

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 15th AUGUST 2023

PRESENT: Cllrs; Lake, Leppard, Norris, Pilcher, Seager and Young, together with Community Warden Jan Henry and District Councillor Martin Hibbert.

1. **WELCOME** back, expressed to Cllr. Chris Norris co-opted to fill vacancy.
APOLOGIES – Cllrs: Alfsdotter, Harris, 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.
 - Anti-social behaviour at West Hougham.
 - Battle of Britain rodent control.
 - New mobile foot clinic recommendation.
 - Hedge New Dover Road reported to Kent Highways.
 - CCTV extra coverage to be considered. *Action/Resolution: Proposed by Cllr. Pilcher to change existing camera coverage. Seconded by Cllr. Lake and agreed by all present.*
 - Inconsiderate parking reported to Police and Community Warden.
 - Change of waste bin Albany Road ongoing.
3. **MINUTES OF THE MEETINGS**
The Minutes of the Meeting held on 18th July 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.
4. **DECLARATION OF PERSONAL INTERESTS** - None.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Rear of 71-79 Capel Street** – Noise issue and possible change of use. *Action/Resolution: Case reopened by Dover District Council Environment Officer. Residents completing diaries on activities.*
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: Still awaiting response on conditions required.*
 - 23/00617, Roof extension over existing dwelling and erection of a rear extension, 157 Capel Street Capel Le Ferne CT18 7EY. *Action/Resolution: Granted Permission.*
 - 23/00889, Up to 4 metre overall reduction and removal of 2 x lowest lateral branches (if required) of one Beech the subject of Tree Preservation Order No 9 of 2022. 26 Beatrice Road Capel Le Ferne CT18 7LH. *Action/Resolution: Waiting Dover District Council decision.*
 - 23/00855, Erection of single storey front/side/rear extension (existing conservatory to be demolished). 5 Elizabeth Drive, Capel-le-Ferne, CT18 7NA. *Action/Resolution: Waiting Parish Council decision.*
 - 23/00920, Erection of a side extension. Capel Bungalow Hurst Lane Capel Le Ferne CT18 7EZ. *Action/Resolution: Waiting Parish Council decision.*
 - b) **(HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation**
Action/Resolution: Plan waiting Secretary of State clarification and approval. Unknown time status when this will be available.
7. **DELEGATES' REPORTS**
 - a) **Neighbourhood Watch**
 - Neighbour dispute ongoing. Request logged to be investigated again.
 - Investigation of dog walker's anti-social behaviour continues and request to keep case open.
 - Land adjacent to Valiant Sailor, footpath gate padlocked, being investigated further.

SignedChairperson
19th September 2023

b) Play equipment

- Annual RoSPA Inspection report received. *Action/Resolution: Five (5) items on RoSPA Annual Report repaired.*
- Quote received for goal posts, including repositioning away from hedgerow. *Action/Resolution: Proposed Cllr. Pilcher, seconded by Cllr. Lake and agreed by all present, to have the posts refurbished, repositioned and grass dip in surface filled. Cost of £696.00, plus VAT.*
- Quote received for providing tree guards was deferred. Situation will continue to be monitored.
- Quote received for cleaning (jet wash) of junior play soft surface areas. *Action/Resolution: Proposed Cllr. Pilcher, seconded by Cllr. Lake and agreed by all present to accept quote of £300, plus VAT.*
- Donation impending from past resident to be considered. *Action/Resolution: Investigation ongoing on future junior equipment in play area.*

c) Highways**Faults reported to Kent Highways for repair etc.**

- 20/40 mph sign junction Helena/New Dover Road turned round and bent. Logged for attention.
 - Hurst/Cauldham Lane junction, potholes logged for repair.
- Highway Improvement Plan (HIP) –**
- Double yellow lines at junctions with New Dover Road (B2011). *Action/Resolution: Waiting design 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.*
- Response from Kent Highways on re-surfacing remainder of Dover Hill read to members. *Action/Resolution: Major pot holes being repaired, others monitored. Highway Steward requesting re-surface to be considered for future budget.*

e) Public Rights of Way

- Blocked footpath at Satmar ongoing.
- London House obstruction of bridleway ER252. *Action/Resolution: Cllr: Lake reported car being parked away from entrance area on times checked.*
- Report submitted to KCC for cut back of overgrown footpaths; ER293 other side of A20.

