

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 21st NOVEMBER 2023

PRESENT: Cllrs; Alfsdotter, Harris, Lake, Leppard, Norris, Pilcher, Young, together with Community Warden Jan Henry.

1. **APOLOGIES** – Cllr: Seager, County Councillor David Beaney, District Councillor Martin Hibbert and PC 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.
 - Flooding Capel Street: Councillors agreed there was a need to take future action and will be progressing further. *Action/Resolution: Cllr: Norris was nominated as delegate and would draft a response to Kent Highways if no contact made. KCC Community Warden, Jan Henry, having completed the Flood Warden training, will act as Village representative.*
 - Rotten UK Power Network pole, junction Avondale and New Dover Road, reported. *Action/Resolution: Waiting risk assessment.*
 - Fire rear of 71-79 Capel Street reported and was attended by Fire and Rescue Services.
 - Public member addressed Councillors, praising good working relations and practice of Council.

3. **MINUTES OF THE MEETINGS**
The Minutes of the Meeting held on 17th October 2023, were approved and signed as a correct record by the Vice-Chairperson, Cllr. Pilcher, proposed by Cllr. Lake, seconded by Cllr. Alfsdotter and agreed by all present.

4. **DECLARATION OF PERSONAL INTERESTS** – Cllr. Harris – item 7b (part).

5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
None.

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 DDC response on conditions and reserved matters.*
 - 23/00143, Erection of a detached dwelling, new vehicular access and associated parking, Cilcain Winehouse Lane Capel Le Ferne CT18 7HU. *Action/Resolution: Still awaiting DDC response on conditions and reserve matters.*
 - 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: Response received from DDC indicating 31 conditions required on application.*
 - Clifftop Café, Old Dover Road - owners expressed to share their vision for the future as follows:
“For the cafe to survive, we need to create another source of income. We have had a lot of small local businesses wanting us to help sell their products, however we do not have the room. Our vision is to build on top of the cafe to allow us to lease out sections of the cafe for these businesses. We already have 3 which are very interested. We would love to have feedback from the local community before we go further with planning.”
Action/Resolution: Place an advert in the next Grapevine Newsletter. Contact for views and comments, or more information, email owners: hayleyboyes69@icloud.com

SignedChairperson
16th January 2024

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

Hearing with Inspectorate on DDC Land Allocation Plan Examination (Capel), being held on 5th December at Council Offices. *Action/Resolution: Meeting with consultant Kent Planning Consultancy and working party held and statement discussed which would be forwarded to Hearing Inspectorate. This however was late in submission and Councillors expressed their disappointment, although the statement could be useful when addressing the Hearing. Working party will be meeting prior to the Hearing.*

7. **DELEGATES' REPORTS**

a) **Neighbourhood Watch**

- Anti-social behaviour of four (4) youth. *Action/Resolution: Noted and request posted on social media to discontinue.*
- Reports of dog fouling of known individual. *Action/Resolution: Stuart Rayner (DDC Environment Officer) has been made aware. He requires witness statements of regular times, or doorbell/CCTV footage, to "catch in act" and progress further. Contact: Email: envcrime@dover.gov.uk*
- Recent reports of a fire arms incident in Village – details of incident unavailable, so unknown.

b) **CCTV**

Nothing to report.

c) **Play equipment**

- Toddler swing replaced.
- Skateboard ramps to be re-sealed (Cllr. Pilcher), with view of replacement in spring, if required.
- Four (4) quotations received (*attached*) to supply and install rebound goal mesh panels 4m high, back of goal post, adjacent to Green Lane. *Action/Resolution: Proposed by Cllr. Norris, seconded by Cllr. Lake and agreed by all present to accept PQ Fencing. Enquiry to be made to amend to 4m height.*
- Wet-pour surface checked by a contractor, advised it should be annually cleaned to improve appearance in colour and possible use of a rotary scrubber. Progress next year, seeking expert advice. *Action/Resolution: This was agreed by all present.*

d) **Highways**

Faults reported to Kent Highways for repair etc.

