

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 20<sup>TH</sup> JUNE 2023**

**PRESENT:** Cllrs; Harris, Lake, Seager and Young, together with three members of public.

1. **APOLOGIES** – Cllrs: Alfsdotter, Leppard, Pilcher, Community Warden Jan Henry, District Councillor Martin Hibbert, County Councillor David Beaney and PCSO James Chenery.

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.*

- Manhole cover, adjacent to George Close, lifted from pavement again. *Action/Resolution: Report to Kent Highways.* Cllr: Harris requested link to report potholes. *Action/Resolution: Clerk to forward.*

3. **MINUTES OF THE MEETINGS**

The Minutes of the Meeting held on 16<sup>th</sup> May 2023, were approved and signed as a correct record by the Chairperson, Cllr. Seager, proposed by Cllr. Young, seconded by Cllr. Lake and agreed by all present.

4. **DECLARATION OF PERSONAL INTERESTS**

Councillor Young declared interest in items 8e and 9 on Agenda.

5. **CO-OPTION FOR VACANCIES**

Members received one candidate application for co-option and his statement of nomination.

*Action/Resolution: Chris Norris was proposed by Cllr: Young, seconded by Cllr: Lake and agreed by all present to be accepted as a co-opted member of the Council. Clerk would forward Cllr: Norris the Disclosable Pecuniary Interest forms for completion and forwarding to Dover District Council. Councillors requested Clerk send feedback to Dover District Council on election procedure, regarding times allocated for appointments to check forms. It was agreed not enough out of hours' time was allowed, i.e., evenings/weekends.*

6. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**

- a) **Rear of 71-79 Capel Street** – Noise and illegal living accommodation. *Action/Resolution: Clerk to re-check situation with Dover District Council Planning Enforcement and Crime Environment.*
- b) **Lighthouse Inn** – Still no reply from owners on future. *Action/Resolution: To be removed from agenda till reply forthcoming.*
- c) **Fly-tipping Capel Street** – still continues. *Action/Resolution: Waiting DDC on camera installation and further investigation.*

7. **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: 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. Still 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. Still awaiting DDC response.*
- 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: Amended application received and out for consultation. Waiting Dover District Council response.*

Signed .....Chairperson  
18<sup>th</sup> July 2023

**PLANNING a) Applications 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: Permission Granted.*
- 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: Permission Granted.*
- 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.*
- 23/00401, 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, CT18 7JS. *Action/Resolution: Permission Granted.*
- 23/00617, Roof extension over existing dwelling and erection of a rear extension, 157 Capel Street Capel Le Ferne CT18 7EY. *Action/Resolution: Waiting Parish Councillors decision.*

**b) (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.*

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

- Playing Field (fenced areas), "No Dogs" under the Public Space Protection Order Act. *Action/Resolution: The anti-social dog owner no longer appears to be an issue.*
- Noisy neighbours, criminal incidents – reported, if no-one is prepared to make an official report either to the Police or Environmental Health, = no action.
- In February 2023, KCC agreed a planned budget for 2023-24 which included a significant reduction to the Community Warden service funding. No immediate changes to the service level you have come to expect from the community warden service at present. When the public consultation is live, stakeholders will be informed.
- Knife incident reported – no further action suggested.

**b) Play equipment**

- New Swing and Zip-wire seats installed.
- Annual RoSPA Inspection due in July.
- Football goal areas to be discussed at next meeting.

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

- Double yellow lines at junctions with New Dover Road (B2011). *Action/Resolution: Waiting design and costs from Kent Highways.*
- Drop kerbs in Alexandra Road, Lancaster Avenue and Beatrice Road junctions, *Action/Resolution: Works ordered, waiting installation by Kent Highway.*

**d) Traffic Management**

**Lorries on Capel Street travelling to Satmar Lane** – *Action/Resolution: Still under investigations by Dover District Council Enforcement on breach of planning use.*

