

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 16TH AUGUST 2022

PRESENT: Cllrs; Alfsdotter, Greening, Holliday, Lake, Leppard, Pilcher, Seager, together with Community Warden Jan Henry and District Councillor Martin Hibbert,

1. **APOLOGIES** – Cllrs. Norris, Young and County Councillor David Beaney.

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.

- Residents circulated their comments and then addressed Councillors, regarding concerns on planning application for Longships, Cauldham Lane, which has been deferred by DDC Planning committee. *Action/Resolution: This planning application item was brought forward on agenda which was agreed by all present. Councillors listened to several items including the need for bat survey, bin storage and adequate parking. District Cllr. Hibbert agreed, if felt warranted, he would speak at next DDC Planning Meeting.*

3. **MINUTES OF THE MEETINGS**

- The Minutes of the Meeting held on 19th July 2022, were approved and signed as a correct record by the Chairperson, Cllr. Seager, proposed by Cllr. Pilcher, seconded by Cllr. Lake and agreed by all.

4. **DECLARATION OF PERSONAL INTERESTS** – Cllr. Seager declared interest on item 5f.

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

- a) Lighthouse Inn – *Action/Resolution: Still waiting investigation response from Dover District Council.*
- b) Clifftop Café – *Action/Resolution: Believed to have changed management, waiting more information.*
- c) Rear of 71-79 Capel Street – Noise and illegal living accommodation. *Action/Resolution: Waiting statutory 4-6 months implemented by Dover District Council Planning Enforcement and Crime Environment.*
- d) St Mary's Churchyard – *Action/Resolution: Contractor had carried out two cuts during month July.*
- e) New Waste Bin in Albany Road – *Action/Resolution: Waiting installation.*
- f) Land top of Capel Street – Triangle grass verge, top of Capel Street, project for a garden area with bench and village sign. *Action/Resolution: Clerk made enquiries with Kent Highways, resulting in several department could be involved, possibly attending an on-site meeting. Following discussion, a proposal was made by Cllr. Lake, seconded by Cllr. Pilcher and agreed by all, to defer this project until highway work associated with pending planning application was known. Cllr. Seager informed members, they would like to donate a bench in recognition of their arrival in village.*
- g) Other – None.

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: Following Dover District Council Planning Committee decision to defer, is pending on several items to be investigated further.*
- 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.*

Signed Chairperson

Date: 20th September 2022

6. **PLANNING** continued

a) **Applications.**

- 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.*
- 22/00832, 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 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: Full Planning Permission Granted.*
- 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: Full Planning Permission Granted.*
- 22/00807, Erection of a rear conservatory extension, 18 Helena Road Capel Le Ferne CT18 7LG. *Action/Resolution: Full Planning Permission Granted.*
- 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: Full Planning Permission Granted.*
- ENF/22/00205, Change of Use to storage of vehicles, Varne Ridge Caravan Park, 145 Old Dover Road, CT18 7HX. *Action/Resolution: Waiting Dover District Council research and investigations.*

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**

Enquiries have been made on replacement PCSO - Dover Kent Police responded, they are working to rearrange duties.

Thanks, expressed to Jan, KCC Community Warden, for helping and assisting resident on scam issues.

b) **Play equipment**

- Gate on Junior Play Area repaired again.
- Waiting Annual RoSPA Report.

c) **Traffic Management**

- Lorries using Capel Street – Continues and still occurring. *Action/Resolution: Send emails to Cllr. Hibbert to make enquiries on Dover District Council investigations.*
- TAP still operational. *Action/Resolution: Cllr Hibbert reported, questions still being asked.*
- Highway Improvement Plan (HIP) – *Action/Resolution: Add all requests for double yellow lines and submit to Kent Highways for consideration. Traffic Regulation Order can be changed if not required.*

d) **Public Rights of Way**

- Coastal Path cut back following overgrown report submitted.
- Green Lane volunteer project to clear ivy and vegetation clear-up. *Action/Resolution: Risk assessment completed. Ten (10) Volunteers to date. Work commencement dates 10th/11th September weekend, meeting in Village Hall Car Park. Cllr. Lake to forward Risk Assessment to Clerk for forwarding to volunteers. Details to be notified in Grapevine.*
- Bridleway ER252 (Green Lane) adjacent to George Close and ownership. *Action/Resolution: Waiting Management Agents to make contact with their clients, Jarvis Homes.*

e) **Speed Watch**

All results of sessions are available on Parish Council Website LINK: capellefernepc.org.uk

Statement from Parish Council on recruitment to be sent out via Grapevine Newsletter and social media.

