipment**

- Faults to self-closing mechanism on gates. *Action/Resolution: To be chased.*
- Re-paint of climbing frame/slide to be carried out. *Action/Resolution: Waiting work to be carried out.*
- Gym equipment refurbishment. *Action/Resolution: Quotation for work to be chased.*
- CCTV Maintenance work carried out, including time change to cameras.

c) **Traffic Management**➤ **Lorries using Capel Street**

Due to recent issues with Dover Docks and Ferries, lorries have been everywhere. *Action/Resolution: Enquiries to be made with Enforcement Officer at Dover District Council on their investigations.*

➤ **Tap (Traffic Access Protocol) scheme**

Meeting of Authorities imminent. District Councillor Hibbert to report back.

➤ **Highway Improvement Plan (HIP) in the Village**

Meeting of working party of Cllrs; Alfsdotter, Greening, Pilcher and Seager arranged for 19<sup>th</sup> May to discuss list of improvements for consideration and to be included on next HIP document.

➤ **Dover Hill improvements.** Still waiting response.d) **Public Rights of Way**

➤ Green Lane - Kent County Council agreed volunteer clear-up, with expert advice to be sought on removing ivy from trees. *Action/Resolution: Risk assessments to be put in place and taken into account on exact work carried out, including any use of chemicals. Cllr. Lake to progress further.*

➤ London House – footpath through Land obstructed due to works at present.

*Action/Resolution: To be progressed further when scaffold removed.*

e) **Speed Watch**

All results of sessions are available on Parish Council Website LINK: [capellefernepc.org.uk](http://capellefernepc.org.uk)

Funding supplied to make a case for existing Speed Indicator Device. Proposed by Cllr. Lake, seconded by Cllr. Holliday and all agreed. Thanks to volunteer for making.

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

Costs to date circulated, proposed by Cllr. Pilcher, seconded by Cllr. Young and agreed by all, including donation to be made to Folkestone ATC.

➤ Application Form submitted to Dover District Council requesting funds being offered from their "Members Grant Scheme".

➤ Next meeting planned for 27<sup>th</sup> April.

➤ Green Canopy and planting saplings booked to take place on 28<sup>th</sup> April.

➤ Mugs to sell to be ordered.

g) **Resilience Plan**

Plan waiting confirmation of named businesses/individuals for clarification as to their inclusion.

*Action/Resolution: The Plan continues to be ongoing.*

h) **Capel Cares**

➤ **Coffee mornings** - still very well supported.

➤ **Ukraine Refugees** - Funding questionnaire print/insert in newsletter, for receiving community response on who can help and how. Proposed by Cllr. Lake, seconded by Cllr. Young and agreed by all.

The use of Parish Council Bank Account (Community Project) for donations was also discussed.

Proposed by Cllr. Lake and seconded by Cllr. Young and agreed by all.

i) **Grapevine Newsletter**

Thanks, expressed to Cllr. Norris for help with delivery route last month and also to Cllr. Pilcher for offer of help in July.

j) **Village Hall Management Committee**

Full report in Grapevine Newsletter. Reminder on Book Sale on 24<sup>th</sup> April.

Signed ..... Chairperson

Date: 17<sup>th</sup> May 2022

k) **Training/workshops/seminars**

Received and circulated to Councillors.

Cllr. Seager attended Rural Kent's online Planning webinar workshop.

l) **District Councillor Martin Hibbert:**

Several notifications received from Cllr. Hibbert during last month on:

- Regular input emailed on TCG – Tactical Control Group, information and the Dover Traffic Access Protocol (TAP) scheme on the A20.
- Information on event about job opportunities taking place 27<sup>th</sup> April.
- Will continue to update on other items mentioned in minutes, when known.

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

m) **Other.**

- None.

8. **CORRESPONDENCE**

- Agreement to annual subscription to Kent Association of Local Councils. Proposed by Cllr. Pilcher and seconded by Cllr. Young and agreed by all.
- Agreement on all items mentioned by NALC to lobby Government.
- Restorative Justice on “give back” to community projects declined.
- Government “Call to Action” on Electric Vehicle Infrastructure discussed and would be monitored for future.
- **Other items received:**  
List of email items received was circulated as attached. (Page 4)

9. **CHEQUES/BACS PAYMENTS**

The attached cheques and BACS payments were approved and authorised: (Page 5)

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

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

10. **MATTERS CONCERNING THE PARISH**

a) **Councillors' comments** –

- Notification given to those present that Headteacher at school, Mr Metcalfe, will be leaving at the end of July.

