

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 15<sup>th</sup> NOVEMBER 2022**

**PRESENT:** Cllrs; Alfsdotter, Holliday, Lake, Leppard, Pilcher and Seager, together with Community Warden Jan Henry, PCSO Sarah McGuinness and District Councillor Martin Hibbert.

1. **APOLOGIES** – Cllrs. Greening, 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.*
  - Local Plan enquiries.
  - Public Waste Bins on B2011 overflowing and reported.
3. **MINUTES OF THE MEETINGS**
  - The Minutes of the Meeting held on 18<sup>th</sup> October 2022, were approved and signed as a correct record by the Chairperson, Cllr. Seager, proposed by Cllr. Pilcher, seconded by Cllr. Holiday 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: Installed.*
  - c) 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: Waiting Dover District Council decision.*
    - 22/01064, Erection of a single storey side extension with a hipped roof, 7 Beatrice Road Capel Le Ferne CT18 7LL. *Action/Resolution: Granted permission.*

Signed ..... Chairperson

Date: 17<sup>th</sup> January 2023

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

- Phase 2 consultation Dover District Council, ends on 9<sup>th</sup> December.
- Drop-in sessions at Village Hall to view Plan and Maps have been well attended.
- Thanks, extended to Cllr. Norris for his help, documents and guidance.
- Working Party of Cllrs; Lake, Norris and Pilcher to work on Parish Council response.

7. **DELEGATES' REPORTS**

a) **Neighbourhood Watch**

- Welcome extended to PCSO Sarah Mcguinness.
- Community Warden, Jan, reported on local help to vulnerable adult.
- Scams continue to be shared via social media and email database.

b) **Play equipment**

- Entrapment issue on skate-park gate, Ashley Engineering installed stop feature. Also, monitoring tensions on other gates being undertaken.
- Green Canopy replacement saplings received – planting to be arranged with School and other interested parties. Tidy up of area to be undertaken by contractor first and possibly open up ground for ease of planting.

c) **Traffic Management**

- TAP – ongoing and District Cllr. Hibbert to forward any associated documents.
- Highway Improvement Plan (HIP) – signage works end of Capel Street, near to Farm/Bridge/Nursery being carried out. *Action/Resolution: Clerk to follow up with Kent Highways. Letter drop to be implemented, to residents regarding installation of double yellow lines at junctions with B2011.*

d) **Public Rights of Way**

- Bridleway ER252 (Green Lane) adjacent to George Close. *Action/Resolution: Area PROW Officer written to Jarvis Homes on ownership issue and maintenance required.*
- Footpath in Satmar clearance. *Action/Resolution: Resident meeting PROW Officer. Clerk to follow up with resident.*

e) **Speed Watch**

Sessions booked, but had to be cancelled due to weather conditions on day.

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

f) **Events**

Remembrance Day – Well supported. Thanks, extended to all who attended.

King's Coronation – Saturday, 6<sup>th</sup> May – Working party meeting held. Commemoration village event to be held on Sunday, 7<sup>th</sup> May, 12.30pm to 3.30pm. A ticket event if using Village Hall, in case of bad weather, – to be opened up to Playing Field, depending on weather forecast. Event to be similar to Jubilee event with bar investment, inflatable only if operated by company. Music and catering booked. *Action/Resolution: Cllr. Seager sourcing a cake. Provision of Coronation Mugs to be considered further. Next working party meeting in January. Cllr. Alfsdotter to join working party.*

g) **Resilience Plan**

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

h) **Capel Cares**

Consideration being given on holding two (2) coffee mornings a month (1<sup>st</sup> and 3<sup>rd</sup> Friday).

Carols on 2<sup>nd</sup> December with school children.

Ukraine Refugees – Event being held in Hythe. Several members attending.

i) **Grapevine Newsletter and social media**

Spare mugs and Queen's booklets available and to be advertised.

j) **Village Hall Management Committee**

Re-decoration imminent. Followed by arrangements to relocate storage cabinets.

k) **Training/workshops/seminars**

Received and circulated to Councillors.