f) Speed Watch

- Monitoring continues and number of sessions undertaken. To be discussed further at next meeting.
- All results of sessions are available on Parish Council Website LINK: capellefernepc.org.uk

g) Events

- Plans in place to celebrate 80th Anniversary of D-Day on 6th June 2024. *Action/Resolution: Booked – Village Hall, Fish/Chip Vendor, Ice-Cream Van, Police Cadets to help walk to Battle Britain Site for Beacon Lighting. Working party. Cllr. Pilcher and Seager. Sally Cook from Village Hall to be asked. Tickets to be discussed further.*

h) Capel Cares

Extra new members joined coffee morning meeting and a strawberry tea at Folkestone Bowls Club was attended.

Ukraine: Fund-raising event on 23rd September. Film show, food to buy and sample, crafts, raffle and tombola. Singing and dancing being investigated for the evening. Parish Councillors agreed sponsorship of event for expenses, proposed by Cllr. Lake, seconded by Cllr. Young and agreed by all present.

i) Grapevine Newsletter and social media

- Advert request for new volunteer deliverers in September and October issues.

j) Village Hall Management Committee

- Community Cost of Living Support Grant from Kent County Council, via Kent Association of Local Councils - receipts to be provided by Village Hall Management Committee, by 1st September, for the Free Community Lunches.

k) Training/workshops/seminars

Received and circulated to Councillors.

- l) **County Councillor David Beaney:** No report.
District Councillor Martin Hibbert
- Reminder to complete KCC Budget Consultation.
 - DDC Cost of Living Support available on website.
 - Notification on Hornets in area.
 - TAP – implemented several times during last weeks. Discussion relayed on marshals in Town Centre, but no evidence of personnel at Courtwood Roundabout, or other junctions of M20/A20, where needed, to stop HGVs queue jumping and using rural routes to get to Port of Dover. Authorities requested to look at the “bigger picture”.

8. CORRESPONDENCE

- **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: Pilcher, seconded by Cllr: Norris 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) Continuation of advert for candidate to fill one vacancy for co-opted Parish Councillor.
- b) **Councillors’ comments**
 - White box planters – Old and New Dover Road (East) to be maintained by grounds contractor.
 - Totem Pole of Kent Wildlife Land, Old Dover Road, becoming a local attraction. Subject to DDC Planning Enforcement investigation.
 - Loud music reported over recent weekend from Battery Site (adjacent to Valiant Sailor).
Action/Resolution: Cllr. Pilcher written to Folkestone Town Council (passed to Folkestone/Hythe District Council). Response that the site (CAMpRA) had been issued with an “exempt certificate notice” to allow 5 motor-homes allowed to park on site.
- c) **Approve resolution to discuss any confidential issues on agenda item 12**
To discuss Battle of Britain Memorial Site.

11. DATE OF NEXT MEETING

Tuesday, 19th September 2023, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

12. CONFIDENTIAL ITEMS

Recorded under separate cover

The meeting closed at 9.40pm.

SignedChairperson
19th September 2023





Associated Documents for Tuesday 15th August 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).

Helen Griffiths, Fields in Trust, Chi...	Fields in Trust Bark for our Parks survey reminder 🌳	11/08/23 13:01
Kent Resilience Forum	Kent Prepared newsletter issue 9 - Summer 2023	11/08/23 11:04
Helen Griffiths, Fields in Trust, Chi...	Fields in Trust Bark for our Parks survey 🌳	04/08/23 13:32
My Community Voice Kent	VAWG Press Office Update [#139939042]	04/08/23 10:35
Helen Griffiths, Fields in Trust	🌳🌳 Your August update from Fields in Trust	03/08/23 19:20
My Company	Summer Break	28/07/23 14:10
National Association of Local Coun...	★ STAR COUNCIL AWARDS 2023	28/07/23 10:00
My Community Voice Kent	We want to hear about YOU. [#136057151]	27/07/23 18:39
My Community Voice Kent	Just 36 hours left for our crowdfunder to back Neighbourhood Watch yout...	25/07/23 15:08
Aquarius Mental Health Solutions	Civility & Respect Project - DOVER	24/07/23 16:02
National Association of Local Coun...	★ STAR COUNCIL AWARDS 2023	21/07/23 10:09

