

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 19TH JULY 2022

PRESENT: Cllrs; Alfsdotter, Holliday, Lake, Leppard, Pilcher, Seager and Young, together with Community Warden Jan Henry

1. **APOLOGIES** – Cllrs. Greening, Norris, District Councillor Martin Hibbert, County Councillor David Beaney, and PCSO Eva Winter.

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.

- Waste Bin in Albany Road.
- Lighthouse Inn and Clifftop Café - Waiting further information.
- Rear of 71-79 Capel Street.
- Grass maintenance at St Mary's Church.

3. **MINUTES OF THE MEETINGS**

- The Minutes of the Meeting held on 21st June 2022, were approved and signed as a correct record by the Chairperson, Cllr. Seager, proposed by Cllr. Pilcher, seconded by Cllr. Holliday and agreed by all.

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

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

- a) Lighthouse Inn – Still waiting investigation response from Dover District Council.
- b) Clifftop Café – Closed, waiting owners' decisions on future.
- c) Rear of 71-79 Capel Street – Noise and illegal living accommodation - waiting investigation response from Dover District Council. *Action/Resolution: Chase Dover District Council Planning Enforcement and Crime Environment.*
- d) St Mary's Churchyard – Some areas around war graves and others, reported to require attention. *Action/Resolution: Chairperson Philippa Seager to discuss further with Revd Brian Williams, on Church contacting War Graves Commission, for help with maintenance. Councillors agreed to further cutting for the remainder of growing season 2022, at contractor's discretion, to a maximum of two (2) cuts per month*
- e) New Waste Bin in Albany Road – Following discussion, agreement was reached on the siting location and funding to provide a new waste bin, adjacent to St Radigund's Church by the footpath post to Old Dover Road, for the amounts of; 1x litter bin = £270.00, Cost of installation = £50.00, Annual cost of emptying = £41.51 per annum (this will be recharged each year). *Action/Resolution: Clerk to inform Dover District Council for installation. Clerk to notify Revd Brian Williams on location.*
- f) B2011, Road Surface – Discussion on new road surface report was poor quality. It was agreed by those present to be better than previous, with side roads having now been resurfaced in places. *Action/Resolution: Monitoring to continue.*
- g) Other – Enquiry on making triangle grass verge, top of Capel Street, into a garden area with bench. *Action/Resolution: Clerk to make enquiries with Kent Highways.*

6. **PLANNING.**

a) **Applications.**

- 22/00677, Increase size of front dormer window, balcony with glass balustrade, hip to gable roof on both properties; erection of a rear dormer window, porch and external staircase for 65A Old Dover Road, 65 And 65A Old Dover Road Capel-Le-Ferne CT18 7HR. *Action/Resolution: Granted Full Planning Permission*

Signed Chairperson

Date: 16th August 2022

6. **PLANNING** continueda) **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.*
 - 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.*
 - 22/00335, 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.*
 - 22/00702, Erection of a single storey rear extension (existing extensions to be demolished) | 37 Victoria Road Capel Le Ferne CT18 7LT. *Action/Resolution: Waiting Dover District Council decision.*
 - 22/00757, Variation of Condition 2 (approved plans) to allow amendments of planning permission DOV/22/00432 and 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.*
 - 22/00807, Erection of a rear conservatory extension, 18 Helena Road Capel Le Ferne CT18 7LG. *Action/Resolution: Waiting Dover District Council decision.*
 - 22/00826, Erection of a detached annexe for dependent relative (2 no. trees to be removed), Capel Bungalow, Hurst Lane, Capel Le Ferne, CT18 7EZ. *Action/Resolution: Waiting Parish Council decision.*
 - 22/00832, Siting of 5no. caravans for residential use with associated vehicle access, parking and landscaping, Capel Court Park New Dover Road Capel Le Ferne CT18 7AZ. *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 end October 2022. Regulation 19 Final Draft expect 2023.

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

Community Warden Jan Henry reported, she and PCSO Eva Winter, attended the Primary School to talk to the children on use of e-scooters.

b) **Play equipment**

- Status reported circulated as attached.
- Rust treatment work to gym equipment completed to an excellent standard.
- Gate on Junior Play Area required further welding on pin. *Action/Resolution: Will continue to monitor existing hinges and self-closure mechanism and chase for other units that will be fit for purpose.*
- Annual RoSPA check for all equipment to be carried out in July. *Action/Resolution: Waiting report.*
- Alteration of time on CCTV system. *Action/Resolution: Still not changeable, due to different platforms of cameras. To be chased.*

c) **Traffic Management**

- Lorries using Capel Street – Continues to be evidence and still occurring. *Action/Resolution: Clerk to contact Dover District Council again.*
- TAP still operational. District Councillor attended a meeting and forwarded summary report, which was circulated to Parish Councillors.
- Highway Improvement Plan (HIP) – *Action/Resolution: Waiting Village Hall Management Committee decision on including double yellow lines outside Village Hall in Lancaster Avenue before submitting to Kent Highways.*