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

11. **DATE OF NEXT MEETING**

Tuesday, 17<sup>th</sup> May 2022 at 7.30pm in the Village Hall, (small hall), Lancaster avenue, Capel-le-Ferne, CT18 7LX.

12. **CONFIDENTIAL ITEMS** – None.

The meeting closed at 9.25pm.

Signed ..... Chairperson

Date: 17<sup>th</sup> May 2022

**Associated Documents for Tuesday, 19<sup>th</sup> April 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).*

Andrew Judd 46059727	NHW Message - Rural officers arrest suspected thieves – March results	12/04/22 13:04
National Association of Local Councils	★ STAR COUNCIL AWARDS 2022	07/04/22 10:01
Laura Dyer	NALC STAR COUNCIL AWARDS 2022	06/04/22 12:10
alert@neighbourhoodalert.co.uk	Call for Neighbourhood Watch Volunteers with Queen's Awards	05/04/22 17:23
National Association of Local Councils	🔌 UTILITY AID	30/03/22 10:00
Helen Griffiths, Fields in Trust	The Duke of Edinburgh's green space legacy	28/03/22 17:35
Online Playgrounds	Product Focus - Swings	28/03/22 11:46
National Association of Local Councils	👤 MAKE A CHANGE	24/03/22 10:00
Laura Dyer	KENT COUNTY COUNCIL'S ENVIRONMENT BRIEFING	24/03/22 09:55
Michael Taylor	Lawyers re-launch face-to-face information seminars for older people	23/03/22 09:21
Area4Communications	UPCOMING OVERNIGHT CLOSURE: M20 Junction 5-7 barrier replacement scheme - London-b...	18/03/22 13:50
Dover GNS	Your assistance please!	17/03/22 10:28
National Association of Local Councils	📅 NALC EVENTS	15/03/22 10:00

**ITEMS ALREADY FORWARDED**

→ National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	14/04/22 13:00
→ Laura Dyer	KALC UPCOMING EVENTS	13/04/22 14:47
→ National Association of Local Councils	📧 NALC NEWSLETTER	13/04/22 10:01
→ kalcareasecretary@btinternet.com kalcareas...	AGM/January Minutes	12/04/22 16:15
National Association of Local Councils	📅 NALC EVENTS	12/04/22 10:00
→ Tricia Casey-Green	KALC Environment Calculator Workshop	11/04/22 10:42
→ National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	08/04/22 10:01
→ kalcareasecretary@btinternet.com kalcareas...	KALC Area Committee AGM	07/04/22 16:12
→ Laura Dyer	KALC NEWS MARCH 2022	07/04/22 14:46
→ National Association of Local Councils	📧 NALC NEWSLETTER	06/04/22 10:00
→ Charmaine Keatley	KCC Strategic Statement Consultation	06/04/22 09:15
→ Tricia Casey-Green	KALC Bitesize Courses - launched for April!	05/04/22 11:31
→ National Association of Local Councils	📅 NALC EVENTS	05/04/22 10:05
→ National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	01/04/22 16:05
→ David.Whittington@folkestone-hythe.gov.uk	Adoption of the Core Strategy Review.	31/03/22 17:06
→ Tricia Casey-Green	KALC - Our latest events for April and May	31/03/22 15:03
→ National Association of Local Councils	👤 CIVILITY AND RESPECT PROJECT	31/03/22 10:00
→ National Association of Local Councils	📅 NALC EVENTS	29/03/22 10:01
→ Charmaine Keatley	Smaller Councils Committee letter to smaller councils	29/03/22 09:57
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: KALC Bitesize Courses - Ready to Book!	28/03/22 11:02
CAPEL-LE-FERNE PARISH COUNCIL	Re: Old Dover Road Capel-Le-Ferne	28/03/22 11:00
CAPEL-LE-FERNE PARISH COUNCIL	Re: FW: ENF/22/00083	28/03/22 10:58
→ National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	25/03/22 16:45
→ National Association of Local Councils	📧 NALC NEWSLETTER	23/03/22 10:00
→ Gallagher	Read our community matters newsletter	22/03/22 14:00
→ National Association of Local Councils	📅 NALC EVENTS	22/03/22 10:00
→ Samantha Stanley	ASPIRE Open Day 28th March	21/03/22 17:08
→ Laura Dyer	Invitation to apply for Cancer Transformational Funding - Kent and Medway	21/03/22 16:51
→ National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	18/03/22 16:30
→ Info	REMINDER - Invitation to Rural Kent Stakeholder Workshop	17/03/22 11:45
→ Info	Invitation to Rural Kent Stakeholder Workshop	14/03/22 10:51
Sarah.Ward2@kent.gov.uk	Reparation opportunity	04/03/22 15:08

