

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 17<sup>TH</sup> JANUARY 2023**

**PRESENT:** Cllrs; Alfsdotter, Holliday, Lake, Norris, Seager and Young, together with Community Warden Jan Henry.

1. **APOLOGIES** – Cllrs. Greening, Leppard, Pilcher and County Councillor David Beaney, District Councillor Martin Hibbert and PCSO Sarah McGuinness.
  
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.*
  - Maintenance to football goals. *Action/Resolution: under consideration.*
  - Printing costs for Hougham Herald. *Action/Resolution: Discussed by members. Several alternatives suggested to be forward to Hougham Parish Council.*
  
3. **MINUTES OF THE MEETINGS**
  - The Minutes of the Meeting held on 15<sup>th</sup> November 2022, were approved and signed as a correct record by the Chairperson, Cllr. Seager, proposed by Cllr. Lake, seconded by Cllr. Norris 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) Lorries on Capel Street travelling to Satmar Lane – Dover District Council Planning Enforcement, reopened investigation case.
  
6. **PLANNING**
  - a) **Applications**
    - 20/01569, The erection of two storey building incorporating 15 apartments (independent living accommodation), communal social areas and associated parking and landscaping, Longships Cauldham Lane Capel Le Ferne CT18 7HG. *Action/Resolution: Waiting Dover District Council granted notification documents. Clerk to follow up with DDC.*
    - 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 confirmation. Clerk to follow up with DDC.*
    - 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. Clerk to follow up with DDC.*
    - 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. Clerk to follow up with DDC.*
    - 22/00832, Amended, 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 on amendment.*
    - 22/01347, Erection of single storey side and rear extensions (existing rear extension and garage to be demolished), Merritone 24 Alexandra Road Capel Le Ferne CT18 7LN. *Action/Resolution: Planning Permission Granted.*

Signed ..... Chairperson

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## 6. **PLANNING continued**

- 22/01680, Erection of a single storey rear extension, rooflight and relocation of shed (conservatory demolished), 158 Capel Street Capel Le Ferne CT18 7HA.  
*Action/Resolution: Waiting Parish Council decision.*
- 22/01694, Erection of a dwelling and detached garage (existing dwelling and garage demolished), 113 Old Dover Road Capel-Le-Ferne CT18 7HT.  
*Action/Resolution: Waiting Parish Council decision.*

### b) **(HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation**

- *Action/Resolution: Consultation ended and now waiting Dover District Council response. Unknown time this will be available.*

## 7. **DELEGATES' REPORTS**

### a) **Neighbourhood Watch**

- Items of concern that residents experience/witness, should be reported "officially", to Community Warden and/or PCSO, in order for action to be forthcoming, see page 11 for contact details. This includes anti-social behaviour, neighbour disputes and suspicious incidents.
- Hockley Sole highway strewn with flint washed from banks, being monitored.
- Community Warden and PCSO working together to arrange meetings to visit two residents to discuss issues that had been raised.

### b) **Play equipment**

- Equipment Status document circulated to members (attached to agenda).
- Replacement Saplings waiting planting when weather conditions improve and school children available.

### c) **Traffic Management**

- Highway Improvement Plan (HIP) –. *Action/Resolution: Working party to arrange a meeting to discuss further the items noted on Improvement Plan. Plan to be revisited by working party and expediated accordingly.*

### c) **Public Rights of Way**

- Bridleway ER252 (Green Lane) adjacent to George Close. *Action/Resolution: Finally, maintenance work to trees carried out by Jarvis Homes.*
- All footpaths at present very muddy in places.
- Further investigation under way with footpath clearance and access at Satmar.

### e) **Speed Watch**

- All results of sessions are available on Parish Council Website LINK: [capellefernepc.org.uk](http://capellefernepc.org.uk)
- Email received from Kent Police as reminder to carry out sessions according to weather.
- Thanks expressed to volunteer for new stand made for older equipment.

### f) **Events**

King's Coronation – Saturday, 6th May – *Action/Resolution: working party meeting re-scheduled. Some things already booked, others to be discussed further. Commemoration cake organised – with WI members making.*

### **Resilience Plan**

*Action/Resolution: Still work in progress. Clerk to chase map of fire hydrants with Kent Fire and Rescue.*

### g) **Capel Cares**

- A very successful Christmas lunch was reported for both clients and volunteers.
- Two meetings per month now arranged from March.

