

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 21ST FEBRUARY 2023

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

1. **APOLOGIES** – Cllrs. Greening and Young 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.

- Several highway issues; Disabled drop kerbs junction Victoria/Alexandra Road/Lancaster Avenue; Road re-surfacing Victoria Road and Lancaster Avenue; Debris on Satmar Lane to Hougham; Micro-surface condition B2011. *Action/Resolution: Reported to Highways.*
- Speeding noisy motorbikes on Capel Street. *Action/Resolution: Report to Kent Police.*
- Clifftop Café work, Lighthouse progress, Land on Old Dover Road excavations. *Action/Resolution: Land Registry checks to be implemented for owners.*

3. **MINUTES OF THE MEETINGS**

The Minutes of the Meeting held on 17th January 2023, were approved and signed as a correct record by the Chairperson, Cllr. Seager, proposed by Cllr. Lake, seconded by Cllr. Pilcher and agreed by all, with the following amendment:

7a) Public Rights of Way

Bridleway ER252 (Green Lane) adjacent to George Close.

Action/Resolution: Finally, maintenance work to trees carried out by Jarvis Homes, changed to:

Action/Resolution: Finally, maintenance work to trees carried out by Jarvis Homes and the Residents' Committee.

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: Dover District Council Planning Enforcement and Crime Environment still have a case file open, waiting contact with owners.*
- b) **Lorries on Capel Street travelling to Satmar Lane** – *Action/Resolution: Dover District Council Planning Enforcement still have a case file open, pending further investigation.*

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 grant notification documents.*
- 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.*
- 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 followed up with DDC who were waiting update reptile survey.*

Signed Chairperson

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6. **PLANNING continued**

- 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, 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.*
- 22/01680, Erection of a single storey rear extension, rooflight and relocation of shed (conservatory demolished), 158 Capel Street Capel Le Ferne CT18 7HA. *Action/Resolution: Grant of full Planning Permission.*
- 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 Dover District Council decision.*
- 23/00069, Erection of a detached dwelling, cycle/bin store and associated parking, Capel Bungalow Hurst Lane Capel Le Ferne CT18 7EZ. *Action/Resolution: Waiting Dover District Council decision.*
- 23/00109 | Erection of 4 dwellings with associated parking (existing dwelling demolished) | 34 Cauldham Close Capel Le Ferne CT18 7HH. *Action/Resolution: Waiting Dover District Council decision.*
- **(HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation**
Action/Resolution: Consultation ended and now waiting Dover District Council response. Unknown time status when this will be available.

7. **DELEGATES' REPORTS**

a) **Neighbourhood Watch**

- Dover District Council Dog Warden and Kent County Council Community Warden working together to investigate reports received on use of areas at the Playing Field, covered by "No Dogs" under the Public Space Protection Order Act.
- Catalytic converter theft highlighted, - Beatrice Road.
- Stolen Volvo left in Village Hall Car Park, - subject to Police involvement.
- Quotes received to upgrade CCTV cameras discussed and agreed to replace four (4) cameras for £600 plus VAT. *Action/Resolution: Proposed by Cllr: Pilcher, seconded by Cllr: Lake and agreed by all present.*

b) **Play equipment**

- Equipment Status document circulated to members (attached to agenda).
- Waiting advice reply from manufacturer on Skate-Park "wear and tear" issues.
- Waiting replacement Defibrillator Pads for unit in Village Hall Car Park.
- State of goal posts and surface in area, to be checked for future renovation.
- Quote to be obtained to sanitise Petanque Court area.
- Quote to be obtained to install replacement Saplings and tidy Queen's Green Canopy area.

c) **Traffic Management**

- Highway Improvement Plan (HIP) –. *Action/Resolution: Working party to arrange a meeting to progress further.*
- Lorries on Capel Street - Under investigation by Dover District Council.

d) **Public Rights of Way**

- Bridleway ER252 (Green Lane) - amendment see item 3.
- Cllr: Lake to contact PROW Officer on various footpath clearances as and when required now surface is not so muddy.
- Clerk to chase PROW Officer on access to footpath at Satmar.

e) **Speed Watch**

- All results of sessions are available on Parish Council Website LINK: capellefernepc.org.uk
- Volunteers to be contacted on updating their status to continuing.

