

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 16th MAY 2023

PRESENT: Cllrs; Alfsdotter, Lake, Leppard, Pilcher, Seager and Young, together with Community Warden Jan Henry and one member of public.

1. NEW AND RE-ELECTED COUNCILLORS

The Clerk welcomed new and re-elected Councillors to the meeting. Congratulations to all was given. Written undertaking completed by all members.

2. APPOINTMENT OF CHAIR-PERSON

Cllr. Philippa Seager was nominated, proposed by Cllr. Young, seconded by Cllr. Leppard, agreed by all present and was duly elected. Declaration of Office completed.

3. APPOINTMENT OF VICE-CHAIRPERSON

Cllr. Keith Pilcher was nominated, proposed by Cllr. Lake, seconded by Cllr. Young, agreed by all present and was duly elected. Declaration of Office completed.

4. APPOINTMENT OF DELEGATES, COMMITTEES AND WORKING PARTIES

- a) Play Equipment – Cllr. Pilcher.
- b) Highways – Cllrs. Alfsdotter, Harris, Pilcher, Seager.
- c) Public Rights of Way – Cllr. Lake.
- d) Speed Watch – Clerk
- e) Planning – All Councillors - with Delegated Powers approved to – Cllrs. Lake, Pilcher, Seager.
- f) Resilience Plan – Cllr. Seager.
- g) Capel Cares – Cllr. Lake.
- h) Other – To formed when required.

5. APOLOGIES – District Councillor Martin Hibbert, County Councillor David Beaney. and PCSO Sarah McGuinness.

6. COUNCIL VACANCIES

Following uncontested election, two (2) vacancies will be advertised for co-option.

7. 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) Capel Street fly-tipping – DDC investigating camera installation.
- b) Lost top waste bin Old Dover Road, replaced.
- c) Planting project on New Dover Road to enhance road, to be discussed further.

8. MINUTES OF THE MEETINGS

The Minutes of the Meeting held on 18th April 2023, were approved and signed as a correct record by the Chairperson, Cllr. Seager, proposed by Cllr. Pilcher, seconded by Cllr. Young and agreed by all present.

9. DECLARATION OF PERSONAL INTERESTS – None.

10. 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 waiting investigation outcome.*
- b) Clifftop Café – Alcohol Licence Application granted permission.

Signed Chairperson
20th June 2023

11. PLANNING

Following Dover District Council update, long-term outstanding applications were noted and listed.

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: Dover District Council Members voted to approve application in Sept 22 subject to a S106 to secure contributions and restriction of occupancy age of primary resident. First draft of S106 was sent to agent by DDC Planning Solicitor earlier this month for review & we are awaiting their response.*
- 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: Dover District Council recently re-consulted on revised scheme. There is a current KCC Highways outstanding matter/objection – looking to take the application hopefully to June Committee should all be resolved.*
- 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: Dover District Council information relating to reptiles has been submitted and the SNEO is satisfied with the proposed receptor area to the east of the site (although the PEA was requested to address any other impacts).*
- 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: The officer is aiming to get a decision issued in the next few days.*
- 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.*
- 23/00253, Erection of single storey front, side and rear extensions, Hayburne, 2 Albert Road Capel Le Ferne CT18 7JY. *Action/Resolution: Granted Permission.*
- 23/00401, Outline application for the erection of up to 16 dwellings (with all matters reserved except access), Land South of Cauldham Lane Capel-Le-Ferne CT18 7HG. *Action/Resolution: Waiting Dover District Council decision.*
- 23/00448, Erection of single storey rear extensions and extension to garage (extension demolished), 5 Victoria Road Capel Le Ferne CT18 7JS. *Action/Resolution: Waiting Dover District Council decision.*
- 23/00467, Erection of single storey rear extension, porch, rooflights, alterations to windows/doors (garage and porch demolished), 8 Alexandra Road Capel Le Ferne CT18 7LB. *Action/Resolution: Granted Permission.*

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

Action/Resolution: Plan now sent to Secretary of State for clarification and approval. Unknown time status when this will be available.

12. DELEGATES' REPORTS**a) Neighbourhood Watch**

- Anti-social behaviour and assaults involving various residents reported and will be followed up with the relevant authorities, with requests for visits.
- Cold caller charged a resident in Cauldham Lane an inflated amount for cutting hedge, being investigated.
- Playing Field (fenced areas), "No Dogs" under the Public Space Protection Order Act. *Action/Resolution: Waiting further news on investigations.*

Signed Chairperson
20th June 2023

12. DELEGATES' REPORTS continued**b) Play equipment**

- Annual Inspection of all equipment, by RoSPA, booked for July.
- Quote of £667.17 excluding VAT, to replace damaged swing seats and zip-wire seat, received and accepted. *Action/Resolution: Proposed by Cllr. Lake, seconded by Cllr. Seager, agreed by all present. Waiting installation.*
- New CCTV camera and upgraded hard drive installed.