Ukraine Refugees – Enough pencils now received. Volunteers busy making toppers for them and will be on sale at Farmers' Market. Funds collected to be discussed further on putting to a good use. Cllr. Seager to arrange a meeting.

### h) **Grapevine Newsletter and social media**

No report.

Signed ..... Chairperson

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**j) Village Hall Management Committee**

- Refurbishment of Hall taken place.
- Cupboards re-arranged in room far side large hall. Waiting keys distribution to organisations.
- Parish Council cupboard emptied in Room 101 and donated to Village Hall for storage of laptops for community use.

**k) Training/workshops/seminars**

Received and circulated to Councillors.

**l) District Councillor Martin Hibbert: No report.**

**County Councillor David Beaney: No report.**

**k) Other - None**

**8. CORRESPONDENCE**

➤ **KALC Community Awards Scheme 2023**

Members to give consideration on a nominee to put forward

➤ **Civility and Respect Pledge** (attached to agenda).

Councillors agreed the KALC/NALC “Civility and Respect Project” and took the Pledge. This was signed by the Chairperson. The Pledge can be viewed on Parish Council website.

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

**9. ANNUAL BUDGET – Circulated to members (attached to agenda).**

a) **Agree Parish Precept 2023/2024**

*Action/Resolution: Proposed by Cllr. Lake, seconded by Cllr. Seager and agree by all present, to accept option (a – no increase). Parish Precept Demand formed signed by Chairperson and Clerk.*

b) **Review and confirm salaries 2023/2024**

*Action/Resolution: All members agreed increase in salaries and in accordance with increments according to NALC National Salary Awards*

c) **Review and confirm Grapevine advert charges 2023/2024 (attached)**

*Action/Resolution: All members agreed no increase in charges for adverts.*

**10. CHEQUES/BACS PAYMENTS**

Cheques and BACS payments were approved and authorised as attached.

Proposed by Cllr: Young, seconded by Cllr: Lake and agreed by all present.

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

**11. MATTERS CONCERNING THE PARISH**

a) **Councillors’ comments** – None.

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

**12. DATE OF NEXT MEETING**

Tuesday, 21<sup>st</sup> February 2023, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

**13. CONFIDENTIAL ITEMS - None.**

The meeting closed at 8.45pm.







Signed ..... Chairperson

Date: 21<sup>st</sup> February 2023

**Associated Documents for Tuesday, 17<sup>th</sup> January 2023****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*

Area4Communications	National Highways work in your area	13/01/23 13:11
My Community Voice Kent	You are invited to a special Coordinator event [#71417077]	11/01/23 10:50
Charmaine Keatley	Allotment Law and Management to Local Councils Workshop	05/01/23 15:29
Helen Griffiths, Fields in Trust	Your December update from Fields in Trust	22/12/22 15:59
Elliott Fitzsimmons 46060101	* Amended Newsletter *	20/12/22 15:26
Jean.Molloy@kent.gov.uk	Community Transport Grant – deadline extension	20/12/22 14:53
Kent Wildlife Trust	Your Kent Wildlife Trust winter newsletter	20/12/22 14:38
My Community Voice Kent	Season Greetings from Neighbourhood Watch [#64509203]	19/12/22 12:26
Laura Dyer	Cost of Living Campaign – WEEK ONE ASSETS	19/12/22 11:10
Visit Dover	What's On in White Cliffs Country	18/12/22 08:02
National Association of Local Councils	 INTERNATIONAL WOMEN'S DAY	15/12/22 14:02
My Community Voice Kent	Invitation to Kent Police information event [#60520134]	05/12/22 17:44
Veronica Lawrence	FINAL REMINDER: Burial Law and Management Workshop – Thursday 8 December at Ditton ...	05/12/22 13:05
Area4Communications	Kent update 2 December	02/12/22 16:16
Sophy Alexander	Marie Curie – Supporting families with terminal illnesses through Christmas	01/12/22 14:43
Tricia Casey-Green	Burial Grounds Management Workshop – 8 December	01/12/22 12:55
PHS Plant Hire Solutions	PHS Needs you! Please Read....	28/11/22 14:07
Jean.Molloy@kent.gov.uk	Community Transport grant 2022-23	25/11/22 11:56
My Community Voice Kent	Fraudsters stole £15.3m from Christmas shoppers last year [#57997148]	24/11/22 18:14
Communities Team	Don't miss our cyber webinar on 30 November 2022!	23/11/22 09:02
Laura Dyer	KALC AGM – 19TH NOVEMBER 2022	18/11/22 12:49
Charmaine Keatley	Notice & papers for the KALC AGM 19th November 2022 (Sponsored by CCLA)	17/11/22 17:35
Laura Dyer	FINAL REMINDER – Notice & papers for the KALC AGM 19th November 2022 (Sponsored by CC...	14/11/22 15:34