Signed Chairperson

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f) Events

King's Coronation – Street Party in the Park (or Hall if bad weather) on Sunday, 7th May.

Action/Resolution:

- *Event paperwork submitted to Dover District Council.*
- *Commemoration mugs and coasters on order. Confirmed wording, official Coronation Emblem and Royal Coat of Arms. Increase in numbers to cover a bulk purchase.*
- *Commemoration cake organised.*
- *Cllr: Seager to schedule another working party meeting to discuss other items further, including popcorn availability, hygiene certificates for vendors and ticketing in case of inclement weather.*

g) Resilience Plan

Action/Resolution: Still work in progress. Clerk waiting map of fire hydrants and confirmation of services available in case of emergencies.

h) Capel Cares

Twice a month coffee morning meetings per month now arranged from March.

Ukraine Refugees – Funds collected to be made use by other Ukraine Refugees in another area. To be confirmed.

Turkey/Syria Earthquake – Thanks expressed for donations to date. Amount of £300 agreed to be forwarded to the British Red Cross. *Action/Resolution: Proposed by Cllr: Seager, seconded by Cllr: Pilcher and agreed by all present.*

i) Grapevine Newsletter and social media

Temporary help delivering Newsletter, in case of illness/holidays, requested. *Action/Resolution: Cllr: Alfdotter offered. Insert in Grapevine for others.*

j) Village Hall Management Committee

Community lunch prepared by 5 volunteers, of chicken/vegetable casserole, followed by apple pie and custard, was well received by 27 people. Thanks were expressed to all involved for this event, which may be repeated.

k) Training/workshops/seminars

Received and circulated to Councillors.

Cllr: Seager to attend an online training event on Armed Forces Awareness.

l) District Councillor Martin Hibbert reported summary:

- Information forwarded to Clerk for circulation. Some received already via DDC direct.
- Dover District Council Draft Budget consultation.
- TAP Meeting planned with Harbour Board – levelling up funding, infrastructure – will they have a manning protocol and how many officers available.
- KCC Award for litter – very bad in area, being chased and revisited.
- KCC Consultation on Home to School Transport – qualifications to get free travel.

County Councillor David Beaney reported summary:

- KCC Members fund reduced for 23/24, due to Officers overspend.
- 4% increase in Council Tax. Mandatory items to be priority.
- Road Closures for King's Coronation events.
- Community Assets Consultation Hubs.
- Community Roots Bus – next visits discussed.
- New KCC Dover Highway District Manager – Thomas Williams.
- Special Officers sent to Turkey.
- Bus services – Capel has an excellent service noted.
- Street Light Old Dover Road not working – request to be chased and followed up. Clerk to send details with DDC reported reference number.

m) Other - None

Signed Chairperson

Date: 21st March 2023

8. CORRESPONDENCE**a) Grounds Maintenance Contract 2023-2024**

Quotations received from two contractors following specification given was circulated to members.

Action/Resolution: Agreed by all present to accept Harmer and Sons for £4,900 per annum.

b) KALC Community Awards Scheme 2023

Agreed by all present - No nominee to put forward this year.

c) Other items received:

List of email items received were circulated as attached.