Removal of volunteers noted.

Use of wheelie bin stickers in alternative locations discussed.

Signed Chairperson

Date: 20th September 2022

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

Queen's Green Canopy – Tidy area, plaque and planted saplings on Playing Field.

Action/Resolution: Plaque ordered, received and installed by Cllr. Pilcher.

Action/Resolution: Suggestion to order 105 replacement saplings from Woodland Trust and 40 from Kent County Council agreed. When ready to plant, all agreed to accept Youngs' Grounds Maintenance quoted to trim and tidy around the area.

Jubilee Mugs – *Action/Resolution: Cllr. Seager still a few to be distributed, remainder left, to be shared between Churches and Village Hall.*

Photo Book – Sample copies of different quality booklets and costs circulated. *Action/Resolution: Proposed by Cllr. Greening, seconded by Cllr. Pilcher and agreed by all present, to accept the cheapest option, which is same quality as Newsletter. Delivery to be checked by Cllr. Lake, for one per household by the volunteer Grapevine deliverers.*

g) **Resilience Plan**

Action/Resolution: Work in progress.

h) **Capel Cares**

Everything going well.

Ukraine Refugees – Cllr. Seager sorting donations and arranging “welcome boxes”. Enough items now received, some have not been suitable and will be passed to other charities.

i) **Grapevine Newsletter and social media**

Holiday arrangements for several deliverers for September issue, to be sorted by Cllr. Lake.

j) **Village Hall Management Committee**

Full report in Grapevine Newsletter.

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

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

k) **Training/workshops/seminars**

Received and circulated to Councillors.

Cllr. Seager to attend a zoom meeting on “Supporting Ukraine Refugees”.

l) **District Councillor Martin Hibbert:**

Encourage residents to complete Hackney carriages survey for Dover District Council.

Tap arrangements still ongoing.

County Councillor David Beaney: No report.

m) **Other**

- None.

8. **CORRESPONDENCE**

- Pension Regulations letter received for change of official senior employer. Cllr. Seager to reply.
- **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: Greening 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** –

- Parking in Old Dover Road and Helena Road overnight by large mobile caravans.
Action/Resolution: Consideration was given by Councillors and discussed to apply a “no overnight parking restriction”. This was decided against due to it being only seasonal and was only happening for at most, 3-4 months in the year.
- Additional litter in Old Dover Road caused by previous item. *Action/Resolution: To ask Dover District Council for cost of increasing bin collections next year, to twice a week in the busy months, i.e., July and August.*

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

Signed Chairperson

Date: 20th September 2022

11. **DATE OF NEXT MEETING**

Tuesday, 20th September 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 9.45pm.

Associated Documents for Tuesday, 16th August 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).*

National Association of Local Councils	★ STAR COUNCIL AWARDS 2022	11/08/22 10:01
Kent Resilience Forum	Kent Prepared e-newsletter Issue 7 – Summer 2022	10/08/22 14:27
Info	Kent Community Housing Hub: our next CLH Groups ONLINE Networking session	09/08/22 11:20
gregg chalmers	New Company Introduction	08/08/22 15:53
Neighbourhood Alert	Dover VPC – Fort Burgoyne Fun Day	08/08/22 09:47
Neighbourhood Alert	Dover VPC	08/08/22 09:41
Neighbourhood Alert	Dover VPC	08/08/22 09:25
Neighbourhood Alert	New spaces available for our Summer Seminars online next week	05/08/22 11:33
Sheridan Jacklin-Edward	The purpose of parish councils	29/07/22 13:07
Laura Dyer	Training on Playground Inspection	28/07/22 14:23
White Cliffs Engraving	Two weeks closure in August	27/07/22 12:39
Neighbourhood Alert	We are looking forward to welcoming you to our Summer Seminars	25/07/22 17:07
terryeflynn58@gmail.com	Updating our Press Distribution list	20/07/22 15:46