**FORWARDED**

→ Laura Dyer	KALC NEWS – JANUARY 2023	16/01/23 09:54
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	13/01/23 15:45
→ Tricia Casey-Green	Implementing Effective Community Engagement – Online Event on 25 January 2023. Join Us!	13/01/23 12:11
→ Tricia Casey-Green	KALC EVENTS FOR JANUARY 2023 – JOIN US!	13/01/23 11:19
→ Charmaine Keatley	KCC PUBLIC HEALTH MEDIA RELEASE: 'New Year, new you, with 'One You Kent' support'	10/01/23 16:46
→ National Association of Local Councils	 NALC EVENTS	10/01/23 10:02
→ Charmaine Keatley	Dynamic Councillor – 12th January 2023 and other January Events at KALC	09/01/23 16:30
→ kalcareasecretary@btinternet.com kalcarea...	Fwd: Next Area Committee Meeting.	08/01/23 11:37
→ National Association of Local Councils	 ICYMI: NALC OPEN LETTER	05/01/23 10:02
→ Elliott Allen	Platinum Jubilee Fund – Supporting renovations for Village Halls!	04/01/23 16:19
→ Charmaine Keatley	Elections Bulletin issue 1	03/01/23 16:59
→ Charmaine Keatley	KALC Training Winter	03/01/23 16:50
→ National Association of Local Councils	 NALC EVENTS	03/01/23 10:01
→ National Association of Local Councils	 NALC EVENTS	27/12/22 10:00
Capel-le-Ferne Parish Council PARISH COUN...	Fwd: FW: Kent Fire and Rescue Service	16/12/22 13:25
Capel-le-Ferne Parish Council PARISH COUN...	Re: FW: Kent Fire and Rescue Service	16/12/22 13:24
→ Jan.Henry@kent.gov.uk	FW: Kent Fire and Rescue Service	16/12/22 10:26
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	16/12/22 10:18
→ Laura Dyer	Flood Warden Training – 17th January 2023	15/12/22 10:57

Signed .....

Chairperson

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→ National Association of Local Councils	 NALC EVENTS	15/12/22 10:00
→ Laura Dyer	NALC Legal Update – December 2022	14/12/22 12:21
→ National Association of Local Councils	 NALC NEWSLETTER	14/12/22 10:00
Capel-le-Ferne Parish Council PARISH COUN...	Fwd: YourSpeed December 2022	14/12/22 06:08
→ National Association of Local Councils	 NALC OPEN LETTER	13/12/22 10:13
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	09/12/22 17:01
→ Info	Closure of Rural Kent (ACRK)	09/12/22 13:26
→ National Association of Local Councils	 NALC EVENTS	06/12/22 10:21
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	02/12/22 16:15
→ Laura Dyer	KALC NEWS - NOVEMBER 2022	02/12/22 10:05
→ Otterpool Park OPA - Y19/0257/FH	Consultation - Y19/0257/FH Otterpool Park OPA (Further Information)	01/12/22 09:54
→ National Association of Local Councils	 NALC NEWSLETTER	30/11/22 10:01
→ DDC HousingNeedSurvey	District housing needs survey 2023	29/11/22 12:45
→ Rebecca Brough	DDC Town and Parish Event	29/11/22 10:54
→ National Association of Local Councils	 NALC EVENTS	29/11/22 10:01
→ Communities Team	Get ready to join our cyber webinar—Wednesday, 30 November 2022 at 10 a.m.	28/11/22 12:59
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	25/11/22 15:42
→ Cobb, Sue	Invitation to webinar to explain our draft Water Resources Management Plan	25/11/22 12:40
Capel-le-Ferne Parish Council PARISH COUN...	Fwd: Join Us for our Advanced Planning Topics Workshop tomorrow	23/11/22 13:31
→ Charmaine Keatley	Join Us for our Advanced Planning Topics Workshop tomorrow	23/11/22 11:29
→ National Association of Local Councils	 NALC NEWSLETTER	23/11/22 10:02
→ Helen Griffiths, Fields in Trust	Your parks benefitting people, place and planet	22/11/22 11:37
→ Communities Team	Read our latest edition of Community Matters	22/11/22 10:00
→ National Association of Local Councils	 NALC EVENTS	22/11/22 10:00
→ Andrew Judd 46059727	NHW Message - Invitation to Kent Police information event	21/11/22 13:44
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	18/11/22 14:54
→ Charmaine Keatley	NALCs response to the Autumn Statement	18/11/22 13:49
→ Veronica Lawrence	Advanced Topics in Planning	18/11/22 12:29
→ Charmaine Keatley	Civility and Respect - Latest newsletter	18/11/22 12:17
→ National Association of Local Councils	 NALC NEWSLETTER	16/11/22 10:00

