

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 18TH NOVEMBER 2025

PRESENT: Cllrs; Alfsdotter, Harris, Lake, Norris, K Pilcher, S Pilcher and Young.

1. **APOLOGIES** - Cllrs. Leppard, Seager, Community Warden Jan Henry, and District Councillor Martin Hibbert.
2. **DECLARATION OF PERSONAL INTERESTS:**
None.
3. **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 of the meeting. Items raised are discussed by Councillors under related entries on Agenda.
 - Chevron signage Capel Street – junction Hockley Sole.
 - Double yellow lines/stop signs – junction Alexandra and Victoria Road.
 - Parking restrictions - Lorries in layby, outside old Café just before Royal Oak.*All the above Highway items requested: to be entered on Highway Improvement Plan for viability and costings with Kent Highways in April 2026.*
4. **MINUTES OF THE MEETING**
 The Minutes of the Meeting held 21st October 2025, were approved and signed as a correct record, by Vice-Chairperson, Cllr K Pilcher. Proposed by Cllr. Alfsdotter, seconded by Cllr. Young, and agreed by all present.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Flooding – Capel Street/Lancaster Avenue.**
 Cllr Norris reported: Another positive meeting held with KCC, following supply to them of; surveys, reports, letters, photos and 2 scheme options. KCC considered these to be good evidence and will now carry out their own top survey and modelling work, on the options suggested.
Action/Resolution: A further meeting arranged for second week of April, when hopefully one of the schemes will be agreed. Thanks, expressed to Cllrs. Harris and Norris for their work on this. A deep cleanse of the Lancaster Avenue/Playing Field drains to take place within the next 2 weeks.
 - b) **Gifted land on Clifftop**
 The two new benches now received and waiting installation. *Action/Resolution: Wording on plaques, on respective benches, to be considered.*
 - c) **Lighting Various (DDC):** *Action/Resolution: Repairs to be chased with DDC.*
 - d) **Other –** Noted and as attached
6. **PLANNING**
 - a) **Applications:**
 - Status of all pending applications, circulated and attached to minutes.
 - Recent applications received. *Action/Resolution: Resolution agreed by all present, on the response compiled to application, regarding Lorry Park Proposals in Hougham.*
 - b) **Other –** as attached
6. **DELEGATES' REPORTS**
Preferably to be received prior to agenda (one week before meeting). Address of item, to be no longer than 5 minutes.
 - a) **Neighbourhood Watch**
 Anti-social pavement parking by several vans, causing issues with mobility/pushchair users, having to use the roads to pass, especially Capel Street. *Action/Resolution: Photographic evidence to be acquired.*
 - b) **CCTV/ICT** - Nothing reported.
 - c) **Health and Safety** – Nothing reported.

Signed Chairperson
 20th January 2026

d) Play equipment

- Refurbish paintwork on MUGA (multi-use goal area) programmed. *Action/Resolution: Waiting for a period of dry weather.*
- BMX trail-bars to be removed. *Action/Resolution: On contractors list.*

e) Highways and Traffic Management

- Highway Improvement Plan (HIP) – next review April 2026. *Action/Resolution: Additions to be added; Chevron signage Capel Street – junction Hockley Sole, Double yellow lines/stop signs – junction Alexandra and Victoria Road, Lorries in Layby – bollards or verge reinstatement, outside old Café just before Royal Oak.*
- Hurst Lane: Highway marked for additional pothole repairs. *Action/Resolution: Councillor to wait until this work is done and then again check surface works carried out.*
- Vehicle activated signs (VAS), on New Dover Road (B2011): Waiting installation date from Kent Highways. *Action/Resolution: Estimated to be approx. 12-14 weeks.*
- Drop kerbs, Beatrice Road: Retrospective tactile paving and additional drop kerbs. *Action/Resolution: Scheduled date for installation 14th January 2026.*
- Provision of diversion signage M20/A20, when Roundhill Tunnels closed.
Having re-addressed this issue, information received was: unfortunately, the funding situation which affects our request for extra signage was not good news. *Action/Resolution: We can only keep pushing. Councillors to obtain photographic evidence to pursue.*

f) Public Rights of Way (PROW)

- No replies received to any reports logged.
- Now entering the muddy season.
- Footpath to Warren still closed. Two other routes still available to access, except to the “apron area.”

