

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

PRESENT: Cllrs; Alfsdotter, Holliday, Lake, Leppard, Norris, Pilcher, Seager and Young, together with 2 members of the public

1. **APOLOGIES** – Cllrs. Greening, Community Warden Jan Henry, PCSO Sarah McGuinness, District Councillor Martin Hibbert and County Councillor David Beaney.
 Councillors acknowledged the resignation of Cllr. Greening, with much regret. The members wish to convey their sincere and grateful thanks to Gemma for her interest and services to the Parish Council. They also appreciated her comment on wishing to stay as a Speed Watch member, which was noted and agreed accordingly.
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.
 a) Items raised by public. - None
3. **MINUTES OF THE MEETINGS**
 The Minutes of the Meeting held on 21st February 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:
Item 7f
 King's Coronation to be Ticket Entry Only Event in Village Hall.
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) Clifftop Café – An Alcohol Licence Application was received and discussed by those present. *Action/Resolution: A vote by the 8 members attending was taken with the following result; a resolution recorded, 7 members supporting the application and 1 member against. Councillors agreed it will be nice to have the Cafe open and in operation once again. The following comments were made and will be included in the Council's written response to Dover District Council.*
 - *THIS IS NOT AN OBJECTION ... more a concern.*
 - *Capel-le-Ferne Parish Council support this application, but would wish to comment some concerns have been noted on the time that the Cafe will be selling alcohol until 20:00 hours.*
 - *This may cause anti-social behaviour and increased traffic issues in the location during evening hours, being in an Area of Outstanding Natural Beauty and directly adjacent to the edge of the clifftop.*
 - c) Lighthouse Inn – *Action/Resolution: Waiting Dover District Council Enforcement Officer investigations on empty property status.*
 - d) Grass Cutting St Mary's Churchyard – Exact agreement on specifications clarified, with 2 options provided. *Action/Resolution: Proposed by Cllr. Norris, seconded by Cllr. Young and agreed by all present to cut churchyard grass, once per month in April and May, then 3 weekly cuts from June to September inclusive. Total cost to Parish Council £960 per annum.*
 - e) Land on Old Dover Road skateboard ramp installation – *Action/Resolution: Waiting Dover District Council Enforcement Officer Planning investigation.*

Signed Chairperson

Date: 18th April 2023

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 on conditions and reserved matters.*
- 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 on conditions, reserved matters and landscaping.*
- 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 on conditions and reserved matters.*
- 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 on conditions and reserved matters.*
- 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 27.02.23 KCC entrance width change.*
- 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: Granted Planning Permission.*
- 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.*
- 23/00253, Erection of single storey front, side and rear extensions, Hayburne, 2 Albert Road Capel Le Ferne CT18 7JY. *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 status when this will be available.

7. **DELEGATES' REPORTS**

a) **Neighbourhood Watch**

- Dover District Council Dog Warden and Kent County Council Community Warden continue 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. *Action/Resolution: Enquiry to be made on a witness letter from Parish Council.*

b) **Play equipment**

- New CCTV cameras installed and one repositioned.
- Advice reply from manufacturer on Skate-Park "wear and tear" issues are, not in need of immediate attention.
- Defibrillator Pads for unit in Village Hall Car Park renewed.
- Agreed by all present - Petanque Court area to be sanitised by Youngs Grounds Maintenance.
- Agreed by all present - Saplings and tidy Queen's Green Canopy area to be carried out by Youngs Grounds Maintenance, including provision of protective cane tops.

Signed Chairperson

Date: 18th April 2023

c) **Highways****Highway Improvement Plan (HIP) –**

- Meeting arranged for 11th April with Kent Highways to discuss Plan further. *Action/Resolution: Attendees, Cllr. Pilcher, Seager and Parish Clerk.*
- Consultation letter to residents on installation of double yellow lines at side roads/New Dover Road junctions ready for delivery. *Action/Resolution: Cllrs. Lake, Alfsdotter and Pilcher to organise. Letter to also go in to Grapevine Newsletter.*

Reported Highway enquiries;

