

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 18th OCTOBER 2022

PRESENT: Cllrs; Alfsdotter, Holliday, Leppard, Norris, Pilcher and Young, together with and County Councillor David Beaney.

1. **APOLOGIES** – Cllrs. Greening, Lake, Seager, Community Warden Jan Henry and District Councillor Martin Hibbert
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.
 - Thanks, expressed to Kent Police Cadets, for help in delivering the Queen's Photo Book. Cllr. Pilcher proposed a donation of £25 to the Cadets. This was agreed by all present.
3. **MINUTES OF THE MEETINGS**
 - The Minutes of the Meeting held on 20th September 2022, were approved and signed as a correct record by the Chairperson, Cllr. Pilcher, proposed by Cllr. Norris, seconded by Cllr. Holliday and agreed by all.
4. **DECLARATION OF PERSONAL INTERESTS** – None.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) Rear of 71-79 Capel Street – Noise and illegal living accommodation. *Action/Resolution: Still waiting Dover District Council Planning Enforcement and Crime Environment.*
 - b) New Waste Bin in Albany Road – *Action/Resolution: Still waiting installation.*
 - c) Photo Book – Delivery complete, spare copies in cupboard at Village Hall.
6. **PLANNING.**
 - a) **Applications.**
 - 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.*
 - ENF/22/00205, Change of Use to storage of vehicles, Varne Ridge Caravan Park, 145 Old Dover Road, CT18 7HX. *Action/Resolution: Dover District Council research and investigations complete and activities ceased.*
 - b) **(HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation**
 - Phase 2 consultation Dover District Council, starts 21st October to 9th December.
 - Drop-in sessions at Village Hall to be arranged to view Plan and Maps. Councillors to attend, where possible when dates arranged, to help residents complete their responses.
 - Cllr. Beaney suggested to direct residents to contact the Dover District Council Policy Team for further advice.

Signed Chairperson

Date: 15th November 2022

7. **DELEGATES' REPORTS**

a) **Neighbourhood Watch**

- New PCSO appointed, but not yet met by Councillors.
- Community Warden, Jan, continues her excellent advice and assistance with help in our village, if needed, with thanks from us all.

b) **Play equipment**

- Bi-monthly report circulated to members and attached.
- Entrapment issue on skate-park gate, as noted on RoSPA annual report, being addressed. Cllr Pilcher meeting contractor to discuss further.
- Green Canopy replacement saplings due November – planting to be arranged when arrive. Cllr. Seager meeting Head Teacher to discuss further.
- Use of Playing Field next year for a weekend discussed and considered not viable, due to Lease and Insurance implications.

c) **Traffic Management**

- TAP - Report update from District Ward Councillor presented to Councillors for information.
- Highway Improvement Plan (HIP) – Virtual meeting held with Kent Highways and Councillors. Discussion on all three (3) priorities submitted went well. Notes on meeting circulated to members and attached. Updated action plan will be published when received.

d) **Public Rights of Way**

- Bridleway ER252 (Green Lane) adjacent to George Close. *Action/Resolution: Ownership determined by Land Registry check shows, no owner. Cllr. Lake to discuss further with KCC Public Rights of Way Officer.*
- Footpath in Satmar. *Action/Resolution: KCC Public Rights of Way Officer arranging meeting to discuss clearance of overgrown vegetation.*

e) **Speed Watch**

Not many sessions taking place due to seasonal weather.

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

f) **Events**

Queen's Green Canopy – *Action/Resolution: Still waiting 105 replacement saplings from Woodland Trust.*

Remembrance Day – *Action/Resolution: Wreaths received and invitations sent out. Order of service to be amended accordingly.*

King's Coronation – *Action/Resolution: King's Coronation on 6th May. Commemoration event to be organised, by nominated working party, for the Sunday, 7th May. Working party members, Cllrs: Leppard, Pilcher, Seager, (possibly Alfsdotter), together with Brian Williams, Pam Barr and Sally Cook. Date for a meeting to be arranged. Consideration to be given to purchasing commemorative mugs. Further details will be published and follow accordingly.*

h) **Resilience Plan**

Action/Resolution: Still work in progress.

i) **Capel Cares**

Use of the main part of Village Hall for Coffee Mornings went well.

