

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 16th JANUARY 2024

PRESENT: Cllrs; Alfsdotter, Harris, Lake, Leppard, Norris, Pilcher, Seager, together with Community Warden Jan Henry and County Councillor David Beaney.

1. **APOLOGIES** – Cllr: Young, District Councillor Martin Hibbert and PC Cheryl Ellis.

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: Cllr. Norris updated on status. *Action/Resolution: Praise given to residents undertaking action. MP Natalie Elphicke involved and letter of support received, site visit from Engineers taken place and letter received from Highways that needed response on content, which had now been sent from Parish Council. Now waiting Section 19 investigation outcome.*
 - Lighthouse Inn concerns raised on state of repair. *Action/Resolution: Discussed at length by Councillors. No further action until more tangible knowledge or information is received.*

3. **MINUTES OF THE MEETINGS**
The Minutes of the Meeting held on 21st November 2023, were approved and signed as a correct record by the Chairperson, Cllr. Seager, proposed by Cllr. Pilcher, seconded by Cllr. Harris and agreed by all present.

4. **DECLARATION OF PERSONAL INTERESTS** – None.

5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - Rotten UK Power Network pole, junction Avondale and New Dover Road, reported. *Action/Resolution: Waiting attention by UK Power Networks.*
 - Broken Bench on Clifftop Land opposite number 63A. *Action/Resolution: Relative located. Spoken to Executor of Land Owner. Confirmation received land has been left to Parish Council for Community and not to be built on. Proposed by Cllr. Lake and agreed by all present, that when probate happens, Councillors to consider future repair/replacement and the installation of a dedication for past owner.*

6. **PLANNING**
 - a) **Applications**
23/00267, 133 New Dover Road, Capel Le Ferne, CT18 7JL. Erection of a rear extension, extending beyond the rear wall of the original house by 4.37m, height 3.01m, and height of eaves 2.90m. GEGPD - Conditional Extension GPD. Dover District Council, as local planning authority, hereby confirm that their prior approval is not required for the proposed development at the address shown above.
 - b) **(HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation**
Hearing with Inspectorate on DDC Land Allocation Plan Examination (Capel), held on 5th December *Action/Resolution: An opportunity for Councillors to speak to Inspectors. Councillors discussed the item raised of bus service in Capel.*

7. **DELEGATES' REPORTS**
 - a) **Neighbourhood Watch** - Community Warden, Jan Henry, reported;
 - Continuation of anti-social behaviour from 2 members of village under investigation.
 - The future of Community Wardens in Kent with KCC cabinet. Decision response due in April/June 2024. Amount available in Kent will probably decrease, with a beneficial factor being rurality posts.
 - b) **CCTV**
Nothing to report.

SignedChairperson
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c) Play equipment

- Cllr. Pilcher and Cllr. Harris to share responsibility of equipment monitoring.
- Other toddler swing deteriorated *Action/Resolution: Needs replacement. Clerk to order and arrange installation.*
- Skate-park ramps. *Action/Resolution: To be inspected in March/April by contractor for refurbishment.*
- Football pitch/goal. *Action/Resolution: Levelling up goal areas to be considered and rebound mesh fencing installation due.*
- MUGA area. *Action/Resolution: Refurbishment planned, re-lining, new nets and steam jet wash of fencing, tables and benches.*
- Co-ordination suggested with Village Hall Management Committee on possibility to providing and locating Christmas Tree. *Action/Resolution: Clerk to contact VHMC.*
- Hedgerow cut back. *Action/Resolution: Clerk to chase contractors.*

d) Highways

Faults etc, as reported logged with Kent Highways for attention.

Poor reinstatement of highway, outside 146 Capel Street. *Action/Resolution: Highways Engineer chasing utility company.*

Highway Improvement Plan (HIP)

- Tactile surface on drop kerbs awaiting installation.
- Double yellow lines at junctions with New Dover Road (B2011). *Action/Resolution: Waiting decision of Traffic Regulation Order, that has been issued.*
- Meeting of working party to be arranged to discuss 2024 Plan.

e) Traffic Management

- Lorries on Capel Street travelling to Satmar Lane – *Action/Resolution: Councillors discussed further, more information and investigation received and ongoing.*
- Traffic Assessment Project (TAP) – *Action/Resolution: Communications received on TAP and Dover Traffic from MP Natalie Elphicke (press report) and District Councillor Hibbert (report). Conclusion more action to be done.*

f) Public Rights of Way

- Cllr. Lake chased KCC PROW on outstanding issues.