- Location: New Dover Road - Resurfacing, Information Required. *Action/Resolution: Cllr: Pilcher spoke to Highway Engineer. Test to be arranged to check surface further.*
- Location: Lancaster Avenue and Location: Lancaster Avenue - Mobility Access, Required for Dropped Kerb/Pram Ramp. *Action/Resolution: Added to Highway Improvement Plan and waiting Kent Highways meeting.*
- Location: Cauldham Lane - Road/Carriageway, Material/Obstruction on Road. *Action/Resolution: no loose debris or cuttings from hedge present. No further action.*
- Location: Satmar Lane - Road/Carriageway, Material/Obstruction on Road. *Action/Resolution: Removed debris from carriageway and reported as a Fly tipping to DDC environmental crime, as hazardous substances present.*
- Location: Lancaster Avenue - Road/Carriageway, Resurfacing Request. *Action/Resolution: Assessed a whole length of the road. Plans for major patching of most affected area between Capel Street and Village Hall for next financial year starting in April 2023, Also, put forward this road for a full resurfacing, however this is carried on five-year plan and is assessed separately by RAFAT team.*
- Location: Victoria Road - Road/Carriageway, Resurfacing Request. *Action/Resolution: Assessed a whole length of the road and no current plans for resurfacing.*

d) **Traffic Management**

Lorries on Capel Street travelling to Satmar Lane – *Action/Resolution: Dover District Council Planning Enforcement still have a case file open, pending further investigation.*

e) **Public Rights of Way**

- **Bridleway ER252 (Green Lane)**
- Cllr: Lake to contact East Kent Area PROW Officer on blockage of Bridleway at London House.
- Cllr. Lake to make enquiries with 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 contacted on their status update to continue. Sessions booked for April.

f) **Events**

King's Coronation – Sunday, 7th May. *Action/Resolution:*

- *Ticket distribution – by contacting clerk by email with numbers required. Delivery to addresses or collection from Farmers' Market.*
- *Pirate Ship Inflatable – Volunteer helpers required. Clerk to contact Youth Club, Police Cadets and Air Training Cadets to enquire if they could attend. £50 donation agreed for organisations.*
- *Commemoration mugs and coasters delivery due on Monday, 27th March. Mugs £4 each, Coasters £2 each, 4 for £6. Advert to be sent out in Grapevine and on social media.*
- *Back-drop for photos to be organised by Cllrs. Pilcher and Seager.*

g) **Resilience Plan**

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

h) **Capel Cares**

Cllr. Lake to investigate redesigning Capel Cares insert in Grapevine Newsletter to update.

Ukraine Refugees – Funds collected to be made use by other Ukraine Refugees in another area. Still waiting confirmation.

Turkey/Syria Earthquake – A further £53.76 sent to British Red Cross (£353.76 in total forwarded). This collection project has now closed, with thanks to everyone for their contributions.

Signed Chairperson

Date: 18th April 2023

i) **Grapevine Newsletter and social media**

Thanks were expressed to Peter for his services to the village in delivering the newsletter - he will be “putting his feet up” from the end of April. Also, thanks to Lisa for fulfilling temporary delivery to cover holidays etc. Cllr. Lake to re-arrange some routes.

j) **Village Hall Management Committee**

Nothing to report.

k) **Training/workshops/seminars**

Received and circulated to Councillors.

Cllrs: Pilcher and Seager to attend a Planning Conference.

l) **District Councillor Martin Hibbert reported summary:**

No report.

County Councillor David Beaney reported summary:

No report.

m) **Other** – None.

8. **CORRESPONDENCE**

- a) Request received from Air Ambulance Kent, Surrey and Sussex for financial assistance to service.
Action/Resolution: Proposed by Cllr. Lake, seconded by Cllr. Holliday and agreed by all present to send a donation of £300.

b) **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: Holliday, seconded by Cllr: Lake 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 installed at The Royal Oak. Thanks were expressed to Cllrs. who attended the unveiling and to Paul for locating and refreshments after.
- Councillors were reminded to complete their nomination forms if seeking re-election. Thanks to Cllr. Pilcher for collecting forms from DDC and explaining completion. Closing date 4th April, 4pm.
- Streetlight outside 53a-55 Old Dover Road still not working. *Action/Resolution: Clerk to check status of repair.*

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

11. **DATE OF NEXT MEETING**

Tuesday, 18th April 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 9.25pm.

Signed Chairperson
















Date: 18th April 2023

Associated Documents for Tuesday, 21st March 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).