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

- No further objections received following second amended letter circulated on providing double yellow lines at junctions with New Dover Road (B2011). *Action/Resolution: Agreement from all present, to obtain costings from Kent Highways.*
- Drop kerbs in Alexandra Road, Lancaster Avenue and Beatrice Road junctions, costed quote received of £4,472.64, excluding VAT. *Action/Resolution: Proposed by Cllr. Pilcher, seconded by Cllr. Seager and agreed by all. Works will now be ordered with Kent Highway.*
- Installation of footpaths in Capel Street (School to Winehouse Lane), a non-starter owing to no Kent Highways ownership of land available.
- Weed spraying recently undertaken on roads by Kent Highways.

d) Traffic Management

Lorries on Capel Street travelling to Satmar Lane – *Action/Resolution: Update under item 18.*

e) Public Rights of Way

- Most paths in good condition.
- London House obstruction of bridleway ER252 still happening on occasions. *Action/Resolution: Clerk to contact George Close resident association to discuss permanent solution with investigating a bypass.*

f) Speed Watch

- All results of sessions are available on Parish Council Website LINK: capellefernepc.org.uk

g) Events

King's Coronation – *Action/Resolution: Coronation working party held a "post event" meeting. Notes taken on success of event, with mention of items to be considered for future reference.*
Donations of £72 received from Vendors and Auction, agreed by all present to be sent to Prince's Trust and made up to £100.

h) Resilience Plan

Action/Resolution: Agreed by all present to publish Plan on website, as it stands, and update if any amendments or additions required.

i) Capel Cares

Members enjoyed a Coronation Coffee Meeting, each receiving a complimentary mug and a coaster.
Ukraine Refugees – Use of accumulated funding. *Action/Resolution: To be used to help support "evacuation vehicles" and hosting a Ukraine evening with food, in Capel.*

j) Grapevine Newsletter and social media

Thanks, expressed to Ian and June for undertaking deliveries in cases of holidays, illness, and resignations.

k) Village Hall Management Committee

- Community Cost of Living Support Grant from Kent County Council, via Kent Association of Local Councils, to be applied for. This will be to help for continuing to provide regular Free Community Lunches.
- Confirmation and agreement given to Management Committee to use Playing Field for parking at Garage Safari on 3rd September 2023.

l) Training/workshops/seminars

Received and circulated to Councillors.

m) District Councillor Martin Hibbert and County Councillor David Beaney:

No reports.

n) Other – None.

Signed Chairperson
 20th June 2023

13. CORRESPONDENCE

a) Brochure from Viking Direct

b) Other items received:

List of email items received were circulated as attached.

14. INSURANCE 2023 – 2024

Insurance 2023/2024 quotation received of £2,070.35, was agreed by all present.

Proposed by Cllr: Pilcher, seconded by Cllr: Seager and agreed by all present.

15. CHEQUES/BACS PAYMENTS

Cheques and BACS payments were approved and authorised as attached.

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

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

16. MATTERS CONCERNING THE PARISH

a) Councillors' comments

- Camper vans on Old Dover Road indicating seasonal increase, with waste bins overflowing. Previous discussions revisited on having parking restrictions, when it was agreed, this may cause burden to residents if having visitors, for their own parking. Bins are emptied twice a week.
- Report received on disappointment that no entries for the Coronation Crown competition were received from the Primary School children, and no acknowledgement on each child receiving a complimentary Coronation mug.

c) Approve resolution to discuss any confidential issues on agenda item 18

- Lorries on Capel Street travelling to Satmar Lane

17. DATE OF NEXT MEETING

Tuesday, 20th June 2023, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

Apologies

Cllrs. Leppard and Pilcher

The meeting closed at 9.10pm.

18. CONFIDENTIAL ITEMS

Statement from Dover District Council Planning Enforcement Officer read to members present.

This information is not to be released in the public domain

Signed Chairperson
20th June 2023

Associated Documents for Tuesday 16th May 2023**Emails, Brochures, magazines, etc., correspondence items.****AGENDA item 13**




(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).

National Association of Local Councils	★ STAR COUNCIL AWARDS 2023	11/05/23 10:03
makingadifference@kent.gov.uk	Your feedback is important: Have your say on our Local Account; join the Kent and Medway Wh...	10/05/23 14:31
National Association of Local Councils	★ STAR COUNCIL AWARDS 2023	04/05/23 10:04
bobparsons@cwgsy.net	South East Orchid Society newsletter	02/05/23 14:14
Andrew Judd 46059727	NHW Message - Twenty-four arrests during National Stalking Awareness Week	27/04/23 13:20
National Association of Local Councils	★ STAR COUNCIL AWARDS 2023	27/04/23 10:03
Charmaine Keatley	Kent Plan Tree - Call for Sites	19/04/23 16:46
Andrew Judd 46059727	NHW Message - CCTV issued as police investigate thefts from cars in Sandwich	19/04/23 14:40
Heptullabhai, Munira	Water Resources update March 2023	19/04/23 14:05
Neighbourhood Alert	April VOLUNTEER NEWS for Neighbourhood Watch Coordinators and other volunteers [#1024...	19/04/23 10:50
DDC HousingNeedSurvey	Housing Needs Survey 2023 - Closed	18/04/23 11:07