Signed Chairperson

Date: 16th August 2022

d) **Public Rights of Way**

- Green Lane volunteer vegetation clear-up, on-going. *Action/Resolution: Risk assessment being worked on by Councillors. Ten (10) Volunteers to date. Work commencement dates to be confirmed.*
- Bridleway ER252 (Green Lane) adjacent to George Close and ownership. *Action/Resolution: Meeting with Management Company to be arranged. Waiting Management Agents to make contact.*
- Shrubbery overgrown opposite Battle of Britain Memorial Site on B2011. *Action/Resolution: To be reported to Kent Highways.*
- Footpath at Satmar reported by Cllr. Alfsdotter to KCC PROW, as being blocked in places.

e) **Speed Watch**

All results of sessions are available on Parish Council Website LINK: capellefernepc.org.uk
New stand for old machine completed and fitted. Thanks were expressed to volunteer Paul Ha for carrying out the work.

f) **Events**

Queen's Platinum Jubilee 2022 – Plaque for Queen's Canopy area of planted saplings on Playing Field agreed. *Action/Resolution: Cllr. Pilcher to investigate source. Clerk to order.*

Jubilee Mugs – *Action/Resolution: Cllr. Seager still arranging distribution and outlets to sell.*

Photo Book – Working party and meeting to be arranged to finalise. *Action/Resolution: Cllrs' Pilcher, Seager and Clerk to agree a date and time.*

g) **Resilience Plan**

Plan still waiting confirmation of named businesses/individuals for clarification on their inclusion.
Action/Resolution: The Plan continues to be ongoing.

h) **Capel Cares**

Coffee mornings - Coffee mornings continue to be well supported.

Ukraine Refugees – 3 Families anticipated. Reported that refugees are finding it difficult to arrange their bank accounts for payment of the money allocated by Government. Cllr. Seager arranging to produce “welcome boxes” containing toiletries - requests for donations to be advertised.

i) **Grapevine Newsletter and social media**

Thanks were expressed to Cllr. Pilcher and Norris for standing in to cover holiday arrangements.
Request for Garage Safari advert to be placed on front page in August and September issues.

j) **Village Hall Management Committee**

Full report in Grapevine Newsletter.

Installation of Flag pole outside Village Hall, waiting Management Committee decision.

State of “parking signage” to entrance of car park and double yellow lines, waiting Management Committee decision.

k) **Training/workshops/seminars**

Received and circulated to Councillors.

l) **District Councillor Martin Hibbert:** Summary report on visit to Port of Dover on TAP, circulated.

County Councillor David Beaney: No report.

m) **Other**

- None.

8. **CORRESPONDENCE**

- **Other items received:** List of email items received were circulated as attached.

9. **CHEQUES/BACS PAYMENTS**

Cheques and BACS payments were approved and authorised as attached.

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

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

Signed Chairperson

Date: 16th August 2022

10. MATTERS CONCERNING THE PARISHa) **Councillors' comments** –

- Enquiry on why hedge was taken down in middle of Playing Field? Could it be replaced?
Action/Resolution: This was part of the planning permission for the skate-park on request of Kent Police for safety reasons.
- “No vehicle access” signage Green Lane still not installed. *Action/Resolution: Clerk to chase.*
- Closure of Capel Street queried. *Action/Resolution: This is for ongoing fibre optic works in village, by Openreach.*
- Some street name plates obscured by overgrown residents’ hedges. *Action/Resolution: Cllr. Leppard to give a list to Clerk for reporting to authority.*

b) **Approve resolution to discuss any confidential issues** – None**11. DATE OF NEXT MEETING**

Tuesday, 16th August 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 8.50pm, (on the hottest day on record).

Signed Chairperson

Date: 16th August 2022

Associated Documents for Tuesday, 21st June 2022

AGENDA ITEM 7b

Recreational Facility Report							Date Inspected 07/07/22			
	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	√	√	√	√	√	N/A	√	√	
	Balance Bar	√	√	√	√	√	N/A	√	√	
	Giant Steps	√	√	√	√	√	N/A	√	√	
	Perimeter fence	√	N/A	√	N/A	√	√	√	√	
	Mystical World Unit	√	N/A	√	√	√	N/A	√	√	

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

	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	√	√	√	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.










	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	√	√	√	√	√

Emails, Brochures, magazines, etc., correspondence items:
(List of email items received attached and/or previously forwarded).