Ukraine Refugees – One family have since left the Village and relocated elsewhere.

j) **Grapevine Newsletter and social media**

Thanks were expressed to all volunteers who delivered the Queen's Photo Booklet, especially the Kent Police Cadets for filling in at locations where needed.

j) **Village Hall Management Committee**

No report.

k) **Training/workshops/seminars**

Received and circulated to Councillors.

l) **County Councillor David Beaney:**

- Reported 4,000 Refugees at present residing in Kent. Together with current immigrants from Albania.
- Energy Grants and food vouchers available via KCC.
- Budget for Kent County Council will be available for consultation soon.

Signed Chairperson

Date: 15th November 2022

l) **District Councillor Martin Hibbert:****Report circulated to members.**• **TAP UPDATE – Oct 2022**

Since the end of Summer, it has been quiet overall regarding Keep Dover Moving challenges.

TAP incidences have been well down. In September there were none notified and so far in October one so far that lasted just over three hours. However, half term is looming and a close watch is being maintained when the usual rush commences.

The impending European Entry and Exit System is gaining attention from the media with its impacts Kent traffic. Doug Bannister CEO Port of Dover has appeared before the Transport Select Committee, robustly making his case heard regarding the local impact on local and port traffic. Martin Bates, DDC Cabinet member, appeared briefly on BBC Southeast in support and has been pressing for greater clarity from Schengen as to how the system will work.

DHB have said they will be facilitating a working party review on TAP, at which we have been promised inclusion. One of the rumours that will be considered is the moving of the initial TAP control back westwards from Aycliffe, but so far there has been no confirmation. We await further communication.

• **ENVIRONMENTAL CRIME UPDATE**

With the cancellation of the external WISE contract there are still ongoing challenges to fill the Enforcement Officers role vacancies in-house. Earlier recruitment drives have been unsuccessful. The latest recruitment closing date was the 13th of October. Consequently, enforcement activity for litter dropping and dog fouling has decreased across the district. However, please still encourage your residents to report any incidents via the DDC portal for recording and targeted responses within the current available Officer resources.

k) **Other** - None8. **CORRESPONDENCE**

- Hawkinge and Capel-le-Ferne Community magazine
- Viking-direct October Sales brochure
- Glasdon Street Furniture brochure
- **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: Norris, seconded by Cllr: Holliday and agreed by all present.

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

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

- Request by Cllr. Alfsdotter to report faded and missing bends in road signs on Old Dover Road, near to junction with Winehouse Lane. *Action/Resolution: Clerk to undertake.*
- Councillors discussed and decision made to delete from Agenda “items pending”.

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

Tuesday, 15th November 2022 at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

Apologies received from Cllr. Young.

December meeting on 20th December discussed and agreed to cancel, due to closeness to Christmas.

12. **CONFIDENTIAL ITEMS** - None.

The meeting closed at 8.55pm.

Signed Chairperson

Date: 15th November 2022

Associated Documents for Tuesday, 18th October 2022

AGENDA item 7b

Recreational Facility Report							Date Inspected 14/10/22		
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Childrens Play Area	Roundabout	√	√	√	√	√	N/A	√	√
	Todler Swings	√	√	√	√	√	N/A	√	√
	Junior Swings	√	√	x	√	√	N/A	√	√
	Alpine Crossing	√	√	√	√	√	N/A	√	√
	Multiplay	√	√	√	√	√	N/A	√	√
	Balance Bar	√	√	√	√	√	N/A	√	√
	Giant Steps	√	√	√	√	√	N/A	√	√
	Perimeter fence	√	N/A	√	N/A	√	√	√	√
	Mystical World Unit	√	N/A	√	√	√	N/A	√	√

Some corrosion treatment needed on Junior swing frame.

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Outdoor Gym Equipment	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	√	√
	Leg Press	√	√	√	√	√	√	√	√
	Junior Cross Trainer	√	√	√	√	√	N/A	√	√
	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 Park	Beatrice Rd end Ramp	√	√	√	√	√	√	√	√
	Centre Ramp	√	√	√	√	√	√	√	√
	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	

BMX DOUBLE RAMP Surface worn on double ramp but not serious.