g) Speed Watch

- Report received from Cllr. S Pilcher (*attached to minutes*).
- Body camera requested by volunteers. *Action/Resolution. Advice from Kent Police and other groups received. Pending Kent Police decision on funding, before allocating Council funds.*
- All results of sessions are available on Parish Council Website LINK: capellefernepc.org.uk

h) Events

- Remembrance Day 11.11.2025
Poppy Tableau future. *Action/Resolution: Tableau being moved 22nd November, thanks to Cllrs. Harris and K Pilcher, and to resident for temporary storage facilities to dry out. Arrangements will then be made for delivery to its forever home, at The Kent Battle of Britain Museum in Hawkinge.*
Speakers not being heard, now more people attending and a larger area covered. *Action/Resolution: PA system microphone offered to officiators.*
- Christmas Event and Tree Tableau – 6th December 2025
- *Action/Resolution: Tree delivery and erecting schedule, dates planned Saturday, 29th November. Village Hall decorating inside same day.*
Lights switch on 6th December, 4.30pm – 5pm, with mince pies and choir Carol singing.
Tree dismantle date also planned, Sunday, 4th January, 2pm. Storage of star, lights and fencing to be arranged with Village Hall
- Afternoon Tea – Deferred to new year. *Action/Resolution: Decision at January meeting.*

i) Capel Cares

- Christmas Meals planned and booked at Royal Oak.

j) Grapevine Newsletter and social media

The need to have a disclaimer for adverts discussed and agreed to add to newsletter heading.

k) Village Hall Management Committee (VHMC)

- Christmas Events – Saturday, 6th December 2025.
Action/Resolution: Craft Fair, Santa’s Grotto, Tree Lighting, Carol singing and Santa route in Village arranged and noted.

l) Training/workshops/seminars

Nothing reported.

m) District and County Councillor Reports

- District Councillor Martin Hibbert: Email report on Local Government re-organisation. *Action/Resolution: Options being discussed at DDC meeting. Advisors have worked together to draw up business cases for each of the options suggested.*
- County Councillor Paul King: No report due to delegate absence.

n) Other

Nothing reported.

8. CORRESPONDENCE

- Thank you letter from Royal British Legion on inclusion of cross and £30 donation for The National Memorial Arboretum in Staffordshire.
- Other items and list of emails and received were circulated. (*Attached*).

9. ACCOUNTS

- Income, Cheques and BACS payments: were approved and authorised (*Attached*). Signed by the Vice-Chairperson Cllr. K Pilcher, having been confirmed by Clerk/Responsible Finance Officer. Proposed by Cllr. Harris, seconded by Cllr. Young, and agreed by all present.
- Cash-flow changes
VAT reimbursement received, together with payments for poppy wreaths,
- Liquid Manager 35-day withdrawal Account
Clerk reported that due to recent expenditure for Clifftop Benches, Bus Shelters, Drop Kerbs and impending Vehicle Activated Sign, there was a need to move funds from the 35-day notification high interest account, for cash-flow purposes. *Action/Resolution: This was agreed by all present and implemented.*

10. MATTERS CONCERNING THE PARISH**a) Councillors' comments**

- No further comments noted.
- Wish List – to be updated for 2026.

b) Approve resolution to discuss any confidential issues on agenda item 12 – None.

11. DATE OF NEXT MEETINGS

- Surgery on Tuesday, 2nd December 2025 and 6th January 2026 at Farmers' Market, 10am to 12noon.
- Next Parish Councillors' meeting will be Tuesday, 20th January 2026, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

12. CONFIDENTIAL ITEMS - None.

The meeting closed at 8.55pm.

Signed Chairperson
20th January 2026

ASSOCIATED DOCUMENTS FOR MEETING - TUESDAY, 18th NOVEMBER 2025.

