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CAPEL-LE-FERNE PARISH COUNCIL

A MEETING OF THE PARISH COUNCIL WILL BE HELD ON
TUESDAY, 17th JANUARY 2023, AT 7.30PM
AT THE VILLAGE HALL (small room), LANCASTER AVENUE,
CAPEL-LE-FERNE, CT18 7LX
AGENDA

1.	To RECEIVE Apologies for absence
2.	To RECEIVE any Public Address to Councillors & Feedback (10-15 minutes)
3.	To APPROVE a) Minutes of the meeting held on 15 th November 2022 (Draft already circulated)
4.	To DECLARE any personal interests in items on Agenda
5.	To DISCUSS matters arising from minutes, not covered elsewhere on agenda
6.	To RECEIVE and DISCUSS Planning Applications a) Applications b) (HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation
7.	To RECEIVE Delegates and any other working parties or sub-committee reports not covered elsewhere a) Neighbourhood Watch b) Playing Field ▪ Equipment Status (attached) ▪ Replacement saplings Green Canopy area c) Traffic Management ▪ Highways Improvement Plan ▪ Lorries Capel Street d) Public Rights of Way e) Speed Watch f) Events: ▪ King's Coronation (Sunday, 7 th May) g) Resilience Plan ▪ Fire Hydrant Map ▪ Named Individuals Confirmation h) Capel Cares ▪ Ukraine Refugees i) Grapevine Newsletter/social media j) Village Hall k) Training/Workshops/Seminars l) District Councillor Martin Hibbert and/or County Councillor David Beaney m) Other ▪ Rear of Capel Street
8.	To RECEIVE and DISCUSS Correspondence ▪ KALC Community Awards Scheme 2023 (attached) ▪ Sign Civility and Respect Pledge (attached)
9.	To RECEIVE and DISCUSS Draft Budget (attached) a) Agree Parish Precept 2023/2024 (attached) b) Review and confirm salaries 2023/2024 (attached) c) Review and confirm Grapevine advert charges 2023/2024 (attached)
10.	To RECEIVE, APPROVE and AUTHORISE - BACS payments and SIGN Cheques
11.	To RECEIVE and DISCUSS Any Other Business concerning the Parish a) Councillors' comments b) Approve any resolutions for discussion in confidential items in agenda item 14
12.	To CONFIRM date of next meeting – Tuesday, 21 st February 2023
13.	To RECEIVE and DISCUSS confidential items approved by resolution in item 12b

Signed  (Parish Clerk).

Recreational Facility Report						Date Inspected 06/12/22			
	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	√	√	x	√	√	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	√	√

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	Beatrice Rd end Ramp	√	√	√	√	√	√	√	√
	Centre Ramp	√	√	√	√	√	√	√	√
Park	Elizabeth Drive end Ramp	√	√	√	√	X	√	√	√
	Grind Rail	√	√	√	√	√	√	√	√
	Bench	√	√	√	√	√	√	√	√
	Perimeter Fence	√	N/A	√	N/A	√	√	√	√

Some graffeti to the north side of ramp

	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.

New batteries to be fitted Village Hall defibrillator

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Zip Wire	Wire Tension	√	N/A	√	N/A	√	N/A	N/A	√
	Running Gear	√	√	√	N/A	√	N/A	N/A	√
Petanque Court	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	√	

**AGENDA ITEM 8****KALC COMMUNITY AWARDS SCHEME 2023
supported by Kent County Council**

The KALC Community Awards Scheme is to acknowledge and give recognition to those that have made a significant contribution to their local community.

Anyone that the Local Council thinks merits an Award can be nominated, although we are unable to accept nominations for campaign groups. The person/group must live or work within the Local Council boundary. The Local Council would make their own decision as to how they want to identify those that have made a significant contribution to the local community. For example, you might already know who that person/group might be, or you might decide to formally invite nominations from your local community with the winner being the one with the most nominations. There is no pre-determined criteria on what a significant contribution to the community might be.

The winner will receive a framed certificate signed by the Chairman of Kent County Council and the KALC Chairman. Your Local Council can decide whether it wants to also present something to the winner or to all nominees. The Award should be presented by the Local Council Chairman/Mayor at the Council's Annual Meeting in 2023. You may decide to invite the KCC Chairman/representative from Medway, or the KALC Chairman who could participate in the presentation of the Award, provided they are available on that date.

A nomination form for the Local Council is printed below. In order for KALC to produce the Certificate and have it signed by the Chairman of Kent County Council/representative from Medway and the KALC Chairman, we will require the name of the person and the reason for their Award by **TUESDAY 28TH FEBRUARY 2023** (email: manager@kentalc.gov.uk so that we can return the completed certificate to the Council in time for your 2023 Annual Meeting.



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**This is to certify that
Capel-le-Ferne Parish Council
has signed up to the Civility & Respect Pledge**

Capel-le-Ferne Parish Council believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

Certificate number: 664.

