

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 19th MARCH 2024

PRESENT: Cllrs; Alfsdotter, Harris, Lake, Norris, Pilcher, Seager and Young together with District Councillor Martin Hibbert. Welcome to member of public, Sam Pilcher.

1. **APOLOGIES** – Cllr: Leppard, Community Warden Jan Henry, County Councillor David Beaney 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.
 - Request of Kent Fire and Rescue Services to give more notification if cold-calling in conjunction with safety visits. *Action/Resolution: Clerk to make contact.*
3. **MINUTES OF THE MEETINGS**
The Minutes of the Meeting held on 20th February 2024, were approved and signed as a correct record by the Chairperson, Cllr Seager, proposed by Cllr. Pilcher, seconded by Cllr. Norris and agreed by all present.
4. **DECLARATION OF PERSONAL INTERESTS** – None.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - **Flooding Capel Street:** Cllr. Norris updated status of flooding issues Capel Street/Lancaster Avenue. *Action/Resolution: Reminder to be made to KCC, following April meeting, on Section 19 Report progress, if not received by then.*
 - **Height of trees overhanging gardens, Playing Field on boundary Elizabeth Drive:** Dover District Council Landlord and KALC contacted for advice. *Action/Resolution: Landlords reluctant to agree to reducing the Field Maples by as much as 50%, but would be content for more minor works to be carried out, provided notified beforehand. A tree survey considered to be not necessary, but to enquire of relevant contractors any future cuts. With the trees now entering into full leaf and birds nesting, this work was deferred until later in the year.*
 - **Broken fencing, Playing Field on boundary Elizabeth Drive.** *Action/Resolution: Further quotations received to replace two panels of fencing was discussed and accepted, proposed by Cllr. Norris, seconded by Cllr. Lake and agreed by all present.*
 - **Lighthouse Inn:** Auction on 20th March 2024.
 - **Land opposite number 63a, Old Dover Road:** *Action/Resolution: Waiting Probate.*
 - **Dog in Skate-Park:** DDC (Environment Crime – Dog Warden) still requiring a “witness statement” to accompany any footage. *Action/Resolution: Agreed by all to continue sending photos and dates, with a welcome note that any CCTV footage can be downloaded by DDC, if required, as before. Cllr. Hibbert volunteered to make a witness statement if he sees future incidents.*
6. **PLANNING**
 - a) **Applications:**
 - Enquiring on Longships status. *Action/Resolution: Reserved matters now passed.*
 - b) **Land East of Great Cauldham Farm SAP44 (CAP006)**
 - **Drop-in sessions:** *Action/Resolution: Dates arranged. Print-outs to be made available with advice/guidance. Cllr. Pilcher acquired from Matt, a projector and computer, to show plans/drawings and how to access DDC website.*
 - c) **Traffic Survey.** *Action/Resolution: Preliminary draft report to be chased with consultants.*
 - d) **(HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation**
 - **Government Inspectors’ Timeline response:** *Action/Resolution: “written to the Council with their initial findings following the hearing sessions. Letter uploaded to the examination documents at ED45. Link: <https://www.doverdistrictlocalplan.co.uk/news> They are working on the schedule of Main Modifications to the Local Plan which when completed, will be the subject of a full consultation. No firm date for when the consultation is likely to start, except to let you know that it will take place as soon as possible.”*

SignedChairperson
16th April 2024

7. DELEGATES' REPORTS

a) Neighbourhood Watch

- PC Ellis reported ongoing ant-social issues being dealt with.

b) CCTV

Nothing to report.

c) Play equipment

- Work to be carried out on junior climbing frame slide, zip-wire chain and gym bench press.
- Skate-park ramps. *Action/Resolution: Contractor contacted for refurbishment advice and an on-site meeting.*
- Football pitch/goal. Football rebound mesh fencing - positive feedback received from youth playing football. *Action/Resolution: Request, which was agreed by all, to replicate at end near Village Hall. Proposed by Cllr. Alfsdotter, seconded by Cllr. Pilcher and agreed by all present.*
- MUGA area refurbishment - quotes from contractors received for: painting, re-lining, new nets and steam jet wash of fencing, tables and benches. *Action/Resolution: Cleaning contractor Maxton Jet Washing accepted. Relining deferred until tarmac surface repaired – contractors to be approached to supply quotes. Nets on order. KCC Councillor Beaney to be chased about grant funding.*

d) Highways

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

- Re-instate middle island lights on B2011 (Enquiry refs: 794636 and 794641)
Highway Improvement Plan (HIP)
- Meeting. *Action/Resolution: Online meeting with Community Engagement Officer, Kent Highways arrange for 12th April 2024.*
- Tactile paving on drop kerbs installation due 1st April.
- Traffic order consultation for double yellow lines at junctions B2011, planned by Highways from 22nd March to 15th April.