g) Speed Watch

- Training “jog the memory” sessions considered in conjunction with Defibrillator. *Action/Resolution: Agreed by all present to advertise in next Grapevine issue for residents’ consideration.*
- All results of sessions are available on Parish Council Website LINK: capellefernepc.org.uk

h) Events

- Event to commemorate 80th D-Day anniversary, Thursday, 6th June 2024, being organised by working party. *Action/Resolution: Working party met and the following organised; fish and chip, ice-cream, supper at 6.30pm, hot/cold drinks, suitable music for era, merchandise for sale to be confirmed, walk to Battle of Britain Memorial site to light beacon by 9.15pm, event tribute reading, attendance certificates. Event registered, risk assessments to be undertaken, Police/ATC Cadets marshalling.*

i) Capel Cares

- Nothing to report.

Ukraine:

- Cllr. Seager to discuss future of working party with team members. Time-scale of working parties to be considered in future.

j) Grapevine Newsletter and social media

Three (3) new distributors registered to help out with delivery. Thanks were expressed to those for volunteering to cover Beatrice Road and stand-by.

k) Village Hall Management Committee

Kent County Council grant available for “Community” use. *Action/Resolution: Waiting VHMC decision to apply.*

l) Training/workshops/seminars

Details, received and circulated to Councillors.

Credit available for next Eventbrite Workshop.

SignedChairperson

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m) County Councillor David Beaney:

- Cllr. Beaney reported on: Meeting held with Highways on Highway Improvements, Members' Grant money to fund activities available, which may not be available in future, Land Allocation Plan sign-off date expected will depend on any changes Inspectors request, but should hear later in 2024.
- **District councillor Cllr. Hibbert:** Written reports received on: TAP views following meetings held.

n) Other

Cllr. Pilcher to write a statement to inform public, "Making aware of Local Plan" status.
To be printed in March Grapevine issue.

8. CORRESPONDENCE

- KALC Community Award Scheme 2024 documents received for nominations.

Action/Resolution: Candidates recommended and registered with KALC.

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

9. DRAFT BUDGET and PRECEPT 2024-2025

- Review and confirm salaries 2024/2025

Action/Resolution: Proposed by Cllr. Pilcher, seconded by Cllr. Seager and agreed by all present to increase salaries in line with NALC scales.

- Review and confirm Grapevine advert charges 2024/2025

Action/Resolution: Proposed by Cllr. Lake, seconded by Cllr. Seager and agreed by all present to not to increase charges.

- Agree Parish Precept 2024/2025

Action/Resolution: Proposed by Cllr. Seager, seconded by Cllr. Pilcher and agreed by all present to apply for precept of £47,933.00. Precept form signed by Chairperson Cllr. Seager and Clerk M Leppard.

10. CHEQUES/BACS PAYMENTS

Cheques and BACS payments were approved and authorised (*attached*).

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

Signed by the Vice-Chairperson Cllr. Pilcher, having been confirmed by Clerk/Responsible Finance Officer.

- Clerk reported that NatWest document to be completed for new "Liquidly Manager" account.

Action/Resolution: Digital signatures and date of births completed by Cllr. Lake and Cllr. Pilcher, as signatories.

11. MATTERS CONCERNING THE PARISH

- a) No candidate's nomination forms received - Continuation to advertise the one vacancy for a co-opted Parish Councillor agreed.

b) Councillors' comments

None.

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

None.

11. DATE OF NEXT MEETING

Surgery will be held on Tuesday, 6th February 2024 at Farmers' Market.

Next Parish Councillors meeting will be Tuesday, 20th February 2024, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

Action/Resolution: Apologies received from Cllr. Alfdotter for February meeting.

12. CONFIDENTIAL ITEMS

None

The meeting closed at 9.20pm.

SignedChairperson
20th February 2024

Associated Documents for Tuesday, 16th January 2024**AGENDA ITEM 7C**

Recreational Facility Report							Date Inspected 08/12/23 and 13/01/24		
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Childrens Play Area	Roundabout	✓	✓	✓	✓	✓	N/A	✓	✓
	Toddlr Swings	✓	X	✓	✓	✓	N/A	✓	✓
	Junior Swings	✓	✓	✓	✓	✓	N/A	✓	✓
	Alpine Crossing	✓	✓	✓	✓	✓	N/A	✓	✓
	Multiplay	✓	✓	✓	✓	✓	N/A	✓	✓
	Balance Bar	✓	✓	✓	✓	✓	N/A	✓	✓
	Giant Steps	✓	✓	✓	✓	✓	N/A	✓	✓
	Perimeter fence	✓	N/A	✓	N/A	✓	✓	✓	✓
	Mystical World Unit	X	N/A	✓	X	✓	N/A	✓	✓
One nut cover missing									
One toddler bucket swing seat needs replacing									
Yellow wetpour blacked, areas to be cleaned with a rotary scrubber in the Spring 2024.									