FORWARDED

→ National Association of Local Cou...	👤 CHIEF EXECUTIVE'S BULLETIN	10/08/23 10:10
→ Laura Dyer	KALC NEWS AUGUST 2023	08/08/23 13:06
→ Charmaine Keatley	KALC Weekly bulletin	08/08/23 12:36
→ National Association of Local Cou...	📅 NALC EVENTS	08/08/23 10:09
→ Charmaine Keatley	KALC Weekly bulletin	04/08/23 17:06
→ National Association of Local Cou...	👤 CHIEF EXECUTIVE'S BULLETIN	03/08/23 10:00
→ National Association of Local Cou...	📧 NALC NEWSLETTER	02/08/23 10:00
Capel-le-Ferne Parish Council PA...	Fwd: 📅 NALC EVENTS	01/08/23 12:37
Capel-le-Ferne Parish Council PA...	Fwd: Minutes	29/07/23 15:50
Capel-le-Ferne Parish Council PA...	Fwd: Update - Public Rights of Way Fault (Ref: 230731600)	27/07/23 18:50
→ National Association of Local Cou...	👤 CHIEF EXECUTIVE'S BULLETIN	27/07/23 10:10
→ National Association of Local Cou...	📧 NALC NEWSLETTER	26/07/23 10:02
Capel-le-Ferne Parish Council PA...	Fwd: New Highway Information Pack	25/07/23 13:38

Capel-le-Ferne Parish Council PAR...	Fwd: Re: Village Hall CCTV	25/07/23 13:17
→ National Association of Local Coun...	 NALC EVENTS	25/07/23 10:16
Capel-le-Ferne Parish Council PAR...	Fwd: Re: Subjects for discussion	22/07/23 08:01
Capel-le-Ferne Parish Council PAR...	Fwd: Creating a Safe Play Environment - Effective Playground Management	20/07/23 10:16
→ National Association of Local Coun...	 CHIEF EXECUTIVE'S BULLETIN	20/07/23 10:01
→ National Association of Local Coun...	 NALC NEWSLETTER	19/07/23 10:00
Capel-le-Ferne Parish Council PAR...	Fwd: RE: Operation Brock	18/07/23 15:16
→ National Association of Local Coun...	 NALC EVENTS	18/07/23 10:00

Other items received**None**

SignedChairperson
19th September 2023

INCOME/EXPENSE 15.08.23. 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
	Brought Forward					85,260.46					
19.07.23	Viking	Ink Cartridges	77.09	15.42	92.51		R	BACS			
20.07.23	Young Grounds Maintenance	Hedge opposite Amins	105.00	21.00	126.00		R	BACS			
25.07.23	HMRC	PAYE	425.80		425.80		R	BACS			
26.07.23	Playsafety Ltd	Annual RoSPA Report	295.00	59.00	354.00		R	BACS			
26.07.23	Kent Count Council - Design	Fee double yellow lines	326.00		326.00		R	BACS			
28.07.23	Dover District Council	July Grapevine	550.00		550.00		R	BACS			
28.07.23	Harmer Landscapes	Grounds Maintenance	612.50	122.50	735.00		R	BACS			
28.07.23	Staff	Broadband & Energy	25.00		25.00		R	SO			
31.07.23	Nat West	Interest	94.88			94.88	R	INT			
01.08.23	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD			
04.08.23	Resident	Donation Ukraine	10.00			10.00		BACS			
08.08.23	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD			
08.08.23	Village Hall Management	Hire Hall Ukraine Event	45.00		45.00		R	BACS			
08.08.23	Dover District Council	August Grapevine	550.00		550.00			BACS	In Hand	5.06	
10.08.23	Ashley Engineering	Maintenance repairs	180.00	36.00	216.00		R	BACS	Reserve	82,030.47	
15.08.23	Various	Adverts	1,408.00			1,408.00	R	BACS	Current	960.21	
15.08.23	Staff	Expenses: Postage	24.00		24.00			BACS	Project	263.29	
15.08.23	Staff	Salaries August	575.04		575.04			BACS		83,259.03	
				265.42	4,113.35	86,773.34			Less Un-Reconciled	599.04	
						82,659.99				82,659.99	

<i>B/FWD: £298.29</i>	<i>Ukraine Expense: £45.00</i>	263.29
<i>Ukraine Income: £10.00</i>	<i>Ukraine Balance: £263.29</i>	
<i>Balance in hand</i>		82,396.70
TOTAL		82,659.99

SignedChairperson
19th September 2023