ITEMS ALREADY FORWARDED

→ National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	12/08/22 10:01
→ National Association of Local Councils	📧 NALC NEWSLETTER	10/08/22 10:00
→ National Association of Local Councils	📅 NALC EVENTS	09/08/22 10:00
→ National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	05/08/22 16:30
→ Laura Dyer	KCC BUDGET CONSULTATION 2023-2024	05/08/22 09:20
→ National Association of Local Councils	📧 NALC NEWSLETTER	03/08/22 11:15
→ Laura Dyer	KALC NEWS – JULY 2022	02/08/22 14:23
→ National Association of Local Councils	📅 NALC EVENTS	02/08/22 10:00
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: THE GREAT BIG GREEN WEEK – 24TH SEPTEMBER – 2ND OCTOBER 2022	29/07/22 18:48
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: Loneliness and cost of living	29/07/22 18:48
→ National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	29/07/22 16:30
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: FW: Potential oil pollution incident	29/07/22 07:05
David.Beaney@kent.gov.uk	Fw: Has Made Document Consolidation Orders 2022 for Speed Limits – Dover	25/07/22 18:18
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: Transport for the South East – TfSE	24/07/22 13:32
→ kalcareasecretary@btinternet.com kalcarea...	Fwd: Transport for the South East – TfSE	24/07/22 11:03
→ Laura Dyer	CONSULTATION ON SHORT TERM HOLIDAY LETS	21/07/22 14:49
→ National Association of Local Councils	★ STAR COUNCIL AWARDS 2022	20/07/22 13:15
→ kalcareasecretary@btinternet.com kalcareas...	Agenda, DJTB MEETING	19/07/22 11:54
→ Laura Dyer	CHAIRMANSHIP CONFERENCE – THURSDAY 28TH JULY 2022	19/07/22 10:45
→ National Association of Local Councils	📅 NALC EVENTS	19/07/22 10:00

Other items received

- Pension Regulator Letter

Signed

Chairperson

Date: 20th September 2022

INCOME/EXPENSE 16.08.2022. 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					68,657.53					
20.07.22	Dover District Council	Grapevine Print July	550.00		550.00		R	BACS			
21.07.22	Bentham	Advert	132.00			132.00	R	BACS			
21.07.22	Residents	Mugs	40.00			40.00	R	BACS			
21.07.22	Huxtable	Advert	242.00			242.00	R	BACS			
21.07.22	Residents	History Books	25.00			25.00	R	BACS			
26.07.22	Wheeler	Merchandise sold Ukraine	94.00			94.00	R	BACS			
26.07.22	Nataliia Samilo	Bus Fares	21.90		21.90		R	BACS			
27.07.22	Harmer & Sons	Grounds Maintenance	570.00	114.00	684.00		R	BACS			
28.07.22	Staff	Expenses: Broadband & Energy July	25.00		25.00		R	SO			
29.07.22	Nat West	Interest	4.84			4.84	R	INT			
01.08.22	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD			
03.08.22	Residents	Merchandise sold	70.00			70.00	R	BACS			
03.08.22	Kent County Council	Member's Grant (Speed Watch equipment)	1200.00			1,200.00	R	BACS			
04.08.22	Residents	Donations Ukraine	20.00			20.00	R	BACS			
05.08.22	Dover District Council	Grapevine Print August	550.00		550.00		R	BACS			
08.08.22	B Young Grounds	Hedge top Capel Street	85.00	17.00	102.00		R	BACS		Cash/Chq in Hand	1.56
08.08.22	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD		Reserve A/c	60,977.76
13.08.22	Stephen Huxtable	St Mary's Churchyard maintenance July x 2cuts	240.00		240.00		R	BACS		Current	6,714.86
15.08.22	StreetZ2StreetZ	Advert	18.00			18.00	R	SO		Project	567.29
16.08.22	Staff	Salaries August	536.68		536.68			BACS			68,261.47
16.08.22	Staff	Expenses:	52.20	10.44	62.64			BACS		Less Un-Reconciled	599.32
				152.94	2,841.22	70,503.37					
						67,662.15					67,662.15

B/FWD £475.19	567.29
Income Ukraine £114.00 Expenses £21.90	
Balance in hand	67,094.86
TOTAL	67,662.15

Signed Chairperson

Date: 20th September 2022