**e) Public Rights of Way**

- Blocked footpath at Satmar, Landowner to undo, what's been done. Long-term and ongoing.
- London House obstruction of bridleway ER252 still ongoing. *Action/Resolution: Cllr: Lake met with members of George Close Resident Association to discuss long-term solutions. Alternative route blocked. Diversion issues with Landowners to be resolved by KCC PROW Officer by enforcement if necessary. Residents' percentage survey to be made available to Councillors.*
- Removal of tree struck by lightning, side Village Hall. *Action/Resolution: Proposed by Cllr: Seager, seconded by Cllr. Lake and agreed by all present to accept quotation, received from B Young's Grounds Maintenance, for immediate removal for safety purposes.*
- Request to have hedge annual cut, top Capel Street. *Action/Resolution: Cllr. Young to make enquiries to get done in July, when birds flown.*

Signed .....Chairperson  
18<sup>th</sup> July 2023

**f) Speed Watch**

- All results of sessions are available on Parish Council Website LINK: [capellefernepc.org.uk](http://capellefernepc.org.uk)
- Sessions underway. Speeding still evident, specifically Old Dover Road, early morning and evening.

**g) Capel Cares**

Well supported Coffee Morning Meetings. New pick-up system now in place. Birthdays of members celebrated with cake and song.

Ukraine Refugees – Donation agreed from funding to be made direct to Folkestone organisation.

Proposed by Cllr: Seager and seconded by Cllrs; Young and Lake. Event on 23<sup>rd</sup> September booked with a film and food buy and sample.

**h) Grapevine Newsletter and social media**

Thanks, expressed to temporary deliverers for holidays.

**i) Village Hall Management Committee**

- Community Cost of Living Support Grant from Kent County Council, via Kent Association of Local Councils, granted. Confirmation received to be spent by 23<sup>rd</sup> September and will be to help for continuing to provide regular Free Community Lunches.

**j) Training/workshops/seminars**

Received and circulated to Councillors.

**k) District Councillor Martin Hibbert and County Councillor David Beaney:**

No reports.

**l) Other – None.****9. APPOINTMENT OF AUDITOR**

Proposed by Cllr: Seager, seconded by Cllr: Lake and agreed by all present to appointment Young's Accountancy Services.

Year End Accounts for 2022-2023 already presented and received by members. These were proposed by Cllr: Lake, seconded by Cllr: Harris, agreed by all and approved. Accounts will be forwarded to External Auditor for Certified Completion.

**10. CORRESPONDENCE**

- Viking June Sales brochure
- Glasdon Street furniture brochure
- **Other items received:** List of email items received were circulated as attached.

**11. CHEQUES/BACS PAYMENTS**

Cheques and BACS payments were approved and authorised as attached.

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

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

**12. MATTERS CONCERNING THE PARISH**

a) One vacancy for co-opted Parish Councillor to be advertised.

**b) Councillors' comments**

- Reminder on volunteers required at Battle of Britain Memorial Trust Site.
- Coronation Mugs and Coasters remaining – investigations to be made on donating to local residential homes.

c) **Approve resolution to discuss any confidential issues on agenda item 14** - None

**13. DATE OF NEXT MEETING**

Tuesday, 18<sup>th</sup> July 2023, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

**14. CONFIDENTIAL ITEMS - None**

**The meeting closed at 8.55pm.**

Signed .....Chairperson  
18<sup>th</sup> July 2023

B. YOUNG  
GROUNDS  
MAINTENANCE



25 Beatrice Road  
Capel-le-Ferne  
Folkestone  
Kent  
CT18 7LH  
07913 409425  
sm.byounggroundsmaintenance@gmail.com

DATE 19/06/2023  
Capel Parish Council

[www.byounggroundsmaintenance.co.uk](http://www.byounggroundsmaintenance.co.uk)

QUOTE

To remove fallen branch, take down remainder of damaged tree, and remove/ dispose of all waste from site.

£200 Labour  
£90 Waste removal

£290 in total, excluding VAT.



Signed .....Chairperson  
18<sup>th</sup> July 2023

**Associated Documents for Tuesday 20<sup>th</sup> June 2023****Emails, Brochures, magazines, etc., correspondence items.****AGENDA item 10**

(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).
