Purchase batteries for Village Hall defibrillator

	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	√	√	N/A	√	√

Signed Chairperson

Date: 15th November 2022

NOTES**Highway Improvement Plan, Virtual Meeting held on Friday, 14th October 2022****Present:**

Kent Highways: Jennie Watson Community and Engagement Team Leader (East) and Nicola Carter.
 Parish Councillors: Lisa Alfsdotter, Keith Pilcher, Philippa Seager, together with Parish Clerk

The meeting held via Teams, on 14th October, with Schemes Project Manager for Kent Highways, proved to have some successful outcomes.

All three priorities on the Parish Council Highway Improvement Plan (HIP) were discussed fully.

Action/Resolution:

Nicola (Admin) to add to the HIP document, historical projects already carried out.
 Amended copy will be supplied, with additions of the following items and any decisions made.

Priority 1

Project Manager agreed she would log calls with Highway engineers to; cut back vegetation in vicinity of Greenview Nursery, Capel Street. This to reveal location of school signs and if still in situ, replacing signs if not located, repaint roundels and instal slow signage on road.

Priority 2

Installation of footways, in Capel Street located North of Primary school.

Ascertained on map the location of where boundaries are for footpaths and highway and which is Kent Highway owned land.

Copy of map was viewed online and a copy would be forward for information.

To ascertain ownership of concrete areas outside bungalows, not clear on map.

In view of impending planning application 107-127 Capel Street, to monitor this situation on what and where the footpaths will be installed relating to this development, which was agreed under permission conditions.

Priority 3

Double yellow lines at all junctions connecting to B2011.

Initial advice was for Parish Council to consult with the residents, by letter, on this project. Consultation responses returned to Parish Council to ascertain any objections and then discussed further with Kent Highways.

Estimated cost involvement: Traffic Regulation Order = £2,500, plus cost of installing lines, approximately = £500 - £1,000. Total estimated cost for budget purposes £3,500.

Other

Enquiry on why flashing/moveable Speed Indicator Signs in Capel Street cannot be installed, when indicated can be applied for in the document Parish-Highway "New Highway Works Request Information Pack".

These are not provided for 20mph and 40mph zones, only permitted in 30mph zones, which is not the zones in Capel-le-Ferne, only outside Greenview Nursery.

Project Manager will find out more on what the reasoning behind this is, so Parish Council can relay information to residents in answer to their enquiries.

Summary

Kent Highways and Parish Council to make more determined decisions of what type of Traffic Management can be implemented and the costings for these, which will depend on financial constraints.

Signed Chairperson

Date: 15th November 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).

My Community Voice Kent	Have you heard about our Multi Scheme Administrator role? [#48016809]	14/10/22 17:49
Folkestone Branch Publicity Team Leader	Press Release	13/10/22 16:16
Laura Dyer	NALC Events Survey 23-24 - Request To Complete & Promote By 23:45 on 4/11, Pse.	12/10/22 17:16
My Community Voice Kent	Heritage Crime [#47475179]	12/10/22 15:31
National Association of Local Councils	★ STAR COUNCIL AWARDS 2022	11/10/22 10:00
My Community Voice Kent	Neighbourhood Watch's national online shop is now open! [#46705631]	10/10/22 13:54
My Community Voice Kent	Neighbourhood Watch 2021/22 Impact Report demonstrates 'More than you think' [#45507...	06/10/22 10:14
National Association of Local Councils	★ STAR COUNCIL AWARDS 2022	06/10/22 10:00
Laura Dyer	Finance Conference 2022	03/10/22 12:18
National Association of Local Councils	★ STAR COUNCIL AWARDS 2022	29/09/22 10:01
Charmaine Keatley	Planning Training - sales end 17:00 today	28/09/22 14:29
Webber, Clare	Forthcoming work on Grove Bridge on the M20	21/09/22 17:40
David.Beaney@kent.gov.uk	Fw: Media release: Kent Mental Health Charity Offers Suicide Prevention Training	20/09/22 16:27

