

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 20<sup>th</sup> SEPTEMBER 2022**

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

1. **APOLOGIES** – Cllr. Greening.

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.*

- Vehicle parked junction B2011/Alexandra Road.
- A20 lay-bys in need of litter clear-up.
- New Dover Road pavement repairs reported.
- New resident request for delivery of Grapevine.
- Large assembly of scaffolding Capel Street, confirmed was for planning application of 2 dormer window extension.

3. **MINUTES OF THE MEETINGS**

- The Minutes of the Meeting held on 16<sup>th</sup> August 2022, were approved and signed as a correct record by the Chairperson, Cllr. Seager, proposed by Cllr. Holiday, 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 – 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 Dover District Council Planning Enforcement and Crime Environment.
- d) New Waste Bin in Albany Road – Action/Resolution: Waiting installation.

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, at their meeting on 15<sup>th</sup> September 2022, Full Planning Permission Granted with conditions. Councillors requested and agreed communication be forwarded to Dover District Council Members, on the incorrect comments made at the meeting by the Applicant's Architect regarding communication issues with Parish Council, which was proved inaccurate. Both District and County Councillors addressed the Parish Council meeting on their decisions relating to 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.
  - 22/00335, 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.

Signed ..... Chairperson

Date: 18<sup>th</sup> October 2022

## 6. PLANNING.

### a) Applications continued

- 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

Jan, KCC Community Warden, helping and assisting resident on neighbour issues. Notification sent to PCSO at Dover CSU.

### b) Play equipment

- Annual RoSPA Report received. Skate-park Gate entrapment issue noted.

### c) Traffic Management

- Lorries using Capel Street – *Action/Resolution: Dover District Council investigations received: Investigations established that there has not been a material change of use of the land and buildings at Red Barn. Concerns were raised that the site was being used as a commercial lorry car parking facility, however it appears this was not the case. The landowner has allowed a family member to park his HGV on site when he is in the area and visits, this does not constitute a material change of use of the land.*
- TAP *Action/Resolution: Cllr Hibbert reported, issues with Dover Harbour Board and French resources, with negotiations being a work in progress.*
- Highway Improvement Plan (HIP) – *Action/Resolution: Submitted to Kent Highways. Virtual meeting to be held 14<sup>th</sup> October at 10am.*

### d) Public Rights of Way

- Green Lane volunteer project to clear ivy and vegetation clear-up. *Action/Resolution: Had been a great success. Ivy cut back from trees undertaken. Thanks were expressed to Teams of Volunteers who attended.*
- Bridleway ER252 (Green Lane) adjacent to George Close and ownership. *Action/Resolution: Management Agents communication not forthcoming on responsibilities. Clerk to carry out Land Registry Check before next meeting.*

### e) Speed Watch

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

### f) Events

Queen's Green Canopy – *Action/Resolution: Waiting 105 replacement saplings from Woodland Trust and 40 from Kent County Council agreed. Thanks to everyone for floral tributes and to Cllr. Pilcher for removal from Memorial Stone for use as compost.*

Photo Book – Due to passing of Queen Elizabeth II, an amended copy of book was presented to members to reflect extra pages in Memory. *Action/Resolution: All members agreed on changes and Clerk to forward for printing. Clerk to enquire if Police Cadets would be interested in helping with delivery.*

King's Coronation – *Action/Resolution: A budget of £2,500 was proposed by Cllr. Pilcher, seconded by Cllr. Young and agreed by all present. This would be put aside for organising an appropriate event in due course.*

### g) Resilience Plan

*Action/Resolution: Still work in progress. Dover District Council plan signed off and available for information.*

### h) Capel Cares

Plans to use the main part of Village Hall for Coffee Mornings underway.

Ukraine Refugees – 3 Ukraine Refugees in village, with a further 3 expected. Cllr. Seager attended a NALC virtual meeting which included Learning English and Bus Services. Clerk to forward details of regularly meetings held in Dover.

### i) Grapevine Newsletter and social media

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

Signed ..... Chairperson

Date: 18<sup>th</sup> October 2022

j) **Village Hall Management Committee**

Full report in Grapevine Newsletter. Review of items pending;

Installation of Flag pole outside: Due to responsibility requirements not to install a flag-pole.

Parking signage to entrance of car park: new car park sign would be installed.

Double yellow lines, opposite car park entrance: Decision made not to install double yellow lines.

Photo collage of Jubilee and commemorative plaque: Both being commissioned.

k) **Training/workshops/seminars**

Received and circulated to Councillors.

**District Councillor Martin Hibbert:**

➤ Community Grant deadline date extended. *Action/Resolution: Village Hall applying for laptops for Room 101 to form an access/learning hub area.*

➤ Customer Care being looked at with radical changes.

**County Councillor David Beaney:**

➤ Buses and passes willing to help with appeals.

➤ 11-million-pound road programme underway.

➤ Energy/Income vouchers available 3 times a year, details on KCC website (Money/Energy).

l) **Other**

- None.

**8. CORRESPONDENCE**

- Confirmation on completion of 2021-2022 Audit received stating: On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

- **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: 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** –

- Request by Cllr. Pilcher to send a letter of thanks to Mr James Blomfield for standing in and attending DDC Planning Committee meeting. *Action/Resolution: Clerk to undertake.*
- Cllr. Young reported overflowing waste bins in Lancaster Avenue. *Action/Resolution: Clerk to report.*

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

Tuesday, 18<sup>th</sup> October 2022 at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

Apologies received from Cllr. Lake.

**12. CONFIDENTIAL ITEMS** - None.

The meeting closed at 8.45pm.