AGENDA item 3	SURGERY/FEEDBACK, Tuesday, 4th November 2025
Signage Capel Street junction Hockley Sole	Vehicles crash through fence into our field numerous times
Double yellow lines/stop signs	Junction Alexandra/Victoria Road
Lorries in Layby	Outside old Café, just before Royal Oak (Dover bound)
AGENDA item 5	Matters arising, not covered elsewhere
Hurst Lane Surface	Councillor to arrange meeting with Highway Engineer.
Devolved Soft Landscape Maintenance 25-26	Purchase Order received. Waiting payment KCC.
Speed Indicator devices B2011	Waiting KCC Invoice and Installation.
Retro Tactile paving Beatrice Road	KCC Order raised. Waiting Installation.
Power Network Street Pole damaged/rotten	Waiting replacement.
Christmas Tree by 29 th November	Delivery week beginning 24 th November.
Various DDC street lights not working	Manufacturer faulty lanterns. Waiting legal decision.
Faded white markings Courtwood Roundabout	Reported Kent Highways. Refs: 894337

AGENDA item 6a	PLANNING APPLICATIONS	NOVEMBER MEETING
25/00010	The Lighthouse Inn 111 Old Dover Road Capel Le Ferne Kent CT18 7HT Partial change of use and conversion to care home DDC Failed to give notice of its decision within the appropriate period (usually 8 weeks) on an application for permission or approval on conditions.	Decision. The appeal is dismissed.
25/00248	Longships Cauldham Lane Capel Le Ferne CT18 7HG Erection of 9 dwellings (custom build) with access, landscaping and associated works	Permission Granted
CON/22/00 043/B	Land Between Nos 107 And 127 Capel Street Capel Le Ferne Kent Discharge of condition 5 (archaeology) pursuant to application 22/00043 Reserved matters application for approval of landscaping, layout, scale and appearance pursuant to outline application DOV/19/00669 for 34 dwellings	Awaiting decision DDC Outstanding conditions still to be met.
25/00943	3 Alexandra Road Capel Le Ferne CT18 7LB Erection of single storey side and rear extension (existing conservatory to be demolished)	Permission Granted
25/01014	21 Old Dover Road Capel Le Ferne Folkestone CT18 7HW Erection of a single storey rear extension (existing rear extension and garage to be demolished)	Permission Granted
25/01024	28 Cauldham Lane Capel Le Ferne Folkestone CT18 7HG Single storey rear extension and extension to existing patio (Retrospective)	Waiting decision DDC
25/01087	Battle Of Britain Memorial New Dover Road Capel Le Ferne CT18 7JJ Installation of 2 shipping containers	Waiting decision DDC
25/01050	Land At Capel West Hougham Kent Scoping Opinion - Environmental Impact Assessment (HGV Parking Facility)	Waiting decision DDC

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AGENDA item 8 Emails, Brochures, magazines, etc., correspondence item -

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.

	Fw: Sign Up For Our Online Planning Events! FORWARDING FOR INFORMATION	07:54
	Fw: Dover District Council- Planning Application consultation on 25/01050 FORWARDING FOR INFORMA...	Fri 22:28
	Response 1.pdf	
	Fw: Don't Forget Your AGM Booking! FORWARDING FOR INFORMATION	Fri 14:28
	Winter2025flyer...	
	Fw: Summer Traffic Management Measures - Round Robin Letter FORWARDING FOR INFORMATION	Thu 17:01
	Fw: Chief executive's bulletin - 13 November 2025 FORWARDING FOR INFORMATION	Thu 10:48
	Fw: GrantFinder - News alert: Small Capital Grants Available for Village Halls in Rural England FORWARDI...	Thu 09:25
	Fw: Kent Ramblers: Meeting for Footpath Volunteers FORWARDING FOR INFORMATION	Wed 18:21
	Fw: Agenda for DDC Town and Parish Council Meeting - Thursday 13 November 2025 - LGR FORWARDIN...	Wed 18:13
	2025 LGR Brief f...	
	Kent Ramblers: Meeting for Footpath Volunteers From: Kent Ramblers To: Parish and Town Council Conta...	Wed 16:20
	Fw: Events newsletter FORWARDING FOR INFORMATION	Tue 11/11
	Fw: Community Heat Networks - A free one hour event! FORWARDING FOR INFORMATION	Mon 10/11
	Fw: Agenda for DDC Town and Parish Council Meeting - Thursday 13 November 2025 FORWARDING FOR...	Fri 07/11
	Fw: ORDER ... RE: Account Form application FORWARDING FOR INFORMATION	Mon 03/11
	Order PC.pdf	
	Fw: Events newsletter FORWARDING FOR INFORMATION	Tue 04/11
	Fw: DOVER DISTRICT COUNCIL - Consultation - Draft Archaeology of Dover Supplementary Planning Docu...	Wed 05/11
	Fw: KALC NEWS NOVEMBER 2025 FORWARDING FOR INFORMATION	Wed 05/11
	Fw: Chief executive's bulletin - 6 November 2025 FORWARDING FOR INFORMATION	Thu 06/11
	Fw: KFO - Kent Christmas Countdown - Photo Request FORWARDING FOR INFORMATION If anyone has ...	Thu 06/11
	Fw: Agenda for DDC Town and Parish Council Meeting - Thursday 13 November 2025 FORWARDING FOR...	Fri 07/11
	Town and Paris...	
	Fw: Chief executive's bulletin - 30 October 2025 FORWARDING FOR INFORMATION	Thu 30/10
	Fw: New A20 lorry park FORWARDING FOR INFORMATION	Thu 30/10
	Fw: Chief executive's bulletin - 30 October 2025 FORWARDING FOR INFORMATION	Wed 29/10
	Fw: Dover District Council- Planning Application consultation on 25/01050 Subject: Planning Application ...	Tue 28/10
	ufm24_Standar...	
	Fw: KALC Minutes FORWARDING FOR INFORMATION	Sun 26/10
	Minutes -KALC ...	
	Re: Repairs to DDC buildings Receipt FORWARDING FOR INFORMATION	Sun 26/10
	Fw: KALC Autumn Events including our Annual Clerks Conference FORWARDING FOR INFORMATION	Fri 24/10
	Updates to your account, new features and it's survey time [#537408639] Dear Maureen,I would like to le...	Thu 23/10