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Outdoor Gym Equipment	Step Up & Treadmills	✓	✓	✓	✓	✓	✓	✓	✓
	Pull Down & Shoulder Press	✓	✓	✓	✓	✓	✓	✓	✓
	The Bench	✓	✓	✓	✓	✓	N/A	✓	✓
	Junior Recumbent Bike	✓	✓	✓	✓	✓	N/A	✓	✓
	Senior Recumbent Bike	✓	✓	✓	✓	✓	N/A	✓	✓
	Hand Bike	✓	✓	✓	✓	✓	N/A	✓	✓
	Leg Press	✓	✓	✓	✓	✓	✓	✓	✓
	Junior Cross Trainer	✓	✓	✓	✓	✓	N/A	✓	✓
	Senior Cross Trainer	✓	✓	✓	✓	✓	N/A	✓	✓
	Senior Fitness Bike	✓	✓	✓	✓	✓	✓	✓	✓
	Junior Fitness Bike	✓	✓	✓	✓	✓	✓	✓	✓
	Chest Press	✓	✓	✓	✓	✓	✓	✓	✓
	Seated Row	✓	✓	✓	✓	✓	✓	✓	✓
	Leg Press & Oblique	✓	✓	✓	✓	✓	✓	✓	✓
	Welcome Sign	✓	N/A	✓	N/A	✓	✓	✓	✓

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Skate Park	Beatrice Rd end Ramp	✓	✓	✓	X	✓	✓	✓	✓
	Centre Ramp	✓	✓	✓	X	✓	✓	✓	✓
	Elizabeth Drive end Ramp	✓	✓	✓	X	✓	✓	✓	✓
	Grind Rail	✓	✓	✓	✓	✓	✓	✓	✓
	Bench	✓	✓	✓	✓	✓	✓	✓	✓
	Perimeter Fence	✓	N/A	✓	N/A	✓	✓	✓	✓
Some delamination evident on end ramps, possible replacement summer 2024. Temporary repairs made. Elizabeth drive end ramp replacement fairly urgent									

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Surrounds	Youth Shelter	✓	N/A	✓	✓	✓	N/A	✓	✓
	Picnic Tables and Bench	✓	N/A	✓	✓	✓	N/A	✓	✓
	BMX Double Ramp	✓	N/A	✓	X	✓	N/A	✓	✓
	BMX Duck Under Hurdle	✓	N/A	✓	N/A	✓	N/A	✓	✓
	BMX Jump Ramp	✓	N/A	✓	✓	✓	N/A	✓	✓
	BMX Slalom Poles	✓	N/A	✓	N/A	✓	N/A	✓	✓
	MUGA	✓	N/A	✓	✓	✓	N/A	✓	✓
	Petanque court	✓	N/A	✓	✓	✓	✓	✓	✓
	Litter Bins	✓	N/A	✓	N/A	✓	N/A	✓	✓
	Village Hall Defibrillator	Batteries end date			07/02/28	Check Unit	✓	Pad Expiry 28/01/28	
	Shop Defibrillator	Battery end date			01/10/26	Check Unit	✓	Pad Expiry 22/03/28	
BMX DOUBLE RAMP Surface worn on double ramp but not serious.									

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Zip Wire Petanque Court	Wire Tension	✓	N/A	✓	N/A	✓	N/A	N/A	✓
	Running Gear	✓	✓	✓	N/A	✓	N/A	N/A	✓
	Zip Wire Seat	✓	N/A	✓	N/A	✓	N/A	N/A	✓
	Rubber Tyre Stops	✓	N/A	✓	N/A	✓	N/A	N/A	✓
	Ramps and Platforms	✓	N/A	✓	N/A	✓	N/A	N/A	✓
	Support Structures	✓	N/A	✓	N/A	✓	N/A	N/A	✓
	Groud Mats	✓	N/A	✓	✓	✓	✓	✓	✓
	Petanque Court	N/A	N/A	N/A	✓	✓	N/A	✓	✓

SignedChairperson
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AGENDA ITEM 7C**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).