My Community Voice Kent	June 2023 - Volunteer News - Newsletter for Neighbourhood Watch Volunteers [#1197935...	16/06/23 14:23
National Association of Local Councils	★ STAR COUNCIL AWARDS 2023	16/06/23 10:00
Laura Dyer	REDLYNCH LEISURE	13/06/23 14:24
Andrew Judd 46059727	NHW Message - notification of the Dover Neighbourhood Watch Association AGM	13/06/23 14:15
Andrew Judd 46059727	NHW Message - Belt up and keep safe on Kent's roads	09/06/23 13:43
National Association of Local Councils	★ STAR COUNCIL AWARDS 2023	09/06/23 10:00
Andrew Judd 46059727	NHW Message - Update: Search for missing man in Dover	08/06/23 14:25
My Community Voice Kent	Volunteer Recognition Awards 2023 [#117307793]	08/06/23 13:33
Laura Dyer	NALC - Planning call for evidence	07/06/23 16:02
My Community Voice Kent	Would you like to be part of an advisory group to Kent Police? [#116393057]	06/06/23 12:07
My Community Voice Kent	Off Road Motorbikes [#115390125]	31/05/23 11:43
My Company	School Trophies and Awards!	30/05/23 12:29
My Community Voice Kent	A message from John Hayward-Cripps CEO to you [#114795987]	27/05/23 10:25
My Community Voice Kent	Neighbourhood Watch Community Safety Charter [#113661207]	24/05/23 20:50
My Community Voice Kent	10 days till Neighbourhood Watch Week 2023 [#113211205]	24/05/23 14:13
Woodland Trust	A heads up on what's coming up	22/05/23 12:30
makingadifference@kent.gov.uk	Register to attend the Kent Care Summit: shaping a better future, together - 21 June 2023	22/05/23 12:22
Touring	Applause in Dover	21/05/23 16:41
Tamsin Williams	FUNDRAISE FOR KSS THIS SUMMER	19/05/23 17:40
Peter Le Rossignol	Operational Playground Inspection Course - Kingsnorth - Wednesday 31st May and Thursday 1...	16/05/23 14:01
sue.vincent.extern@rwe.com	North Falls Offshore Wind Farm: Statutory Consultation	16/05/23 10:34
Neighbourhood Alert	Global Road Safety Monday 15th- 21st May 2023 [#109910589]	15/05/23 17:04
Dover District Council	Funding Opportunities News - 15 May 2023	15/05/23 16:25

**Other items received**

1. Viking June Sales brochure
2. Glasdon Street furniture brochure

Signed .....Chairperson  
18<sup>th</sup> July 2023

## FORWARDED

National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	15/06/23 10:13
Capel-le-Ferne Parish Council PARISH COUN...	Fwd: Our Upcoming Councillor Centred Events June and July 2023	15/06/23 06:52
National Association of Local Councils	 NALC NEWSLETTER	14/06/23 10:13
Capel-le-Ferne Parish Council PARISH COUN...	Fwd: Attachment	13/06/23 13:35
Capel-le-Ferne Parish Council PARISH COUN...	Fwd: KALC Area Committee meeting Minutes and AGM Minutes	13/06/23 13:18
Capel-le-Ferne Parish Council PARISH COUN...	Fwd: KALC - Our venue based Dynamic Councillor Events - Face to Face for those who prefer ...	13/06/23 10:48
Capel-le-Ferne Parish Council PARISH COUN...	Fwd: Training Events - Woodland Management and Community Resilience	09/06/23 13:52
Capel-le-Ferne Parish Council PARISH COUN...	Fwd: Join KALC for a venue based Dynamic Councillor Learning Event at Stone Parish Council	08/06/23 12:15
Capel-le-Ferne Parish Council PARISH COUN...	Fwd: Join KALC for our Venue Based Introduction to Planning Learning Event at Tenterden To...	08/06/23 12:15
National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	08/06/23 10:04
National Association of Local Councils	 NALC NEWSLETTER	07/06/23 10:00
Laura Dyer	KALC NEWS JUNE 2023	06/06/23 15:32
Capel-le-Ferne Parish Council PARISH COUN...	Fwd: Join KALC for one of our Keynote Event - Annual Councillors Conference - 6 July 2023	06/06/23 12:13
National Association of Local Councils	 NALC EVENTS	06/06/23 10:00
National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	01/06/23 10:02
Tricia Casey-Green	JOIN KALC FOR OUR SUMMER CONFERENCES	31/05/23 15:47
National Association of Local Councils	 NALC NEWSLETTER	31/05/23 10:08
National Association of Local Councils	 NALC EVENTS	30/05/23 10:00
kalcareasecretary@btinternet.com kalcareasecretary@btinterne...	Agenda, AGM Minutes, Ordinary Meeting Minutes	29/05/23 14:49
Capel-le-Ferne Parish Council PARISH COUNCIL	Fwd: Grass Pitch Funding - Town & Parish Council	26/05/23 18:22
Capel-le-Ferne Parish Council PARISH COUNCIL	Fwd: Dover District Council: New event available	25/05/23 13:41
National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	25/05/23 10:18
Capel-le-Ferne Parish Council PARISH COUNCIL	Fwd: Join KALC and Breakthrough Communications for our Next Social Media Learning Event - This one is for New Starters!	24/05/23 17:31
Capel-le-Ferne Parish Council PARISH COUNCIL	Fwd: Join KALC at a Venue Based Dynamic Councillor Learning Event in New Romney!	24/05/23 17:08
National Association of Local Councils	 NALC NEWSLETTER	24/05/23 10:00
National Association of Local Councils	 NALC EVENTS	23/05/23 10:03
Tricia Casey-Green	Social Media For Councillors - Evening Online Event 23 May 2023	19/05/23 12:28
National Association of Local Councils	 STAR COUNCIL AWARDS 2023	19/05/23 10:00
National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	18/05/23 10:12
National Association of Local Councils	 NALC NEWSLETTER	17/05/23 10:00
Laura Dyer	NALC - Planning call for evidence	17/05/23 09:40
National Association of Local Councils	 NALC EVENTS	16/05/23 10:01