Capel-le-Ferne Parish Council will:

- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for councillors and staff.
- Sign up to Code of Conduct for councillors.
- Have in place good governance arrangements in place including, staff contracts, and Dignity at Work Policy.
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment when if and when it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Signed on behalf of the council by:

Chairperson/Mayor: _____ Date: _____

EXPENSES	ESTIMATE 2022/2023	PROBABLE 2022/2023	ESTIMATE 2023/2024
ADMINISTRATION			
Salaries	7,623	8,114	8,114
Expenditure (<i>Ink cartridges, paper, gifts, computer repairs & anti-virus, new website etc</i>)	2,500	1,072	2,500
Member's Expenses (<i>Memorial Day</i>)	100	100	100
Election Expenses	0	0	1,500
Rent - Hire of Halls for meetings	350	150	250
Audit Fee	250	300	300
Insurance Premium	1,600	1,852	2,000
Training	350	0	250
Legal Expenses (<i>Playing Field Lease & Solicitor Advice</i>)	0	0	0
Other expenses (<i>KALC Membership, Tel/Broadband</i>)	3,000	1,674	2,500
ADMINISTRATION TOTAL	15,773	13,262	17,514
LAND HOLDINGS			
Playing Field - rent	450	450	450
Playing Field & B2011 Mowing /bulb raking	5,000	5,730	5,130
Cut back/removal of trees and other			250
LAND HOLDINGS TOTAL	5,450	6,180	5,830
PLAY EQUIPMENT AND SEATS ETC			
Repairs and improvements (<i>2022-23 Refurbishment Play Equipment</i>)	8,000	2,360	8,000
Gym Contract	3,800	3,800	0
Annual Inspection		276	300
PLAY EQUIPMENT SEATS ETC TOTAL	11,800	6,436	8,300
Waste Bin	200	361	375
Grants - global sum (S137) (<i>Wreaths and donations</i>)	3,000	500	1,650
Village Newsletter & Queen's Booklet	6,050	7,137	7,000
Events (<i>2022-23 Platinum Jubilee - 2023-24 Coronation</i>)	1,000	1,802	2,500
Projects in hand (<i>2022-23 Speed Watch Device, case, battery and cameras</i>)	15,630	2,213	15,000
OTHER TOTAL	25,880	12,013	26,525
	58,903	37,891	58,169
LESS INCOME			
History Book Sales	0	25	0
Bank Interest	30	50	50
Grapevine Paid Adverts	4,000	3,941	4,000
Other	0	1,318	1,000
LESS INCOME TOTAL	4,030	5,334	5,050
TOTAL	54,873	27,223	53,119
	ESTIMATE 2022/2023	PROBABLE 2022/2023	ESTIMATE 2023/2024

	Balance brought forward from 2021/2022		
	Reserve	18,965	
	Current	843	22,517
	Project	2,707	
	Cash	2	
	Rate Precept 2022/2023		47,993
	TOTAL INCOME		70,510
LESS	Expenditure (probable) in 2022/2023		27,223
	Balance carried forward to 2023/2024		43,287
LESS	Expenditure (estimate) for 2023/2024		53,119
LESS	<i>Project Balance in hand £</i>		635
	Balance to be met by Rate Precept		-10,467

a) - Council Tax charge 2023/24 **NO CHANGE FROM LAST YEAR** £47,993
Band D Council Tax Charge increase from £70.81 to £71.69 (Increase of £0.88 per annum)

b) Total Resource Requirement Expenditure estimate for 2023/2024 £53,119
Band D Council Tax Charge increase from £70.81 to £79.35 (Increase of £8.54 per annum)

			Option a	Option b
			2023/24	2023/24
1	Total Resource Requirement	47,993	47,993	53,119
2	Grant from Dover District Council	0	0	0
1-2=3	Town / Parish Precept Required	47,993	47,993	53,119
4	Tax Base	680.39	669.42	669.42
3/4	Band D Council Tax	70.54	71.69	79.35
	Percentage Council Tax	-0.38%	1.63%	12.49%

Date	Name	Description	Amount per annum	Hours per week
2022-2023		Litter Clearer	1,435.15	2.5 hours per week – SCP 04
2023-2024		Litter Clearer	1,461.22	2.5 hours per week – SCP 05

Date	Name	Description	Amount per annum	Hours per week
2022-2023		Clerk	6,361.08	10 hours per week – SCP Scale 15
2023-2024		Clerk	7,143.18	10 hours per week – SCP Scale 16

GRAPEVINE ADVERTISING from 1 st April 2022		GRAPEVINE ADVERTISING from 1 st April 2023	
Size 9cm x 3.5cm £ 15.00		Size 9cm x 3.5cm £ 15.00	
Size 9cm x 7cm £22.00		Size 9cm x 7cm £22.00	
Size 9cm x 13cm £30.00.		Size 9cm x 13cm £30.00.	
Size 20cm x 13cm £40.00 (½ page)		Size 20cm x 13cm £40.00 (½ page)	