Highway Improvement Plan (HIP)

- Lack of tactile surface on drop kerbs in Alexandra Road, Lancaster Avenue and Beatrice Road junctions. *Action/Resolution: Kent Highways have agreed they would be "retro" installed, where driveways are not installed. Clerk to enquire further on indicate plan crossings.*
- Double yellow lines at junctions with New Dover Road (B2011). *Action/Resolution: Design plan received from Kent Highways and will be checked by Councillors on viability and cost involved. To be addressed further at next meeting.*

Traffic Management

- Lorries on Capel Street travelling to Satmar Lane – *Action/Resolution: Councillor Hibbert attended meeting with DDC Planning Enforcement Officers for update. They are requesting more evidence of photos with dates and times to be sent to them direct, to enable enforcement for change of use to land.*
- Traffic Assessment Project (TAP) – *Action/Resolution: District Councillor Hibbert advised that another meeting with Kent Resilience Team was planned.*

e) **Public Rights of Way**

- Dealing with obstructions to some locations by KCC, slow-going.
- Cllr. Lake to chase outstanding issues. *Action/Resolution: Status to be re-checked.*
- Paths very muddy at this time of year, please take care in these places.

f) **Speed Watch**

- Some of the Co-ordinators attended an online meeting with Kent Police, noting several points for future.
- All results of sessions are available on Parish Council Website LINK: capellefernepc.org.uk

g) **Events**

- Event to commemorate 80th D-Day anniversary, Thursday, 6th June 2024, being organised by working party. *Action/Resolution: Working party to meet in January.*

SignedChairperson
16th January 2024

h) Capel Cares

- A regular 35-40 Members attending twice monthly coffee mornings.
- Two (2) sittings planned for Christmas Dinner.
- £500 compensation received from NatWest for error in banking.

Ukraine:

- Working party continue to make and sell items to raise funds.

i) Grapevine Newsletter and social media

Distributor required for Beatrice Road due to Mick retiring. *Action/Resolution: Thanks to be expressed to him for his service to community and an advert for replacement to be placed in newsletter.*

j) Village Hall Management Committee

Two (2) Christmas events organised in co-ordination with Folkestone, Hythe and District Lions Club: Carol Concert with Santa in Grotto on 10th December and Santa visiting streets on 12th December.

k) Training/workshops/seminars

Details, received and circulated to Councillors.

Due to non-attendance at online webinar 25 October 2023 – “Empowering young voices in your community”, a credit note was being sought from organiser, NALC.

l) County Councillor David Beaney:

- Cllr. Beaney written report read on: KCC campaign launched, “Bystander - Don’t Do Nothing”.
- District Councillor Martin Hibbert:
- Cllr. Hibbert written report read on: Parish Councils networking, TAP, Flooding and Lorries in Capel Street.

8. CORRESPONDENCE

- a) NAJC Local Government Pay Award agreement 2023-2024 received. *Action/Resolution: Back pay to April 2023 paid to staff.*
- b) Police Community Safety Unit invitation to meeting. *Action/Resolution: No one available to attend.*
- c) KALC Community Award Scheme 2024 documents received for nominations.
Action/Resolution: Candidates for Award discussed.
- d) Local Parishes joint meeting invitation. *Action/Resolution: No one available to attend.*
- e) Streetz 2 Streetz invitation to nominate a member of community for a gift. *Action/Resolution: Candidate for Award discussed. Clerk to enter name in draw.*
- f) Resident designed a new Parish Council logo by photoshop. *Action/Resolution: Discussed by members, but the majority preferred current logo being used.*

Other items received: List of email items received were circulated (*attached*).