My Community Voice K...	Volunteer News January 2024 [#202419075]	06/01/24 09:32
Clear Councils	Winter safety and risk management tips for councils	05/01/24 09:30
My Community Voice K...	Updated information on how to request a presentat...	17/12/23 00:33
Diana Dugard	Christmas Greetings from the Chairman, Cllr Gordon ...	13/12/23 13:47
TGO – The Great Outdo...	Christmas is coming 🎅 ... claim your 15% off code t...	05/12/23 15:45
Pria Webster 46061170	Warning to beach hut owners following reported br...	01/12/23 12:43
Dover District Council	Historic Treescape Grants	01/12/23 11:40
National Association of ...	★ STAR COUNCIL AWARDS 2023	01/12/23 10:53
TGO – The Great Outdo...	Is your outdoor gym equipment safe for the winter ...	01/12/23 09:59
Helen Griffiths, Fields i...	🍂 November News from Fields in Trust	30/11/23 12:07
Julie	Events fund raising 2024	30/11/23 11:54
Clear Councils	BHIB Councils – now known as Clear Councils	30/11/23 11:30

SignedChairperson
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FORWARDED

. Jan.Henry@kent.gov.uk	FW: Social Enterprise Kent – Support over Christmas...	13/12/23 13:06
Capel-le-Ferne Parish C...	Re: Transport, Licensing and Environmental Services...	05/12/23 21:09
Ellie.Powling@kent.go...	RE: Family Hub and Commissioned Youth Decision	01/12/23 13:08
. Carolann.James@kent....	Family Hub and Commissioned Youth Decision	01/12/23 12:05
. Louise.Butfoy@kent.g...	KCC Historic Treescapes Grant – Dover	30/11/23 11:28

SENT

Keith Pilcher;Philippa ...	Fwd: Agenda - meeting of January 24th	12/01/24 11:53
Julie Young;Philippa S...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	11/01/24 10:22
Julie Young;Tony Lake;...	Fwd: KALC NEWS 2024	10/01/24 15:13
Keith Pilcher;Tony Lak...	Fwd: Training Bulletin (3 January 2023) - Please ...	10/01/24 15:12
mark aldridge	Re: Gates in Junior Play Area, Playing Field, Lanca...	10/01/24 13:52
Chris Norris;Tony Lake...	Fwd:  NALC NEWSLETTER	10/01/24 11:24
Keith Pilcher;Jamie Ha...	Fwd: Horizon - How to Navigate the Changing Ris...	09/01/24 12:05
Philippa Seager;Cherr...	Fwd:  NALC EVENTS	09/01/24 10:10
Philippa Seager;Keith ...	Fwd: TOWN, PARISH & COMMUNITY COUNCILS - ...	08/01/24 17:28
Chris Norris;Tony Lake...	Fwd:  NALC EVENTS	02/01/24 10:16
Anthony Lake;Keith Pi...	Re: Happy New Year	01/01/24 10:59
Keith Pilcher;Chris Nor...	Fwd: Budget Consultation 2024/25	21/12/23 19:07
Keith Pilcher;Chris Nor...	Fwd:  NALC NEWSLETTER	21/12/23 19:06
Keith Pilcher;Philippa S...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	21/12/23 13:18
Keith Pilcher;Philippa S...	Fwd: Upcoming training sessions with Community P...	21/12/23 13:17

Other items received

1. Hawking & Capel Community Ad Magazine
2. Glasdon Street Furniture brochure
3. Clerks and Councils Magazine
4. Breastfeeding Toolkit posters

Ukraine Project - B/FWD: £225.53 Ukraine Income: £261.00 Ukraine Expense: £400.00	86.53
Balance in hand	63,738.61
TOTAL	63,825.14