AGENDA ITEM 8

Laura Dyer	NALC -  DEMENTIA SURVEY	07/07/22 16:19
Helen Griffiths, Fields in Trust	Which is your Favourite UK park? 	07/07/22 13:51
Rebecca Williams	Rural Kent Membership 2022/2023	07/07/22 09:50
Southern Water Workshops	REMINDER: Southern Water's online business planning stakeholder workshops	29/06/22 12:36
tessa o'sullivan	Reminder - Rural Housing Week	27/06/22 16:53

ITEMS ALREADY FORWARDED

→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	15/07/22 13:30
→ Laura Dyer	NALC -  DEMENTIA SURVEY	13/07/22 15:41
National Association of Local Councils	 NALC EVENTS	12/07/22 10:00
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	08/07/22 12:15
→ kalc	Transport for the South East - TfSE	08/07/22 10:23
→ National Association of Local Councils	 NALC NEWSLETTER	06/07/22 10:00
→ Laura Dyer	LANTRA Basic Tree Survey and Inspection and Compliance courses for Grounds Maintenance Te...	05/07/22 12:20
→ National Association of Local Councils	 NALC EVENTS	05/07/22 10:00
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: Census 2021 first results published today	28/06/22 20:41
→ National Association of Local Councils	 NALC EVENTS	28/06/22 10:03
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	24/06/22 15:45
→ Charmaine Keatley	Councillors Conference - tickets extended	24/06/22 11:16
→ National Association of Local Councils	 NALC EVENTS	21/06/22 10:02
→ Charmaine Keatley	May 2023 elections training	20/06/22 17:35

Other items received

1. Glasdon Street Furniture brochure
2. Hawkinge and Capel-le-Ferne Community Ad Magazine
3. Viking Inflatable Pools
4. Clerks & Councils Direct magazine

Signed Chairperson
 Date: 16th August 2022

INCOME/EXPENSE 19.07.2022. 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
	Brought Forward					70,313.93			
21.06.22	Kent County Council	Devolved Grass Maintenance	982.33			982.33	R BACS		
22.06.22	Dover District Council	Grapevine Print June	550.00		550.00		R BACS		
22.06.22	P Seager	Art competition prizes	22.60		22.60		R BACS		
22.06.22	Stephen Huxtable	St Mary's Churchyard maintenance May and June	240.00		240.00		R BACS		
27.06.22	Battle of Britain Trust	Memorial Day Donation	100.00		100.00		R BACS		
27.06.22	P Seager - Voucher	Photo Competition	20.00		20.00		R BACS		
28.06.22	Staff	Expenses: Broadband & Energy June	25.00		25.00		R SO		
29.06.22	Harmer & Sons	Grounds Maintenance and Cut back Hedgerow	700.00	140.00	840.00		R BACS		
29.06.22	HMRC	PAYE	339.00		339.00		R BACS		
30.06.22	Various	Adverts	222.00			222.00	R BACS		
30.06.22	Nat West	Interest	5.01			5.01	R INT		
30.06.22	Dover District Council	Playing Field Ground Rent	112.50		112.50		R SO		
01.07.22	Various	Adverts	522.00			522.00	R BACS		
01.07.22	Village Hall Management	Rent	98.00		98.00		R BACS		
01.07.22	Kent Cables	Monthly Contract	37.50	7.50	45.00		R DD		
06.07.22	Various	Adverts	462.00			462.00	R BACS		
06.07.22	P Hancock	Speed Watch Equipment changes	52.09	7.12	59.21		R BACS		
07.07.22	Kent Cables	Monthly SIM	20.00	4.00	24.00		R DD		
08.07.22	Various	Adverts	312.00			312.00	R BACS		
12.07.22	White Cliffs Engraving	DM Tree Plaque	40.00		40.00		R BACS	Cash/Chq in Hand	1.56
13.07.22	StreetZ2StreetZ	Advert	18.00			18.00	R SO	Reserve A/c	60,972.92
17.07.22	SG Painting and Decorating	Gym refurbishment	1,150.00		1,150.00		R BACS	Current	7,936.88
19.07.22	Staff	Salaries July	536.68		536.68		BACS	Project	475.19
19.07.22	Staff	Expenses: DM Tree £93.75; McAfee LiveSafe £99;	177.13	15.62	192.75		BACS	Overpayment refund	0.41
19.07.22	Various	Ukraine Project Donations	215.00			215.00	R BACS		69,386.96
				174.24	4,394.74	73,052.27		Less Un-Reconciled	729.43
						68,657.53			68,657.53

Balance b/fwd £0.19	Ukraine	475.19
Balance in hand		68,182.34
TOTAL		68,657.53

Signed

Chairperson

Date: 16th August 2022