Signed ..... Chairperson

Date: 18<sup>th</sup> October 2022

**Associated Documents for Tuesday, 20<sup>th</sup> September 2022****Emails, Brochures, magazines, etc., correspondence items:****AGENDA item 9***(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).***Section 3 – External Auditor Report and Certificate 2021/22**

In respect of

**Capel Le Ferne Parish Council– KE0051****1 Respective responsibilities of the body and the auditor**

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website –

<https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

**2 External auditor report 2021/22**

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

**3 External auditor certificate 2021/22**

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

**PKF Littlejohn LLP**

Date

**21/08/2022**

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

Signed ..... Chairperson

Date: 18<sup>th</sup> October 2022

National Association of Local Councils	★ STAR COUNCIL AWARDS 2022	08/09/22 10:00
Neighbourhood Alert	Please complete the "Kent Priority Survey" survey	22/08/22 11:50
Laura Dyer	KALC CLERKS CONFERENCE - 7TH SEPTEMBER 2022	16/08/22 15:49
Mike Day	JACS (U) Ltd	15/08/22 11:19
<b><u>ITEMS ALREADY FORWARDED</u></b>		
→ National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	16/09/22 15:30
→ Laura Dyer	KALC AGM - MOTIONS	16/09/22 11:12
→ Charmaine Keatley	Reflection on Eve of the Funeral of her late Majesty Queen Elizabeth II	14/09/22 12:36
→ National Association of Local Councils	📅 NALC EVENTS	13/09/22 10:01
→ Otterpool Park OPA - Y19/0257/FH	Consultation - Y19/0257/FH Otterpool Park OPA (Further Information)	12/09/22 12:41
→ National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	09/09/22 16:38
→ Laura Dyer	KALC AGM - MOTIONS	08/09/22 09:36
→ National Association of Local Councils	📅 NALC NEWSLETTER	07/09/22 10:00
→ National Association of Local Councils	📅 NALC EVENTS	06/09/22 10:00
→ National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	02/09/22 17:01
→ Charmaine Keatley	KALC News	02/09/22 13:08
→ Mark.Welch2@kent.gov.uk	Kent County Council Rail Summit	02/09/22 10:25
→ Laura Dyer	KALC September flyer of Events	31/08/22 15:14
→ National Association of Local Councils	📅 NALC EVENTS	30/08/22 10:03
→ National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	26/08/22 16:31
→ Charmaine Keatley	Short-term holiday lets	24/08/22 15:36
→ National Association of Local Councils	📅 NALC NEWSLETTER	24/08/22 10:01
→ National Association of Local Councils	📅 NALC EVENTS	23/08/22 10:01
→ National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	19/08/22 10:01
→ Laura Dyer	NALC - 🏠 DEMENTIA SURVEY	18/08/22 10:43
→ Charmaine Keatley	KALC AGM - MOTIONS	18/08/22 10:18
→ National Association of Local Councils	📅 NALC NEWSLETTER	17/08/22 10:00
→ National Association of Local Councils	📅 NALC EVENTS	16/08/22 10:00
Capel-le-Ferne Parish Council PARISH COUN...	Fwd: RE: Capel-le-Ferne Playing Field is up for an award	13/08/22 06:32

**Other items received**

- 1. Clerks and Councils Direct Magazine**
- 2. PKF Littlejohn Auditor Report**

Signed ..... Chairperson  
Date: 18<sup>th</sup> October 2022

**INCOME/EXPENSE 20.09.2022. 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>67,662.15</b>					
16.08.22	Various	Grapevine Adverts	504.00			504.00	R	BACS			
18.08.22	Various	Grapevine Adverts	205.00			205.00	R	BACS			
22.08.22	PKF Littlejohn	Audit Fee 2021-2022	300.00	60.00	360.00		R	BACS			
24.08.22	Paul Hancock	Petrol Expenses	25.78		25.78		R	BACS			
30.08.22	Various	Grapevine Adverts	15.00			15.00	R	BACS			
30.08.22	Harmer & Sons	Grounds Maintenance	570.00	114.00	684.00		R	BACS			
30.08.22	Staff	Expenses: Broadband & Energy August	25.00		25.00			SO			
31.08.22	Nat West	Interest	5.51			5.51	R	INT			
01.09.22	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD			
05.09.22	Parishioner	Ukraine Donation	10.00			10.00	R	BACS			
06.09.22	Huxtable	St Mary's Churchyard August	240.00		240.00		R	BACS			
07.09.22	Play-safety Limited	Annual Play Equipment Report	276.50	55.30	331.80		R	BACS			
07.09.22	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD			
12.09.22	Capel Floral Services	Floral Tribute - HM Queen Elizabeth II	30.00		30.00		R	BACS			
13.09.22	StreetZ2StreetZ	Advert	18.00			18.00	R	SO		<b>Cash/Chq in Hand</b>	<b>1.56</b>
16.09.22	Dover District Council	Grapevine Print September	550.00		550.00		R	BACS		<b>Reserve A/c</b>	<b>60,983.27</b>
20.09.21	Staff	Salaries September	536.68		536.68			BACS		<b>Current</b>	<b>4,541.96</b>
20.09.22	Staff	Expenses: Land Registry Checks	12.00		12.00			BACS		<b>Project</b>	<b>577.29</b>
20.09.22	K Pilcher	Expenses - Cement for Green Canopy Plaque	6.50		6.50			BACS			<b>66,104.08</b>
				240.80	2,870.76	68,419.66				<b>Less Un-Reconciled</b>	<b>555.18</b>
						<b>65,548.90</b>					<b>65,548.90</b>

B/FWD £567.29	<b>577.29</b>
Ukraine Income £10.00 Expenses £0.00	
Balance in hand	<b>64,971.61</b>
<b>TOTAL</b>	<b>65,548.90</b>

Signed ..... Chairperson

Date: 18<sup>th</sup> October 2022