Area4Communications	Roadworks in Kent	17/03/23 15:43
Neighbourhood Alert	Good News Report [#91298355]	15/03/23 14:10
Andrew Judd 46059727	NHW Message - Community Watch Magazine for Kent, March edition	14/03/23 11:48
Rebound Rubber Sales	Exciting Changes at Rebound Rubber	10/03/23 15:48
Charmaine Keatley	OEP Protected Sites: Call for Evidence	10/03/23 12:18
North Falls Offshore Wind Farm	Welcome to the latest North Falls Community Newsletter	09/03/23 15:12
My Community Voice Kent	Neighbourhood Watch's biggest recruitment drive in recent times launched [#87794959]	06/03/23 16:21
My Community Voice Kent	Coordinator Workshops start next week [#86605200]	02/03/23 12:25
Area4Communications	National Highways - roadworks in Kent	24/02/23 12:21

FORWARDED

→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	17/03/23 14:50
→ National Association of Local Councils	 NALC EVENTS	16/03/23 10:02
→ Cllr-Martin Hibbert	FW: REVISED ELIGIBILITY HOUSEHOLD SUPPORT FUND	15/03/23 15:11
→ National Association of Local Councils	 NALC NEWSLETTER	15/03/23 10:00
→ National Association of Local Councils	 NALC EVENTS	14/03/23 10:00
→ Tricia Casey-Green	Join KALC for our online Dynamic Councillor Workshop on 23 March!	13/03/23 13:02
→ Charmaine Keatley	KALC Climate Change Conference 2023 - Sales ending	13/03/23 12:58
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	10/03/23 13:53
→ National Association of Local Councils	 NALC EVENTS	09/03/23 10:05
→ National Association of Local Councils	 NALC NEWSLETTER	08/03/23 10:11
→ National Association of Local Councils	 NALC EVENTS	07/03/23 10:06
→ Tricia Casey-Green	Join KALC for our online Climate Change Conference!	06/03/23 15:04
→ Kent Association of Local Councils	KALC NEWS MARCH 2023	06/03/23 13:35
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	03/03/23 10:00
→ kalcareasecretary@btinternet.com kalcareasecretary...	Minutes 01/03/2013	02/03/23 18:19
→ Laura Dyer	KENT AND MEDWAY ACTIVE - EVERYDAY ACTIVE SMALL GRANT	02/03/23 14:32
→ Veronica Lawrence	KALC EVENT - EQUALITY, DIVERSITY AND INCLUSION WORKSHOP - WITH BREAKTHROUGH COMMUNICATIONS	02/03/23 09:53
→ Charmaine Keatley	Implementing Effective Community Engagement	01/03/23 10:43
→ National Association of Local Councils	 NALC NEWSLETTER	01/03/23 10:02
→ Charmaine Keatley	Civility and Respect March Newsletter	01/03/23 09:24
→ Charmaine Keatley	KALC Climate Change Conference 2023	28/02/23 12:42
→ National Association of Local Councils	 NALC EVENTS	28/02/23 10:08
→ helping.hands@kent.gov.uk	IMPORTANT UPDATE: REVISED ELIGIBILITY CRITERIA Professional Referral Energy Voucher Scheme - Household ...	27/02/23 17:38
→ Laura Dyer	KALC TRAINING - IMPLEMENTING EFFECTIVE COMMUNITY ENGAGEMENT	24/02/23 15:26
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	24/02/23 14:55
→ The Communities Team	Final call: Hiscox Risk Academy Webinar	24/02/23 10:14
→ National Association of Local Councils	 NALC EVENTS	23/02/23 10:01
→ Tricia Casey-Green	Join KALC in Association with Breakthrough Communications for our online events!	22/02/23 14:15
→ Tricia Casey-Green	OUR UPCOMING EVENTS FOR MARCH AT KALC	22/02/23 10:11
→ National Association of Local Councils	 NALC NEWSLETTER	22/02/23 10:00
→ National Association of Local Councils	 NALC EVENTS	21/02/23 10:02
→ The Communities Team	Register today for the Hiscox Risk Academy webinar yet?	20/02/23 10:00

Other items received

1. Kent Surrey Sussex Air Ambulance Charity
2. Hawkinge & Capel-le-Ferne Community Ad magazine
3. Clerks and Councils Direct Magazine