Signed ..... Chairperson

Date: 17<sup>th</sup> January 2023

**l) District Councillor Martin Hibbert:**

- Flood warning media coverage issued.
- Congratulations extended to Parish Council on ways Councillors have addressed Section 19 of the Local Plan, with supplying material needs, advice, guidance and drop-in sessions.
- Consider initiatives on providing warm accommodation in view of cost-of-living increases expected.
- Details available on free Christmas parking in Dover.
- Dover “Winter Light Up” on lawn, 3<sup>rd</sup> December, with lantern procession, reindeer event and stalls.
- Consultation on water plans taking place. Sewerage – possibly Defra examining. Views expressed on companies paying fines, but not actually undertaking and putting in place treatment systems.
- **County Councillor David Beaney:** No report.

**k) Other - None**

**8. CORRESPONDENCE**

- Cllr. Pilcher requested the manual for the Defibrillator, to replace batteries.
- **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: Leppard 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 –**

- Cllr. Seager informed members on the issue of the Lychgate at St Mary’s Church. It is in a very poor state of repair and needs work to be done immediately. It shows signs of being a Health and Safety issue in present state. *Action/Resolution: Revd. Brian Williams making enquiries on history of the Lychgate and further investigation of dismantling, storing and eventually reinstatement costs.*

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

**11. DATE OF NEXT MEETING**

There will be no surgery session, or meeting, in December.

Tuesday, 17<sup>th</sup> January 2023, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

**12. CONFIDENTIAL ITEMS - None.**

The meeting closed at 8.45pm.








Signed ..... Chairperson

Date: 17<sup>th</sup> January 2023

**Associated Documents for Tuesday, 15<sup>th</sup> 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).*






Area4Communications	National Highways work in Kent	11/11/22 15:08
Laura Dyer	FINAL REMINDER - Notice & papers for the KALC AGM 19th November 2022 (Sponsored by CC...	09/11/22 12:37
Laura Dyer	Kent Minerals and Waste Local Plan Regulation 18 Public Consultation	08/11/22 17:26
Andrew Judd 46059727	NHW Message - Dover burglar jailed	04/11/22 07:26
My Community Voice Kent	Witness appeal [#49060751]	21/10/22 14:28
National Association of Local Councils	 NALC EVENTS	20/10/22 11:52
Andrew Judd 46059727	NHW Message - Arrest made following fatal collision in Deal	17/10/22 17:08

**FORWARDED**

→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	11/11/22 14:16
→ Charmaine Keatley	Kent Dementia Action Alliance events	10/11/22 11:44
→ National Association of Local Councils	 UTILITY AID	10/11/22 10:00
→ Tricia Casey-Green	Recruiting and Retaining a Diverse Pool of Local Councillors - A Breakthrough Communicatio...	09/11/22 10:22
→ National Association of Local Councils	 NALC NEWSLETTER	09/11/22 10:00
→ Charmaine Keatley	Call for case studies: Weight loss and loneliness	08/11/22 10:40
→ National Association of Local Councils	 NALC EVENTS	08/11/22 10:00
→ Charmaine Keatley	KALC News October	08/11/22 09:12
→ Charmaine Keatley	DLUHC Committee Funding Inquiry [Snapshot, Responses By 17:00 on 10/11, Pse.] - Reque...	07/11/22 17:09
→ Laura Dyer	Kent Minerals and Waste Local Plan Regulation 18 Public Consultation	07/11/22 15:19
→ Kent Association of Local Councils	One.Network Training for Parishes	07/11/22 12:52
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	04/11/22 16:30
→ National Association of Local Councils	 WHITE RIBBON DAY	03/11/22 10:00
→ Rebecca Brough	Note from the Monitoring Officer - Notification of Disclosable Pecuniary Interests	02/11/22 13:58
→ National Association of Local Councils	 NALC NEWSLETTER	02/11/22 10:03