Signed Chairperson
20th January 2026

INCOME/EXPENSE 18.11.25. 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					79,565.17					
22.10.25	GW Shelter Solutions	Bus Shelter B2011 Dover bound	5,783.50	1,156.70	6,940.20		R	BACS			
23.10.25	HMRC	PAYE	593.07		593.07		R	BACS			
27.10.25	GW Shelter Solutions	Bus Shelter B2011 Folkestone bound	5,783.50	1,156.70	6,940.20		R	BACS			
27.10.25	Harmer and Sons	Grass Cutting	761.25	152.25	913.50		R	BACS			
28.10.25	Staff Expenses	Broadband & Energy	25.00		25.00		R	BACS			
30.10.25	Kent Cables	Monthly SIM	37.50	7.50	45.00		R	DD			
31.10.25	Wellers Solicitors	Land Registry Search & Registration	24.00	1.00	25.00		R	BACS			
31.10.25	Stephen Huxtable	Grass cutting St Mary's Church	280.00		280.00		R	BACS			
31.10.25	Nat West	Liquid Manager A/c Interest	112.43			112.43	R	INT			
31.10.25	Nat West	Reserve A/c Interest	12.76			12.76	R	INT			
03.11.25	Gallagher	Additional cover 2 x Bus shelters	38.48		38.48		R	BACS			
05.11;25	HMRC	VAT Reimbursed	4,593.83			4,593.83	R	BACS			
05.11;25	Jati Lindsey Teak	2 x Benhes Clifftop	700.00	140.00	840.00		R	BACS			
07.11.25	Kent Cables	Monthly Contract	20.00	4.00	24.00		R	DD			
11.11.25	Various	Wreaths	80.00			80.00	R	BACS			
12.11.25	Viking	Ink Cartridges	90.56	18.12	108.68		R	BACS		In Hand	5.06
12.11.25	Robert Acton	Litter picker	57.00	11.40	68.40		R	BACS		Current A/c	4,563.54
18.11.25	Various	Adverts	80.00			80.00	R	BACS		Reserve A/c	1,609.15
18.11.25	Staff	Expenses **	174.26	32.07	206.33			BACS		Manager A/c	61,424.91
18.11.25	Staff	Salaries November	685.41		685.41			BACS			67,602.66
18.11.25	Staff	Salaries Award Back Pay Apr-Oct	298.70		298.70						
			20,231.25	2,679.74	18,031.97	84,444.19				Less Un-Reconciled	1,190.44
						66,412.22					66,412.22
**	Tree star topper	149.99									
	Lights for fence	14.39									
	Cable Ties	15.98									
	Cable Ties	5.99									
	Land Check Lorry Park	14.00									
	Hi viz jacket	5.98									
		206.33									

Signed Chairperson
20th January 2026