Signed

Chairperson

Date: 18th April 2023

CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council
Maureen Leppard

Website:
<https://www.cappellefernepc.org.uk/>



39 Victoria Road
Capel-le-Ferne, Folkestone, Kent.
CT18 7LT

Tel: 01303 259564

Email: clerkcappellefernepc@btinternet.com

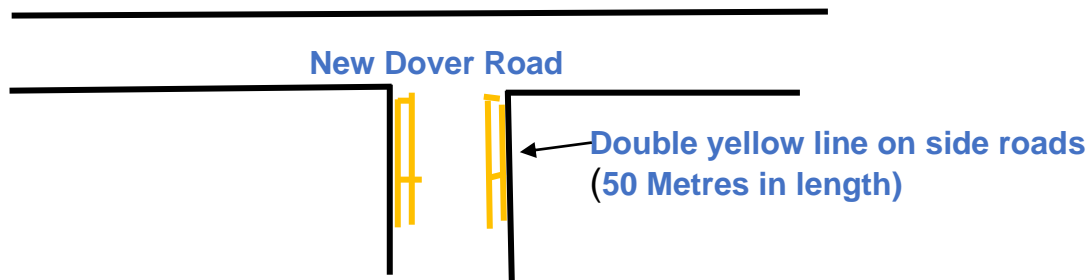
March 2023

Dear Sir/Madam,

Capel Parish Council have received comments over the last year voicing concerns about vehicles that park on side roads too close to the junction with New Dover Road (B2011).

There have been incidents where vehicles have been unable to enter the side road because of a vehicle parked on one side and another trying to exit, thus blocking the side road, causing the vehicle to stop on the New Dover Road, risking a collision, particularly in poor weather conditions.

The Parish Council are considering applying for a Traffic Regulation Order (TRO) for Double Yellow Lines to be installed on side roads where they meet New Dover Road.



Double yellow lines have already been installed where Capel Street meets New Dover Road to improve safety in the area.

Therefore, the Parish Council are writing to you to ask for your comments regarding Double Yellow Lines being installed at these junctions.

Please put your comments in writing to The Clerk for the Council,
By post to: 39 Victoria Road, Capel. CT18 7LT
or by email to: clerkcappellefernepc@btinternet.com

Yours faithfully
Capel Parish Council

Signed Chairperson
Date: 18th April 2023

INCOME/EXPENSE 21.03.23. 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					55,022.12					
20.02.23	Huxtable	Advert	242.00			242.00	R	BACS			
27.02.23	Residents	History Books	30.00			30.00	R	BACS			
27.02.23	Dashwood	Advert	15.00			15.00	R	BACS			
28.02.23	Staff	Expenses: Broadband/Energy	25.00		25.00		R	SO			
28.02.23	Nat West	Interest	37.27			37.27	R	INT			
01.03.23	British Red Cross	Donation	300.00		300.00		R	BACS			
01.03.23	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD			
03.03.23	KALC	Planning Conference	120.00	24.00	144.00		R	BACS			
06.03.23	Resident	Donation Ukraine	10.00			10.00	R	BACS			
07.03.23	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD			
09.03.23	Newman	Advert	60.00			60.00	R	BACS			
13.03.23	StreetZ 2 StreetZ	Advert	18.00			18.00	R	BACS		Cash/Chq in Hand	5.06
10.03.23	P Seager/collection	Donation Ukraine	96.00			96.00	R	BACS		Reserve A/c	53,162.57
10.03.23	P Seager/collection	Donation Turkey/Syria	53.76			53.76	R	BACS		Current	1,053.47
21.03.23	Staff	Salaries March	580.00		580.00			BACS		Project	825.05
21.03.23	Staff	Expenses: Land Registry checks	6.00			6.00		BACS			55,046.15
21.03.23	Kent Cables	Installation CCTV Cameras x 3	475.00	95.00	570.00			BACS		Less Un-Reconciled	1,156.00
				130.50	1,694.00	55,584.15					
						53,890.15					53,890.15

<i>B/FWD £965.29 Expenses (Red Cross) £300.00</i>	
<i>Ukraine Income £106.00 Ukraine Balance £771.29</i>	825.05
<i>Turkey Income £53.76 Turkey Balance £ 53.76</i>	
<i>Balance in hand</i>	53,065.10
TOTAL	53,890.15

Signed Chairperson

Date: 18th April 2023