f) Traffic Management

- Traffic Assessment Project (TAP) – *Action/Resolution: Update received from District Councillor Hibbert on TAP and Dover Traffic, on more work required and an on-going issue.*
- Lorries travelling Capel Street – Response received from contractor on adhering to speed limit and alternative route use. *Action/Resolution: Thank you letter to be sent, together with request to continue action for the benefit of our community.*

g) Public Rights of Way

- Nothing to report.

h) Speed Watch

- Historical data for Capel Street/New Dover Road to be used for response on planning application.
- All results of sessions are available on Parish Council Website LINK: capellefernepc.org.uk

i) Events

- 80th D-Day anniversary, Thursday, 6th June 2024.
Action/Resolution: Next working party meeting, 27th March. Agreed to share cost of gas with Battle Britain Memorial Trust. Goods to give out to be decided.

j) Capel Cares

- 40+ community members now attending Coffee Mornings, twice monthly, which includes; raffle, quiz and celebrating birthdays.

k) Grapevine Newsletter and social media

- Planning advice sheets to be printed in next issue.
- Holiday reliefs organised.
- New volunteer available.

l) Village Hall Management Committee (VHMC)

- Kent County Council grant for “Community” use. £1,000 received and passed to VHMC towards a dishwasher, for use when holding Community Lunches etc. Proposed by Cllr. Young, seconded by Cllr. Pilcher and agreed by all present.
- Provision of an outside Christmas tree. *Action/Resolution: VHMC Still waiting their Insurance Company on viability.*

m) Training/workshops/seminars

- Details, received and circulated to Councillors.

SignedChairperson
16th April 2024

n) County Councillor David Beaney:

No report.

District Councillor Cllr. Hibbert:

Written reports from District Councillor Hibbert, circulated to Councillors.

o) Other**8. CORRESPONDENCE**

- Thank you letter from Dover Bee Association for donation
- Thank you letter from Revd Brian Williams - grass cutting St Mary's Churchyard
- Kent, Surrey, Sussex Air Ambulance Donation Request
- Elan City Radar Speed Sign leaflets
- Hawkinge and Capel-le-Ferne Community Ad magazine
- Clerks and Councils Direct magazine
- 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: Pilcher 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) Nomination forms received from two (2) candidates. *Action/Resolution: Consideration to be deferred until May meeting.*
- b) **Councillors' comments**
Battery Preservation site Open Day.
- a) **Approve resolution to discuss any confidential issues on agenda item 12**
None.

11. DATE OF NEXT MEETING

- Surgery on Tuesday, 2nd April 2024 at Farmers' Market.
- Next Parish Councillors meeting will be Tuesday, 16th April 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 9.25pm.