Signed ..... Chairperson

Date: 17<sup>th</sup> January 2023

→ Laura Dyer	Notice & papers for the KALC AGM 19th November 2022 (Sponsored by CCLA)	01/11/22 16:24
→ National Association of Local Councils	 NALC EVENTS	01/11/22 10:03
Capel-le-Ferne Parish Council PARISH COUN...	Fwd: Local Government Bulletin 27 October	29/10/22 06:49
Capel-le-Ferne Parish Council PARISH COUN...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	29/10/22 06:46
→ Kent Association of Local Councils	Local Government Bulletin 25 October	26/10/22 14:32
→ Veronica Lawrence	Important training update ref Civility & Respect	26/10/22 14:20
→ National Association of Local Councils	 NALC EVENTS	25/10/22 10:11
→ Communities Team	Read our Community Matters newsletter	24/10/22 10:00
→ MWLP@kent.gov.uk	Kent Minerals and Waste Local Plan	24/10/22 09:42
→ Kent Association of Local Councils	Local Government Bulletin 21 October	24/10/22 09:36
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	21/10/22 16:45
→ Kent Association of Local Councils	Local Government Bulletin 20 October	21/10/22 10:35
→ Kent Association of Local Councils	Local Government Bulletin 19 October	20/10/22 10:46
→ Mark.Welch2@kent.gov.uk	Kent County Council Rail Summit - slides and further information	20/10/22 10:30
→ Charmaine Keatley	High Priority: Centre for Sustainable Energy Planning Support - PLACE Project	20/10/22 09:32
→ National Association of Local Councils	 NALC EVENTS	19/10/22 10:00
→ Kent Association of Local Councils	Local Government Bulletin 17 October	18/10/22 12:07
→ Jan.Henry@kent.gov.uk	FW: I am sharing 'a_warm_welcome_2022' with you	17/10/22 16:57
→ Charmaine Keatley	Notice & papers for the KALC AGM 19th November 2022 (Sponsored by CCLA)	17/10/22 16:15
→ Kent Association of Local Councils	Local Government Bulletin 14 October	17/10/22 12:17

**Other items received**

1. KALC/NALC Civility and Respect Project Pledge
2. Boundary Commission Review
3. Defibrillators and Accessories from KALC
4. Clerks and Councils Direct magazine

Signed .....

Chairperson

Date: 17<sup>th</sup> January 2023

**INCOME/EXPENSE 15.11.2022. 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>63,532.99</b>					
21.10.22	HMRC	PAYE Months, 4, 5 and 6	339.00		339.00		R	DD			
24.10.22	P Seager (Residents)	Sale of Mugs	40.00			40.00	R	BACS			
24.10.22	Dover District Council	Grapevine October	550.00		550.00		R	BACS			
25.10.22	HMRC	PAYE Months 7, 8 and 9	339.00		339.00		R	DD			
26.10.22	StreetZ 2 StreetZ	Advert	18.00			18.00	R	CASH			
28.10.22	Staff	Expenses: Broadband/Energy Sept	25.00		25.00		R	SO			
31.10.22	Harmer & Sons	Grounds Maintenance	570.00	114.00	684.00		R	BACS			
31.10.22	Kent Police Cadets	Donation	25.00		25.00		R	BACS			
31.10.22	Nat West	Interest	19.89			19.89	R	INT			
01.11.22	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD			
02.11.22	Parishioner	Ukraine Donation	38.00			38.00	R	BACS			
04.11.22	Parishioner	Ukraine Donation	10.00			10.00	R	BACS			
04.11.22	Harmer & Sons	Grounds Maintenance Extra area	120.00	24.00	144.00		R	BACS			
04.11.22	Capel Village Hall	Rent for Local Plan meetings	48.00		48.00		R	BACS			
07.11.22	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD			
09.11.22	Village Hall, Churches	Poppy Wreaths	51.00			51.00	R	BACS			
10.11.22	Viking Direct	Ink Cartridges	82.78	16.56	99.34		R	BACS		<b>Cash/Chq in Hand</b>	<b>1.56</b>
15.11.22	Staff	Salaries Pay Award Back Pay Apr-Oct	321.04		321.04			BACS		<b>Reserve A/c</b>	<b>60,014.19</b>
15.11.22	Staff	Salaries November	563.20		563.20			BACS		<b>Current</b>	<b>736.50</b>
15.11.22	Staff	Expenses: Defib batteries	25.74	5.15	30.89			BACS		<b>Project</b>	<b>635.29</b>
											<b>61,387.54</b>
										<b>Less Un-Reconciled</b>	<b>915.13</b>
				171.21	3,237.47	63,709.88					
						<b>60,472.41</b>					<b>60,472.41</b>

<i>B/FWD £587.29</i>	<i>Ukraine Income: £48.00</i>	<i>Expenses: £0.00</i>	<b>635.29</b>
<i>Balance in hand</i>			<b>59,837.12</b>
<b>TOTAL</b>			<b>60,472.41</b>

Signed ..... Chairperson

Date: 17<sup>th</sup> January 2023