### **Other items received**

1. Clerks & Councils Direct magazine
2. Hawkinge & Community Magazine – Issue 13 and 14
3. Viking Group brochure – December and January issues

Signed ..... Chairperson

Date: 21<sup>st</sup> February 2023

INCOME/EXPENSE 17.01.23. To be confirmed and agreed **AGENDA 10**

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>60,472.41</b>					
14.11.22	StreetZ 2 StreetZ	Advert	18.00			18.00	R	BACS			
16.11.22	Various	Adverts	335.00			335.00	R	BACS			
16.11.22	K Pilcher	Expenses - gift	10.80		10.80		R	BACS			
17.11.22	Various	Adverts	595.00			595.00	R	BACS			
21.11.22	P Seager	Jubilee Mugs	50.00			50.00	R	BACS			
21.11.22	M Leppard	Jubilee Mugs	3.50			3.50	R	CASH			
21.11.22	Dover District Council	Queen's Booklet Print	1,032.00		1,032.00		R	BACS			
22.11.22	Dover District Council	Grapevine November	660.00		660.00		R	BACS			
22.11.22	Viking	Stationary	51.15	10.23	61.38		R	BACS			
23.11.22	Young	Advert	75.00			75.00	R	BACS			
28.11.22	Staff	Expenses: Broadband & Energy November	25.00		25.00		R	SO			
30.11.22	Nat West	Interest	34.05			34.05	R	INT			
05.12.22	Resident	Donation Ukraine	10.00			10.00	R	BACS			
01.12.22	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD			
07.12.22	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD			
12.12.22	Staff	Salaries December	580.00		580.00		R	BACS			
13.12.22	StreetZ 2 StreetZ	Advert	18.00			18.00	R	BACS			
16.12.22	Youngs	Maintenance -Skatepark/Petanque court	120.00	24.00	144.00		R	BACS			
28.12.22	Staff	Expenses: Broadband & Energy December	25.00		25.00		R	SO			
30.12.22	Dover District Council	Ground Rent Lease	112.50		112.50		R	BACS			
30.12.22	Nat West	Interest	37.77			37.77	R	BACS			
04.01.23	Resident	Donation Ukraine	10.00			10.00	R	BACS			
03.01.23	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD		<b>Cash/Chq in Hand</b>	<b>5.06</b>
09.01.23	D E Roofing	Advert	160.00			160.00	R	BACS		<b>Reserve A/c</b>	<b>56,086.01</b>
09.01.23	Dover District Council	Grapevine December	550.00		550.00		R	BACS		<b>Current</b>	<b>1,565.69</b>
09.01.23	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD		<b>Project</b>	<b>655.29</b>
10.01.23	Capel Village Hall	Rent for meetings	168.00		168.00		R	BACS			<b>58,312.05</b>
17.01.23	Staff	Salaries January	580.00		580.00			BACS		<b>Less Un-Reconciled</b>	<b>580.00</b>
				57.23	4,086.68	61,818.73					
						<b>57,732.05</b>					<b>57,732.05</b>

B/FWD £587.29    Income £20.00    Expenses £0.00	<b>655.29</b>
balance in hand	<b>57,076.76</b>
<b>TOTAL</b>	<b>57,732.05</b>

Signed ..... Chairperson

Date: 21<sup>st</sup> February 2023