FORWARDED

→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	14/10/22 16:05
→ Andrew Judd 46059727	NHW Message - Record number of new recruits start Kent Police training	13/10/22 15:53
→ DDC Democratic Services	DDC Town and Parish Council Event	12/10/22 12:12
→ National Association of Local Councils	 NALC EVENTS	12/10/22 10:00
→ Charmaine Keatley	Your invitation to the 2022 Kent's Plan Bee Summit - Land management for pollinators	11/10/22 10:35
→ Charmaine Keatley	KALC News September 2022	07/10/22 17:57
→ Charmaine Keatley	KALC ANNUAL GENERAL MEETING - SATURDAY 19TH NOVEMBER 2022	07/10/22 17:01
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	07/10/22 16:45
→ Laura Dyer	KCC AUTUMN PARISH SEMINARS 2022	07/10/22 15:56
→ kalcareasecretary@btinternet.com kalcarea...	Agenda 26th October and report	05/10/22 17:07
→ National Association of Local Councils	 NALC NEWSLETTER	05/10/22 10:00
→ National Association of Local Councils	 NALC EVENTS	04/10/22 10:00
→ Planning Policy	Consultation on the draft Statement of Community Involvement (SCI)	03/10/22 11:20
→ Laura Dyer	KCC AUTUMN PARISH SEMINARS 2022	03/10/22 10:22
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	30/09/22 16:07
→ manstonairspace	Manston Airport Airspace Change Proposal - Stage 2 Gateway Assessment Update	29/09/22 17:03
→ Laura Dyer	TREE MAINTENANCE AND RISK MANAGEMENT GUIDANCE	29/09/22 16:46
→ Laura Dyer	KCC ENVIRONMENT BRIEFING	29/09/22 16:37
→ Charmaine Keatley	Autumn training at KALC	26/09/22 16:34
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	23/09/22 16:03
→ National Association of Local Councils	 NALC NEWSLETTER	21/09/22 10:00
→ National Association of Local Councils	 NALC EVENTS	20/09/22 10:00

Other items received

1. Hawkinge and Capel-le-Ferne Community magazine
2. Viking-direct October Sales brochure
3. Glasdon Street Furniture brochure

Signed Chairperson

Date: 15th November 2022

INCOME/EXPENSE 18.10.2022. To be confirmed and agreed

Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS		Cheque, BACS, DD, SO		BANK A/Cs	Reconciled
	Brought Forward					65,548.90					
23.09.22	Harmer & Sons	Grounds Maintenance	570.00	114.00	684.00		R	BACS			
26.09.22	Newman	Grapevine Adverts	75.00			75.00	R	BACS			
28.09.22	Staff	Expenses: Broadband & Energy August	25.00		25.00		R	SO			
30.09.22	Nat West	Interest	11.03			11.03	R	INT			
30.09.22	Dover District Council	Ground Rent Lease	112.50		112.50		R	BACS			
03.10.22	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD			
04.10.22	Parishioner	Ukraine Donation	10.00			10.00	R	BACS			
06.10.22	Staff	Expenses: Poppy Wreaths			117.25		R	BACS			
07.10.22	Dover District Council	Waste Bin Albany Road	361.51		361.51		R	BACS		Cash/Chq in Hand	1.56
07.10.22	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD		Reserve A/c	60,994.30
10.10.22	Huxtable	St Mary's Churchyard September	240.00		240.00		R	BACS		Current	2,492.52
11.10.22	Upsilon Wealth Man	Advert	40.00			40.00	R	BACS		Project	587.29
18.10.22	Staff	Salaries October	536.68		536.68			BACS			64,075.67
18.10.22	Staff	Expenses: Land Registry Checks	6.00		6.00			BACS		Less Un-Reconciled	542.68
				125.50	2,151.94	65,684.93					
						63,532.99					63,532.99

<i>B/FWD £577.29</i>	
<i>Ukraine Income £10.00 Expenses £0.00</i>	587.29
<i>Balance in hand</i>	62,945.70
TOTAL	63,532.99

Signed Chairperson
Date: 15th November 2022