Grass Maintenance for St Mary's Churchyard

Contractor agreed to keep charges as per previous year. *Action/Resolution: Agreed by all present to accept Stephen Huxtable for 5 cuts at £120 per cut, with extra cuts if required during growing season.*

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**

- WW 1 Airfield Memorial due to be installed soon at The Royal Oak. More details to follow.
- Catalytic convertor stolen and Volvo car theft discussed under Neighbourhood Watch item 7a.
- Goal Posts and surface refurbishment discussed under Play Equipment item 7b.
- Councillor absents discussed and time allowed. *Action/Resolution: 6 months allowed or approval decided by other members.*
- District and Parish Elections this year are on Thursday, 4th May 2023. A timetable circulated to Members on dates for application - (Nominations open 20th March 2023).
- Parish Council surgery at Farmers' Market – request to change to another week of month, rather than same day as meeting. *Action/Resolution: Agreed by all present to be changed to 1st Tuesday of month. Next surgery to be on 4th April (no surgery in March).*

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

Tuesday, 21st March 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 9.30pm.

Signed Chairperson

Date: 21st March 2023

Associated Documents for Tuesday, 21st February 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 emails will be forwarded on).*

Tricia Casey-Green	Becoming a Local Councillor - Encouraging your Community to Join in!	13/01/23 12:17
Dover District Council	Funding Opportunities News - 17 February 2023	17/02/23 17:31
Helen Griffiths, Fields in Trust	 Your February update from Fields in Trust	17/02/23 17:28
Communities Team	Your invitation from our cyber risk management team	16/02/23 13:30
My Community Voice Kent	Spring round Community Grants Fund now open registered Neighbourhood Watch Coordinat...	14/02/23 10:29
Laura Dyer	INTERNATIONAL WOMEN'S DAY - 3RD MARCH 2023	13/02/23 17:01
Clare Webber	Roadworks in Kent	03/02/23 16:42
 Rebecca Brough	DDC Town and Parish Event Agenda - 16 February 2023	03/02/23 11:04
Communities Team	Are you taking a proactive approach to your cyber risk?	01/02/23 11:00
My Community Voice Kent	We invite you to Neighbourhood Watch Free Crime Prevention Webinars [#77806641]	01/02/23 10:33
My Community Voice Kent	Introducing our new Member and Coordinator packs [#75254218]	23/01/23 14:15
Rossy Smith	Active 50 - Parish Newsletter	19/01/23 16:11
National Association of Local Councils	 INTERNATIONAL WOMEN'S DAY	19/01/23 10:00
Mealey, John	Beating pollution with smart sewer technology	19/01/23 09:15
Julie Oliver	Applause Outdoors shows for your community this summer!	18/01/23 18:30
Mealey, John	Updates from Southern Water	17/01/23 14:16
→ National Association of Local Councils	 NALC EVENTS	17/01/23 10:00
→ National Association of Local Councils	 NALC EVENTS	16/01/23 14:02