9. CHEQUES/BACS PAYMENTS

- Cheques and BACS payments were approved and authorised (*attached*).
Proposed by Cllr: Lake, seconded by Cllr: Young and agreed by all present.
Signed by the Vice-Chairperson Cllr. Pilcher, having been confirmed by Clerk/Responsible Finance Officer.
- g) Enquiry on interest rates available from our Bank. Clerk reported that NatWest offer three (3) interest paying accounts. The Business account we already have (interest rate 1.45%), a Liquidly Manager account (with a higher interest rate of 3.25% – 4.25%, variable for 35-95 days) and a Treasury account linked to London Money Market that requires a minimum balance of £100,000, far in excess of what we hold. *Action/Resolution: Proposed by Cllr. Harris, seconded by Cllr Lake and agreed by all present, to open a Liquidly Manager account and move £40,000 into this to earn more interest.*

SignedChairperson
16th January 2024

10. MATTERS CONCERNING THE PARISH

a) No candidates - Continuation to advertise the one vacancy for a co-opted Parish Councillor agreed.

b) Councillors' comments

• Remembrance Day, 11th November 2024 (Sunday) - *Action/Resolution: Clerk to contact Village Hall Management on holding refreshments next year after event.*

N.B. Following meeting, it was ascertained that 2024 is a leap year, so 11th November will be on a Monday.

• Memorial bench on clifftop land, reported broken. *Action/Resolution: Trace for family to be made via newsletter and social media.*

c) Approve resolution to discuss any confidential issues on agenda item 12

None.

11. DATE OF NEXT MEETING

Surgery will be held on Tuesday, 5th December at Farmers' Market.

There will be no Parish Council meeting in December.

Next meeting will be Tuesday, 16th January 2024, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

12. CONFIDENTIAL ITEMS

None

The meeting closed at 9.10pm.

SignedChairperson
16th January 2024

Almec Fencing Ltd Stoke-on-Trent	Quite away from where our depot is & for 5m of fencing I think we would be unable to be competitive on price.	
Trentham Fencing Ltd Stoke-on-Trent	We wouldn't be able to travel as far as Capelle-Ferne for this amount of fencing.	
Jackson Fencing Ashford Garden Fencing, Fence Panels, Garden Gates, Trellis Jacksons Fencing (jacksons-fencing.co.uk)	Materials Installation Charge Powder Coatings Charge Total for supply, installation and powder coating	£ 1,679.23 £ 2,846.00 £ 217.81 £ 4,743.04 (exc VAT)
First Fence Ltd Derbyshire Home First Fence Ltd	Materials Installation Charge Delivery and offload Total for supply, installation	£ 1,249.57 £ 4,260.00 £ 185.00 £ 5,694.47 (exc VAT)
ABC Fencing Limited St. Albans,	Falls below our minimum order size for projects within this location.	
ETC Sports Surfaces Limited Essex	To supply and install 5m's of 4.0m high duo8 fencing in Green	£3,000.00 (exc VAT)
Pq Fencing Ashford PQ Fencing - Fencing Contractor In Kent - Commercial & Domestic	Supply and installation of 868 twin wire Included within the price will be as follows; <ul style="list-style-type: none"> • Approx. 7.2m of 868 mesh • 3m finished height 750mm post foundation • 80kg concrete foundation surrounding each post • 2.4m post spacing • 60mm box section posts 	£1,271.90 (exc Vat)




VILLAGE HALL BUILDING



SignedChairperson
16th January 2024

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).