SignedChairperson
16th April 2024

Associated Documents for Tuesday, 19th March 2024

QUOTES RECEIVED MUGA Cleaning – AGENDA ITEM 7c

<p>Elite Jetting Sheerness,</p>	<p>MUGA GOAL AREA: Pressure wash - Standard Clean Surfaces jet washed using high pressure. £2,400.00</p> <p>MUGA FENCING: Heavy Duty Cleanser Pre-treat surfaces with a heavy-duty cleaning solution for a more rigorous and thorough clean to help achieve the best results. £400.00</p> <p>MUGAFENCING: Steam clean - Xtreme clean Surfaces pressure washed with steam/super-heated hot water £800.00</p> <p>SOFT PLAY AREAS: Heavy Duty Cleanser £400.00</p> <p>Product or Service Price Quantity Line Total Pre-treat surfaces with a heavy-duty cleaning solution for a more rigorous and thorough clean to help achieve the best results.</p> <p>SOFT PLAY AREAS: Steam clean - Xtreme clean Surfaces pressure washed with steam/super-heated hot water. £2,400.00</p> <p>SEATING AREAS: Heavy Duty Cleanser Pre-treat surfaces with a heavy-duty cleaning solution for a more rigorous and thorough clean to help achieve the best results. £200.00</p> <p>SEATING AREAS: Steam clean - Xtreme clean Surfaces pressure washed with steam/super-heated hot water. £800.00</p> <p>£7,400.00 + VAT</p>
<p>Maxton Jet Washing Dover,</p>	<ul style="list-style-type: none"> • MUGA Tarmac surface wash only as there doesn't seem to be any significant biological growth on the MUGA surface, (£200) • To clean fences, goal and hoops with hard surface cleaner (materials £10) (labour £70) £80 • 3 combined tables and attached benches with hard surface cleaner and concrete slabs chemically treat with biocide to kill of biological growth (£60) • 14 individual Seats/Benches require cleaning. Various designs and material type, i.e. metal and recycled. • To clean as per combined tables 14x £7 per seat (£98) <p>£438 + VAT</p> <ul style="list-style-type: none"> • The wet-pour surfaces under the play equipment in the Junior Play Area. • Specialist soft wash clean wet pour EDPM areas (£100 materials) and play equipment with hard surface cleaner (£25 material) approx. 1/2-day labour 1x man (£100 labour) <p>£225 + VAT</p> <ul style="list-style-type: none"> • Exercise area 12m x 12m (144sq m) I'd clean and treat free of charge in return for some advertising boards put up around the park.
<p>Smart Cleaning Folkestone,</p>	<ul style="list-style-type: none"> • Jet wash all benches and concrete below as specified • Jet wash frame work prior to decorating • Jet wash steel netting and frames to each end of playground prior to decorating <p>£640 + VAT</p>

SignedChairperson
16th April 2024

QUOTES RECEIVED MUGA Re-lining – AGENDA ITEM 7c

Mercator Markings Ltd, Rainham Essex	The court markings as existing: <i>Only do re-lining not tarmac painting</i> 1 x Basketball court in blue 1 x 5 a side court in white £825 + VAT
Mainline Civil Engineering Ltd Rainham,	Jet wash surface Paint Solid green 35m x 19m 1 x Basketball and 1 x 5 aside £6,250.00 + VAT













QUOTES RECEIVED Broken Fence, rear of Elizabeth Drive – AGENDA ITEM 5b

Playing Field Boundary with 9/10 Lancaster Avenue	Quotes received for fencing
N J Apps Tree Surgery and Fencing Hythe	1 x 4m section of fencing and 1 x 4.5m section of fencing to include disposal of old fencing. £950.00 + VAT
PQ Fencing Limited Ashford	2 x close board bays <ul style="list-style-type: none"> • Approx. 4m of closeboard • 1.8m finished height 750mm post foundation • Remove and dispose of existing fencing £768.00 + Vat
S G Fencing and Paving Folkestone	Repair all 3 fences and to bring back to before the tree hit the fence. To Renew the Damaged Fencing All waste will be removed from the site. £1900.00 + VAT

SignedChairperson
16th April 2024

Emails, Brochures, magazines, etc., correspondence item - 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).