Other items received

1. Viking Direct Sales brochure
2. Littlethorpe Bus Shelters
3. DDC Posters - Voter ID

















Signed Chairperson

Date: 21st March 2023

Rebecca Brough

RE: DDC Town and Parish Event Agenda - 16 February 2023

03/02/23 14:15

→	National Association of Local Councils	 NALC EVENTS	02/02/23 10:01
→	National Association of Local Councils	 NALC NEWSLETTER	01/02/23 10:00
→	National Association of Local Councils	 NALC EVENTS	31/01/23 10:01
→	Charmaine Keatley	How to Recruit and Retain a Diverse Pool of Councillors	30/01/23 11:40
→	Charmaine Keatley	How Councils can more Effectively Engage with Young People	30/01/23 11:15
→	National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	27/01/23 17:02
→	National Association of Local Councils	 NALC NEWSLETTER	25/01/23 10:03
	Capel-le-Ferne Parish Council PARISH COUN...	Fwd: Introducing - Community Roots!	24/01/23 14:39
→	National Association of Local Councils	 NALC EVENTS	24/01/23 10:00
→	Cllr-Martin Hibbert	Regulatory Services Q3 Report	20/01/23 18:40
→	National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	20/01/23 16:02
→	Tricia Casey-Green	Get your Communication Right! Events at KALC to enhance engagement with your community.	20/01/23 12:20
	Capel-le-Ferne Parish Council PARISH COUN...	Fwd: DDC Town and Parish Event - Thursday 16 February 2023	20/01/23 08:17
→	National Association of Local Councils	 NALC NEWSLETTER	18/01/23 10:00
→	National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	17/02/23 10:00
✉	Rebecca Brough	DDC Town and Parish Event - Thursday 16 February 2023	16/02/23 12:48
→	kalcareasecretary@btinternet.com kalcare...	KALC Meeting 1st March 2023	16/02/23 10:26
→	Tricia Casey-Green	Booking now...KALC learning event in Association with Breakthrough Communications: Socia...	16/02/23 10:17
→	National Association of Local Councils	 NALC EVENTS	16/02/23 10:00
→	National Association of Local Councils	 NALC NEWSLETTER	15/02/23 10:08
→	National Association of Local Councils	 NALC EVENTS	14/02/23 10:02
→	National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	10/02/23 16:06
→	National Association of Local Councils	 NALC NEWSLETTER	08/02/23 10:04
→	National Association of Local Councils	 NALC EVENTS	07/02/23 10:00
→	Communities Team	Read our latest Communities Spring and Summer Event Guide	06/02/23 11:03
→	Charmaine Keatley	How to recruit and retain a diverse pool of Councillors	06/02/23 08:51
→	Charmaine Keatley	KALC Elections Bulletin	03/02/23 17:41
→	Laura Dyer	KALC NEWS FEBRUARY 2023	03/02/23 17:26
→	National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	03/02/23 14:28

Signed Chairperson

Date: 21st March 2023

INCOME/EXPENSE 21.02.23. 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					57,732.05					
13.01.23	StreetZ 2 StreetZ	Advert	18.00			18.00	R	BACS			
17.01.23	Primary Technologies	Annual Website subscription	300.00	60.00	360.00		R	BACS			
24.01.23	HMRC	PAYE	116.01		116.01		R	BACS			
26.01.23	Viking	Stationary Ink Cartridges	68.20	13.64	81.84		R	BACS			
26.01.23	Viking	Stationary Ink Cartridge	64.54	12.91	77.45		R	BACS			
26.01.23	Viking	Stationary Paper Clips Grapevine	28.26	5.65	33.91		R	BACS			
30.01.23	Staff	Expenses: Broadband & Energy November	25.00		25.00		R	SO			
31.01.23	Nat West	Interest	39.29			39.29	R	INT			
01.02.23	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD			
07.02.23	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD			
09.02.23	Various	Adverts	770.00			770.00	R	BACS			
09.02.23	Harper Office	Defibrillator Pads	195.34	39.07	234.41		R	BACS			
13.02.23	StreetZ 2 StreetZ	Advert	18.00			18.00	R	BACS			
13.02.23	Dover District Council	Grapevine	550.00		550.00		R	BACS		Cash/Chq in Hand	5.06
14.02.23	Dash UK Ltd	Coronation Mugs and Coasters	1,448.00	289.60	1,737.60		R	BACS		Reserve A/c	53,125.30
21.02.23	Residents	Donation Ukraine	10.00			10.00	R	BACS		Current	1,506.47
21.02.23	Residents	Donation Turkey/Syria	300.00			300.00	R	BACS		Project	965.29
21.02.23	Staff	Salaries February	580.00		580.00			BACS			55,602.12
										Less Un- Reconciled	580.00
				432.37	3,865.22	58,887.34					
						55,022.12					55,022.12

<i>B/FWD £655.29</i>	<i>Expenses £0.00</i>	
<i>Ukraine Income £10.00</i>	<i>Ukraine Balance £665.29</i>	965.29
<i>Turkey Income £300.00</i>	<i>Turkey Balance £300.00</i>	
<i>Balance in hand</i>		54,056.83
TOTAL		55,022.12

Signed Chairperson

Date: 21st March 2023