TGO - The Great Outdoor Gym C...	Upgrade your outdoor gym like Ealing Council	16/11/23 11:59
My Community Voice Kent	Dover Beehive Cafe and Shop opening [#180699925]	14/11/23 11:05
My Community Voice Kent	Book your space on our HIDDEN CRIME webinars - starts next week [...	13/11/23 17:58
Gavin Sherriff	News from Air Ambulance Charity Kent Surrey Sussex	13/11/23 17:31
Carolann.James@kent.gov.uk	Family Hub and Community Services Committee Papers	13/11/23 11:33
DDC Biodiversity	Dover District Green Infrastructure Strategy - Consultation ending 1...	08/11/23 09:40
Iona.Hunter-Whitehouse@kent....	Take Action to End Domestic Abuse - join the 16 Days campaign	08/11/23 09:09
My Community Voice Kent	Seized Vehicle [#176135123]	06/11/23 09:17
My Community Voice Kent	Drink Driver [#176116819]	06/11/23 08:44
My Community Voice Kent	VAWG Press Office Update [#175224346]	02/11/23 11:50
Cllr-Martin Hibbert	FW: Kent Stakeholder Newsletter - October 2023	01/11/23 12:09
My Community Voice Kent	Community Grants Open Today! [#174823279]	01/11/23 10:11
National Association of Local Co...	★ STAR COUNCIL AWARDS 2023	27/10/23 10:00
Helen Griffiths, Fields in Trust	Your October update from Fields in Trust 	20/10/23 13:54
National Association of Local Cou...	★ STAR COUNCIL AWARDS 2023	20/10/23 10:00
Communities Team	Read our Community Matters newsletter	17/10/23 10:14

FORWARDED

Capel-le-Ferne Parish Council PA...	Re: Broken bench	17/11/23 18:54
Capel-le-Ferne Parish Council PA...	Fwd: KALC Bulletin	16/11/23 18:14
Capel-le-Ferne Parish Council PA...	Fwd: KALC - Please circulate to Councillors and Officers - KALC Training	16/11/23 13:29
Capel-le-Ferne Parish Council PA...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	16/11/23 10:06
Capel-le-Ferne Parish Council PA...	Fwd: Fw: Bystander campaign release	16/11/23 07:52
Capel-le-Ferne Parish Council PA...	Fwd: KALC Bulletin	14/11/23 17:26
Capel-le-Ferne Parish Council PA...	Fwd:  NALC EVENTS	14/11/23 11:54
Capel-le-Ferne Parish Council PA...	Fwd: Draft Parish Charter	13/11/23 15:13
Capel-le-Ferne Parish Council PA...	Fwd: Training Bulletin 08/11/23	09/11/23 10:41

SignedChairperson
16th January 2024

Capel-le-Ferne Parish Council P...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	09/11/23 10:35
Capel-le-Ferne Parish Council P...	Fwd: KALC AGM Documents	08/11/23 15:41
Capel-le-Ferne Parish Council P...	Fwd:  NALC NEWSLETTER	08/11/23 10:06
Capel-le-Ferne Parish Council P...	Fwd: KALC Chief Executive's Bulletin	07/11/23 18:36
Capel-le-Ferne Parish Council P...	Fwd:  NALC EVENTS	07/11/23 12:37
Capel-le-Ferne Parish Council P...	Fwd: Parish Council quarterly meeting	07/11/23 12:36
Capel-le-Ferne Parish Council P...	Fwd: Saved search results and Tracked Applications have been updated	07/11/23 12:19
Capel-le-Ferne Parish Council P...	Fwd: Meeting on the 1st of December	06/11/23 17:58
Capel-le-Ferne Parish Council P...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	02/11/23 14:17
Capel-le-Ferne Parish Council P...	Fwd: KALC NEWS NOVEMBER 2023 AND TRAINING INFORMATION	02/11/23 09:29
Capel-le-Ferne Parish Council P...	Fwd:  NALC NEWSLETTER	01/11/23 10:15
Capel-le-Ferne Parish Council P...	Fwd: Draft minutes	01/11/23 07:09
Capel-le-Ferne Parish Council P...	Fwd: Elections Act changes - absent voters, overseas electors and dig...	31/10/23 15:08
.. DDC Elections	Elections Act changes - absent voters, overseas electors and digital i...	31/10/23 14:53
Capel-le-Ferne Parish Council P...	Fwd:  NALC EVENTS	31/10/23 14:11
Capel-le-Ferne Parish Council P...	Re: Fwd: Food Donations	31/10/23 13:36
Capel-le-Ferne Parish Council P...	Fwd: Community Transport Grant Scheme	27/10/23 19:14
Capel-le-Ferne Parish Council P...	Fwd: INVITATION: Parish and Town Councils Climate Action Day, 4th o...	26/10/23 19:59
Capel-le-Ferne Parish Council P...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	26/10/23 10:25
Capel-le-Ferne Parish Council P...	Fwd: Items for this evening	25/10/23 11:48
Capel-le-Ferne Parish Council P...	Fwd:  NALC NEWSLETTER	25/10/23 10:51
Capel-le-Ferne Parish Council P...	Fwd:  NALC EVENTS	24/10/23 10:28
Capel-le-Ferne Parish Council P...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	19/10/23 11:19
Capel-le-Ferne Parish Council P...	Fwd:  NALC NEWSLETTER	18/10/23 10:18
Capel-le-Ferne Parish Council P...	Fwd:  NALC EVENTS	17/10/23 10:37
Capel-le-Ferne Parish Council P...	Fwd: Agenda -25th October	16/10/23 13:37