**Other items received and discussed:**

1. KALC Membership
2. NALC Smaller Councils Issues to Address
3. KCC Youth Justice Community Work
4. Dept. for Transport Call to Action Electric Vehicle Infrastructure
5. Re-arrange Agenda

**Other items received:**

1. Glasdon Street Furniture Brochure
2. Littlethorpe bus shelters Brochure
3. Elan City Road Communication Solutions
4. Viking March Sales Brochure

Signed .....

Chairperson

Date: 17<sup>th</sup> May 2022

INCOME/EXPENSE 19.04.2022. To be confirmed and agreed **AGENDA item 9**

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>26,827.45</b>					
14.03.22	Beckitt	Advert	22.00			22.00	R	BACS			
14.03.22	StreetZ2StreetZ	Advert	18.00			18.00	R	SO			
17.03.22	Staff	Tax adjustments (Back Pay)	26.20			26.20	R	BACS			
23.03.22	Dover District Council	Grapevine Printing March	550.00		550.00		R	BACS			
25.03.22	Air Ambulance	Charity Donation	300.00		300.00		R	BACS			
25.03.22	Information CO	Data Protection Fee	35.00		35.00		R	BACS			
28.03.22	Staff	Expenses: Broadband & Energy	18.00		18.00		R	SO			
29.03.22	Harmer & Sons	Grounds Maintenance	570.00	114.00	684.00		R	BACS			
29.03.22	Touchbase Catering	Afternoon Tea	24.00		24.00		R	BACS			
30.03.22	Tori Cakes	Jubilee Cake	150.00		150.00		R	BACS			
30.03.22	Dover District Council	Ground Rent	112.50		112.50		R	SO			
31.03.22	Unipar Services	Speed Indicator Device	2,013.00	402.60	2,415.60		R	BACS			
31.03.22	Viking	Ink Cartridges, Rubber Bands	73.08	14.62	87.70		R	BACS			
31.03.22	Nat West	Interest Reserve account	0.21			0.21	R	INT			
01.04.22	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD			
05.04.22	Gee	Advert	15.00			15.00	R	BACS			
07.04.21	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD			
11.04.22	Dover District Council	Precept 2022-2023	47,993.00			47,993.00	R	BACS		<b>Cash in Hand</b>	<b>1.56</b>
12.04.21	EVC Limited	Advert	45.00			45.00	R	BACS		<b>Reserve A/c</b>	<b>66,958.56</b>
13.04.22	StreetZ2StreetZ	Advert	18.00			18.00	R	SO		<b>Current</b>	<b>2,858.75</b>
14.04.22	Dover District Council	Grapevine Printing April	550.00		550.00		R	BACS		<b>Project</b>	<b>0.19</b>
19.04.22	Staff	Salaries April	536.68		536.68			BACS		<b>Duplicate paid</b>	<b>150.00</b>
19.04.22	Staff Expenses; Speed Watch Camera Long Life Batteries, 54.98	Norton subscription; 74.99 Land Registry; 6.00 Collection boxes/ribbon. 23.98	138.29	21.66	159.95			BACS			<b>69,969.06</b>
				564.38	5,692.43	74,964.86				<b>Less Un-Reconciled</b>	<b>696.63</b>
						<b>69,272.43</b>					<b>69,272.43</b>

<i>Projects Account:</i>	<b>0.19</b>
<i>Balance in hand</i>	<b>69,272.24</b>
<b>TOTAL</b>	<b>69,272.43</b>

Signed ..... Chairperson

Date: 17<sup>th</sup> May 2022