Capel-le-Ferne Parish Coun...	Double Yellow Lines Outline Deisgn & Estimate and Dropped ...	14/03/24 11:51
Capel-le-Ferne Parish Coun...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	14/03/24 11:48
Capel-le-Ferne Parish Coun...	Fwd:  NALC NEWSLETTER	13/03/24 10:13
Capel-le-Ferne Parish Coun...	Fwd:  NALC EVENTS	12/03/24 10:22
Capel-le-Ferne Parish Coun...	Fwd: RE: Dog - Skate Park, Capel-le-Ferne	12/03/24 10:21
Capel-le-Ferne Parish Coun...	Fwd: Training Bulletin (8 March 2024) - Please circulate to C...	08/03/24 12:46
Capel-le-Ferne Parish Coun...	Fwd: Message from Cllr Gowland	07/03/24 18:53
Capel-le-Ferne Parish Coun...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	07/03/24 10:56
Capel-le-Ferne Parish Coun...	Fwd: Final bookings Friday - KALC Planning Conference - Do...	06/03/24 19:49
Capel-le-Ferne Parish Coun...	Fwd:  NALC NEWSLETTER	06/03/24 14:02
Capel-le-Ferne Parish Coun...	Fwd: Re: Cold Call Fire Brigade 06/03/24 Monitoring House...	06/03/24 14:01
Capel-le-Ferne Parish Coun...	Fwd:  NALC EVENTS	05/03/24 14:49
Capel-le-Ferne Parish Coun...	Fwd: KALC NEWS MARCH 2024	01/03/24 19:24
Capel-le-Ferne Parish Counci...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	29/02/24 11:43
Capel-le-Ferne Parish Counci...	Fwd: Playing Field, Capel-le-Ferne, Painting/Re-lining MUGA l...	28/02/24 14:01
Capel-le-Ferne Parish Counci...	Fwd: Playing Field, Capel-le-Ferne, Steam/Jet Wash MUGA loca...	28/02/24 14:00
Capel-le-Ferne Parish Counci...	Fwd:  NALC NEWSLETTER	28/02/24 10:14
Capel-le-Ferne Parish Counci...	Fwd:  NALC EVENTS	27/02/24 11:31
Capel-le-Ferne Parish Counci...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	22/02/24 10:33
Capel-le-Ferne Parish Counci...	Fwd:  NALC NEWSLETTER	21/02/24 10:11
Capel-le-Ferne Parish Counci...	Fwd: Horizon Conference – Now available on demand!	20/02/24 14:13
Capel-le-Ferne Parish Counci...	Fwd: Official D-Day 80 Flag of Peace	20/02/24 14:10
Capel-le-Ferne Parish Counci...	Fwd: KALC WEEKLY BULLETIN 4: 19 February 2024	19/02/24 12:18
Capel-le-Ferne Parish Counci...	Fwd:  NALC EVENTS	19/02/24 10:15

SignedChairperson
16th April 2024

SENT

CTW Business Sales	Reserve Now, Pay Later	13/03/24 15:07
Charmaine Keatley	Last Chance to Join! Annual Planning Conference - Register Now!	04/03/24 19:35
Helen Griffiths, Fields in Trust	February Updates from Fields in Trust 🍀	28/02/24 11:10
MK Illumination UK	Bespoke and Beautifully Created Light Sculptures	28/02/24 10:32
Josi Young	Chapter 8 For your Staff and Volunteers	21/02/24 13:48
Mark Boxall	We've Missed You! Enjoy a Special Online Discount	20/02/24 09:31

Other items received

1. Thank you letter from Dover Bee Association
2. Thank you letter from Revd Brian Williams grass cutting St Mary's Churchyard
3. Kent, Surrey, Sussex Air Ambulance Donation Request
4. Elan City Radar Speed Sign leaflets
5. Hawkinge and Capel-le-Ferne Community Ad magazine
6. Clerks and Councils Direct magazi

SignedChairperson
16th April 2024

INCOME/EXPENSE 19.03.24. 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					60,726.47					
22.02.24	GTA	Traffic Survey	678.33	13.67	814.00		R	BACS			
22.02.24	Dover District Bees	Asain Bees	50.00		50.00		R	BACS			
27.02.24	Dover District Council	Grapevine Print February	550.00		550.00		R	BACS			
28.02.24	Staff Expenses	Broadband & Energy Feb	25.00		25.00		R	SO			
29.02.24	Nat West Reserve	Interest February A/c	22.56			22.56	R	INT			
29.02.24	Nat West Manager	Interest February A/c	132.62			132.62	R	INT			
01.03.24	Battle Britain Trust	Memorial Day 2024	120.00		120.00		R	BACS			
01.03.24	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD		In Hand	5.06
07.03.24	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD		Current A/c	2,470.74
15.03.24	KALC Grant	VHMC Lunches	1,000.00			1,000.00	R	BACS		Reserve A/c	18,073.81
19.03.24	Various	Adverts	468.00			468.00	R	BACS		Manager A/c	40,160.04
19.03.24	Staff	Salaries March	616.88		616.88			BACS		Project A/c	0.00
19.03.24	Staff	Expenses:	12.00		12.00		R	BACS			60,709.65
				25.17	2,256.88	62,349.65				Less Un-Reconciled	616.88
						60,092.77					60,092.77

<i>Ukraine Project - B/FWD: £96.53 TRANSFERRED</i>	
<i>Ukraine Income: £0.00</i>	
<i>Account Closed: £0.00 (Balance Transferred)</i>	0.00
<i>Balance in hand</i>	60,092.77
TOTAL	60,092.77

SignedChairperson
16th April 2024