Other items received

1. Local Government Pay Agreement
2. Police Community Safety Unit meeting
3. KALC Community Award Scheme
4. Parish joint meeting

<i>Ukraine Project – B/FWD: £3,955.53 Ukraine Income: £137.00 Ukraine Expense: £3,867.00</i>	225.53
<i>Balance in hand</i>	72,394.59
TOTAL	72,620.12

SignedChairperson
16th January 2024

INCOME/EXPENSE 21.11.23. 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					80,589.40					
17.10.23	Various	Adverts	297.00			297.00	R	BACS			
18.10.23	Dover District Council	Election Costs	186.70		186.70		R	BACS			
18.10.23	Salary	Adjustment	0.20		0.20		R	BACS			
20.10.23	Harmer Landscapes	Refurbish/Relocate Goal Posts	696.00	139.20	835.20		R	BACS			
25.10.23	HMRC	PAYE	425.80		425.80		R	DD			
25.10.23	Olena Ukraine	Car Payment	3,500.00		3,500.00		R	BACS			
27.10.23	Dover District Council	Grapevine Print October	550.00		550.00		R	BACS			
27.10.23	Harmer Landscapes	Grounds Maintenance	612.50	122.50	735.00		R	BACS			
30.10.23	Olena Ukraine	Car Tyres/Repairs	367.00		367.00		R	BACS			
30.10.23	Staff	Expenses: Broadband & Energy	25.00		25.00		R	SO			
31.10.23	Nat West	Interest	95.98			95.98	R	INT			
01.11.23	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD			
06.11.23	Ashley Engineering	Replace Toddler Swing	150.00	30.00	180.00		R	BACS			
06.11.23	Resident	Ukraine donation	10.00			10.00	R	BACS			
07.11.23	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD			
08.11.23	St Radigunds Church	Wreath	20.			20.00	R	BACS			
08.11.23	Staff	Awards Back Pay	293.85		293.85		R	BACS			
10.11.23	Dover District Council	Grapevine Print November	550.00		550.00		R	BACS			
10.11.23	Wicksteed	Toddler Swing	149.19	29.84	179.03		R	BACS			
13.11.23	Baptist Church	Wreath	20.00			20.00	R	BACS			
15.11.23	Neil Perrin	Sale surplus drinks/gift donation	75.00			75.00	R	BACS			
15.11.23	Marilyn Wheeler	Sales/donations	22.00			22.00	R	BACS			
15.11.23	Various	Adverts	33.00			33.00	R	BACS		In Hand	5.06
20.11.23	Marilyn Wheeler	Stall sales/donations	30.00			30.00	R	BACS		Reserve A/c	71,315.69
20.11.23	Young Grounds	Storm Damage tree removal	50.00	10.00	60.00		R	BACS		Current	1,689.32
21.11.23	Staff	Salaries November	615.48		615.48			BACS		Project	225.53
											73,235.60
				343.04	8,572.26	81,192.38				Less Un-Reconciled	615.48
						72,620.12					72,620.12

SignedChairperson
16th January 2024