SignedChairperson
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Keith Pilcher;Philippa ...	Fwd: Christmas Greetings and Thanks	21/12/23 13:13
Keith Pilcher;Julie You...	Fwd: Horizon – Join us to discover how to navigat...	15/12/23 18:44
Lisa Alfsdotter;Tony L...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	14/12/23 10:25
Lezanne.Cesar@kent....	Fwd: FW: FW: FW: Fwd: Double Yellow Lines Outli...	14/12/23 08:41
Jan.Henry@kent.gov.uk	Re: FW: Social Enterprise Kent – Support over Chri...	13/12/23 13:13
Chris Norris;Tony Lake...	Fwd:  NALC NEWSLETTER	13/12/23 10:16
Marilyn Wheeler	Re: Undelivered mail	13/12/23 09:39
Cherry Leppard;Keith ...	Fwd:  NALC EVENTS	12/12/23 12:48
Keith Pilcher;Chris Nor...	Fwd: APPLY FOR A FREE DEFIBRILLATOR FOR YO...	08/12/23 10:30
Chris Norris;Lisa Alfsd...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	07/12/23 11:14
Julie Young;Keith Pilc...	Fwd:  NALC NEWSLETTER	06/12/23 14:33
Lisa Alfsdotter;Keith P...	Fwd: KALC NEWS AND TRAINING 2023/2024	05/12/23 14:05
Keith Pilcher;Philippa ...	Fwd:  NALC EVENTS	05/12/23 14:03
Clerk Capel-le-Ferne P...	Fwd: Family Hub and Commissioned Youth Decision	01/12/23 15:02
Keith Pilcher;Lisa Alf...	Fwd: KCC Historic Treescapes Grant – Dover	30/11/23 13:57
Julie Young;Cherry Le...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	30/11/23 10:03
Julie Young;Tony Lake;...	Fwd: KALC AGM 2023	29/11/23 12:37
Tony Lake;Cherry Lep...	Fwd:  NALC NEWSLETTER	29/11/23 12:37
Philippa Seager;Keith ...	Fwd: Training Bulletin (29 November 2023) – Ple...	29/11/23 12:36
Jamie Harris;Julie You...	Fwd:  NALC EVENTS	28/11/23 13:36
Tony Lake;Chris Norris...	Fwd:  NALC EVENTS	24/11/23 10:03
Cherry Leppard;Jamie ...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	23/11/23 10:09
Chris Norris;Tony Lake...	Fwd:  NALC NEWSLETTER	22/11/23 10:34
Julie Young;Lisa Alfsd...	Fwd:  NALC EVENTS	21/11/23 10:17
Cherry Leppard;Julie Y...	Fwd: KCC HIGHWAYS SEMINARS	21/11/23 09:53
Julie Young;Philippa S...	Fwd: CALL-788423-G Street pole damage/rotten	20/11/23 18:43

SignedChairperson
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Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS		Cheque, BACS, DD, SO		BANK A/Cs	Reconciled
	Brought Forward					72,620.12					
21.11.23	M Wheeler	Donation Food/Drink	28.00			28.00	R	DD			
22.11.23	K Pilcher	Expenses	20.98		20.98		R	DD			
28.11.23	Staff Expenses	Broadband & Energy Nov	25.00		25.00		R	SO			
30.11.23	Nat West	Interest November	85.63			85.63	R	INT			
30.11.23	P Seager	Expenses - Gift	3.99		3.99		R	BACS			
30.11.23	Kent Planning	Consultancy Fees	2,225.00	445.00	2,670.00		R	BACS			
01.12.23	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD			
04.12.23	Village Hall	Poppy Wreath	17.00			17.00	R	BACS			
04.12.23	Resident	Ukraine donation	10.00			10.00	R	BACS			
05.12.23	M Wheeler	Donation Sales	40.00			40.00	R	BACS			
05.12.23	Village Hall	Hire of Hall Planning Meeting	16.00		16.00		R	BACS			
06.12.23	Olena Ukraine	Car Tech repairs	200.00		200.00		R	BACS			
07.12.23	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD			
11.12.23	M Wheeler	Farthingloe Fair Sales	100.00			100.00	R	BACS			
13.12.23	Kent County Council	Road Traffic Order/Design	2,850.00		2,850.00		R	BACS			
15.12.23	Staff	Salaries December	616.88		616.88		R	BACS			
18.12.23	B Young	Grounds Maintenance	72.00		72.00		R	BACS			
20.12.23	M Wheeler	Kidz Planet	73.00			73.00	R	BACS			
28.12.23	Staff Expenses	Broadband Energy Dec	25.00		25.00		R	SO			
29.12.23	Nat West	Interest December	76.92			76.92	R	INT			
02.01.24	Dover District Council	Grapevine Print December	550.00		550.00		R	BACS			
02.01.23	Kent Planning	Consultancy Fees	930.00		930.00		R	BACS			
02.01.24	Dover District Council	Lease payment	112.50		112.50		R	BACS			
02.01.24	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD			
04.01.24	Resident	Ukraine donation	10.00			10.00	R	BACS			
05.01.24	Village Hall	Hire of Hall Monthly	168.00		168.00		R	BACS		In Hand	5.06
08.01.24	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD		Reserve	63,478.24
08.01.24	Olena Ukraine	Car Tech repairs	200.00		200.00		R	BACS		Current	925.49
16.01.24	Various	Adverts	33.00			33.00	R	BACS		Project	86.53
16.01.24	Staff	Salaries January	615.68		615.68			BACS			64,495.32
16.01.24	Staff	Expenses: Land Registry. Padlocks	47.42	7.08	54.50			BACS			
				475.08	9,263.88	73,093.67				Un-Reconciled	670.18
						63,825.14					63,825.14

INCOME/EXPENSE 16.01.24. To be confirmed and agreed

SignedChairperson
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