Signed .....Chairperson  
18<sup>th</sup> July 2023

**INCOME/EXPENSE 20.06.23. To be confirmed and agreed. AGENDA Item 11.**

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>95,585.91</b>					
17.05.23	K Pilcher	Gift for PA Loan	11.80		11.80		R	BACS			
19.05.23	Gallagher	Insurance	2,070.35		2,070.35		R	BACS			
22.05.23	Stephen Huxtable	St Mary's Church Grass Cut	240.00		240.00		R	BACS			
23.05.23	Dover District Council	May Grapevine	550.00		550.00		R	BACS			
26.05.23	Harmer Landscapes	Grounds Maintenance	612.50	122.50	735.00		R	BACS			
30.05.23	Staff Expenses:	Broadband & Energy	25.00		25.00		R	SO			
30.05.23	Nat West	Interest	90.48			90.48	R	INT			
31.05.23	Viking	Ink Cartridges	76.40	15.28	91.68		R	BACS			
01.06.23	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD			
02.06.23	Young's Accountancy	Audit 22-23	100.00		100.00		R	BACS			
02.06.23	HMRC	VAT Reimbursed 22-23	2,248.38			2,248.38	R	BACS			
05.06.23	Resident	Donation Ukraine	10.00			10.00	R	BACS			
05.06.23	P Seager	Coronation Sales	42.00			42.00	R	BACS			
07.06.23	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD			
09.06.23	Prince's Trust	Donation	100.00		100.00		R	BACS			
13.06.23	Ukraine	Donation Ukraine	523.50		523.50	523.50	R	BACS			
13.06.23	Various	Adverts	80.00			80.00	R	BACS			
15.06.23	Cartridge People	Ink Cartridges	66.66	13.33	79.99			BACS		<b>In Hand</b>	<b>5.06</b>
15.06.23	Amazon	Printer	119.00	23.80	142.80		R	BACS		<b>Reserve A/c</b>	<b>85,852.32</b>
16.06.23	Kent County Council	Drop Kerbs	4,472.64		4,472.64		R	BACS		<b>Current</b>	<b>2,715.84</b>
16.06.23	Norton	Annual Renewal	66.66	13.33	79.99		R	BACS		<b>Project</b>	<b>801.29</b>
20.06.23	Staff	Salaries June	575.04		575.04			BACS			<b>89,374.51</b>
				199.74	9,866.79	98,580.27				<b>Less Un-Reconciled</b>	<b>661.03</b>
						<b>88,713.48</b>					<b>88,713.48</b>
<i>B/FWD £791.29</i>											
<i>Ukraine Income: £10.00</i>											
<i>Ukraine Balance £801.29</i>											
<i>Balance in hand</i>											
<b>TOTAL</b>											

Signed .....Chairperson  
18<sup>th</sup> July 2023