FORWARDED

→ Tricia Casey-Green	KALC Summer Events 2023	12/05/23 13:07
→ National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	12/05/23 10:03
→ National Association of Local Councils	📄 NALC NEWSLETTER	10/05/23 10:01
Capel-le-Ferne Parish Council PARISH COUN...	Fwd: Letter/information	09/05/23 17:29
→ National Association of Local Councils	📅 NALC EVENTS	09/05/23 14:00
→ Laura Dyer	KALC NEWS MAY 2023	05/05/23 17:23
→ National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	05/05/23 11:27
→ Laura Dyer	FREE Royal Forestry Society Workshop 17th May - Bridge, Canterbury	04/05/23 10:16
→ National Association of Local Councils	📄 NALC NEWSLETTER	03/05/23 10:01
→ National Association of Local Councils	📅 NALC EVENTS	02/05/23 10:00
→ National Association of Local Councils	👤 CHIEF EXECUTIVE'S BULLETIN	28/04/23 10:43
→ Charmaine Keatley	Vigilance Communication Toolkit	26/04/23 15:17
→ National Association of Local Councils	📄 NALC NEWSLETTER	26/04/23 10:02
→ National Association of Local Councils	📅 NALC EVENTS	25/04/23 10:04
Capel-le-Ferne Parish Council PARISH COUN...	Fwd: Dover District Council Local Plan Examination	21/04/23 18:24

Signed Chairperson
20th June 2023

→	National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	21/04/23 10:25
→	Tricia Casey-Green	Join KALC for our Post Election Dynamic Councillor Learning Events	19/04/23 16:49
→	Veronica Lawrence	Parkinson Partnership Webinars - Spring and Summer 2023	19/04/23 11:29
→	National Association of Local Councils	 NALC NEWSLETTER	19/04/23 10:02
→	National Association of Local Councils	 NALC EVENTS	18/04/23 10:02
→	Laura Dyer	THE GREAT BIG GREEN WEEK - FREE MEDIA TRAINING	17/04/23 15:47

AGENDA item 14**2022-2023 £1,852.05****2023-2024 £2,070.35**

Your renewal premium(s) for the forthcoming year are detailed as follows:-

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Total Due
AJG Community Schemes	Hiscox Insurance Company Limited	£1,803.89	£216.46	£50.00	£2,070.35
Total		£1,803.89	£216.46	£50.00	£2,070.35

Signed Chairperson
20th June 2023

INCOME/EXPENSE 16.05.23. To be confirmed and agreed

AGENDA item 15

Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS		Cheque, BACS, DD, SO		BANK A/Cs	Reconciled
	Brought Forward					99,397.77					
19.04.23	B Young	Petanque Clean, Planting Trees	230.00	46.00	276.00		R	BACS			
19.04.23	KALC	Annual Subscription	578.68	115.74	694.42		R	BACS			
20.04.23	Battle of Britain	Memorial Day	110.00		110.00		R	BACS			
25.04.23	Royal British Legion	Wreath	23.80	5.95	29.75		R	BACS			
25.04.23	HMRC	PAYE	372.00		372.00		R	BACS			
28.04.23	P Hancock	Speed Watch Palm repairs	53.49		53.49		R	BACS			
28.04.23	Harmer Landscapes	Grounds Maintenance	612.50	122.50	735.00		R	BACS			
28.04.23	Staff	Expenses: Broadband & Energy	25.00		25.00		R	SO			
28.04.23	Nat West	Interest	61.72			61.72	R	INT			
02.05.23	Residents	History Books	10.00			10.00	R	BACS			
02.05.23	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD			
04.05.23	Resident	Donation Ukraine	10.00			10.00	R	BACS			
09.05.23	Donations	King's Coronation Charity	72.00			72.00	R	BACS			
09.05.23	Donations	Coronation Sales	230.00			230.00	R	BACS			
09.05.23	P Seager	Coronation Expenses	10.00		10.00		R	BACS			
09.05.23	PR and MJ Winder	Days Gone By band	250.00		250.00			Cheque			
09.05.23	Bouncy Castles R Us	Pirate Ship	175.00		175.00		R	BACS			
10.05.23	PCC Dover Police Cadets	Donation	50.00		50.00		R	BACS			
10.05.23	Kent Cables	Camera/Hardrive install	668.00	133.60	801.60		R	BACS			
11.05.23	D E Roofing	Advert	160.00			160.00	R	BACS		Cash in Hand	5.06
12.05.23	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD		Reserve A/c	94,261.84
16.05.23	Womens Institute (P Barr)	Coronation Cake	128.04		128.04			BACS		Current	1,492.80
16.05.23	Land Registry	Check Lighthouse Inn	6.00		6.00			BACS		Project	791.29
16.05.23	Staff	Salaries May & Adjustment April	575.04		575.04	4.76		BACS			96,550.99
				435.29	4,232.30	99,946.25				Less Un-Reconciled	837.04
						95,585.91					95,585.91

B/FWD £781.29. Ukraine Income £10.00 Ukraine Balance £791.29	791.29
Balance in hand	94,922.66
TOTAL	95,585.91

Signed Chairperson
20th June 2023