

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 20th JANUARY 2026

PRESENT: Cllrs; Alfsdotter, Harris, Leppard, Norris, K Pilcher, S Pilcher, Seager, Young and Community Warden Jan Henry,

1. APOLOGIES - Cllr. Lake, District Councillor Martin Hibbert and County Councillor Paul King.

2. DECLARATION OF PERSONAL INTERESTS:

Cllr. Alfsdotter on item under 6a - Planning Applications.

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.

- Further comments received on proposed Anaerobic Digester.
- Concerns expressed on vegetation cleared at Longships, Cauldham Lane.

4. MINUTES OF THE MEETING

The Minutes of the Meeting held 18th November 2025, were approved and signed as a correct record, by Chairperson, Cllr Seager. Proposed by Cllr. K Pilcher, seconded by Cllr. Alfsdotter and agreed by all present.

5. MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA

a) Flooding – Capel Street/Lancaster Avenue.

Cllr Norris reported: Surveys had been discussed in the last meeting and were progressing. Part will be a topographical survey, along the line of the flood alleviate drain where it passes down the side of the hall and into the recreation ground. No excavations or disturbance, ground levels and lifting manholes to take pipe levels. *Action/Resolution: Confirmation given, by those present, that the Parish Council had no objection to the survey crews undertaking those works at the recreation ground. There will also be some additional CCTV surveys.*

b) Gifted land on Clifftop

The two new benches now installed. *Action/Resolution: One memorial plaque fitted, the other, wording still being considered.*

Future of the location was discussed. *Action/Resolution: The following was agreed by all present in principle that no more benches at present, due to amount already in situ. An investigation of access suitable for all, should be considered, including that to the waste bin, with handrail, from roadside.*

c) Lighting Various (DDC): *Action/Resolution: Repairs to be chased again with DDC. Request to ask assistance of Cllr. Hibbert on this.*

d) Other

- As attached.
- Labels to be attached to new bus shelters indicating “funded by Government”, before grant funds released. *Action/Resolution: Community Warden offered to attach.*
- Grass verge outside Village Hall, damaged by concrete mixer delivering to a nearby property. *Action/Resolution: This had been checked following resident’s repair and was agreed by all, acceptable and would be monitored during growing season.*

6. PLANNING

a) Applications:

- Status of all pending applications, circulated and attached to minutes.
- Recent applications received. *Action/Resolution: Decisions made were agreed by all present.*

b) Other

Notes from meeting held with Councillors from Hougham Parish Council, on 600 proposed Lorry Park, attached.

7.

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

Community Warden reported on concerns raised regarding pony grazing on Old Dover Road. *Action/Resolution: This had been investigated by Police and the RSPCA notified.*

b) CCTV/ICT - Nothing reported.**c) Health and Safety** – Nothing reported.**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.*
- Repairs to hinges on both gates at junior play area, due to use/wear. *Action/Resolution: Agreed to accept a contractor's annual maintenance service in future.*
- Feedback on improvements to skate-park noted.

e) Highways and Traffic Management

- Highway Improvement Plan (HIP) – next review April 2026.

Action/Resolution: Additions to be added to Plan for consideration by Kent Highways.

- *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: Pothole repairs. *Action/Resolution: Councillor to wait until further work is done and then check again the surface work is carried out.*
- Vehicle activated signs (VAS), on New Dover Road (B2011): *Action/Resolution: Waiting installation date from Kent Highways. Request to change invoice due date.*
- Drop kerbs, Beatrice Road: Retrospective tactile paving and additional drop kerbs. *Action/Resolution: A scheduled date change for installation to March 2026.*
- Provision of diversion signage M20/A20, when Roundhill Tunnels closed. *Action/Resolution: Councillors to obtain photographic evidence to pursue.*

f) Public Rights of Way (PROW)

- Green Lane: Metal bollards broken and trip hazard (Capel Street junction). *Action/Resolution: Reported to KCC PROW for new bolts and padlocks.*
- Fly tipping on Green Lane (George Close location). *Action/Resolution: To be checked further by Cllr. S Pilcher and reported accordingly.*

g) Speed Watch

- No report, as no sessions undertaken, due to weather conditions.
- All results of sessions are available on Parish Council Website LINK: capellefernepc.org.uk

h) Events

- Afternoon Tea – *Action/Resolution: Venues and costs to be re-investigated.*

i) Capel Cares

- Continues to have 45+ guests attending coffee mornings.
- Fund raising and sponsorship of £200 donated to local young person, to support in the supply/delivery of 4x4 medical evacuation vehicles in Ukraine.

j) Grapevine Newsletter and social media

Delivery of next issue confirmed. *Action/Resolution: Cllrs. Norris and K Pilcher offered to help.*

k) Village Hall Management Committee (VHMC)

Councillors present agreed new hiring charges and annual agreement.

l) Training/workshops/seminars

- Digital Champion (Friend) seminar write-up attached,
- Two (2) Councillors attending a workshop at DDC offices on reviewing the Village Resilience Plan. *Action/Resolution: Request to ascertain who Resilience Plan should be shared with and how.*

m) District and County Councillor Reports

- District Councillor Martin Hibbert:

Emails received and forwarded with useful guide that Councillors should be made aware of on harassment, abuse, and intimidation.

Advice to visit the latest KCC update, especially the highways consultation section.

- County Councillor Paul King: Report received attached.

n) Other

- **KALC Annual Award:**

Decision already agreed and nomination submitted.

- **Devolved KCC Grounds Maintenance:**

Agreed by Councillors present, to continue. *Action/Resolution: Clarification to be submitted to KCC accordingly for 2026-2027 new Agreement and Appendix C - Health and Safety Self-Certification. Proposed by Cllr. Young, seconded by Cllr. Norris and agreed by all present.*

8.

CORRESPONDENCE

- StreetZ 2 StreetZ notification of Grapevine advert conclusion due to business sale.
- Campaign to Protect Rural England membership request. *Action/Resolution: Declined by those present.*
- Clerks and Councils Direct magazine
- Other items and list of emails and received were circulated. (*Attached*).

9.

DRAFT BUDGET and PRECEPT 2026-2027 as attached

a) Review and confirm salaries 2026/2027

Action/Resolution: Proposed by Cllr. Seager, seconded by Cllr. K Pilcher and agreed by all present, to increase salaries in line with National Joint Councils' Local government services pay agreement.

b) Review and confirm Grapevine advert charges 2026/2027

Action/Resolution: Proposed by Cllr. Young, seconded by Cllr. K Pilcher and agreed by all present, to a slight increase of £2 per advert, on 2 sizes, as follows:

GRAPEVINE ADVERTISING - 1st April 2026

Size 9cm x 3.5cm	£16.00 – no change
Size 9cm x 7cm	£25.00
Size 9cm x 13cm	£34.00
Size 20cm x 13cm	£40.00 (½ page) – no change

c) Agree Parish Precept 2026/2027

Budget presented. Three (3) options on rate of Precept level provided, reviewed and discussed.

Action/Resolution: Proposed by Cllr. S Pilcher, seconded by Cllr. Young and agreed by all present, to request option c, and to apply for precept of £65,000. This will represent expenditure estimate for 2026/2027. i.e. Band D Council Tax from £86.93 to £90.22 - (Increase of 3.78%, approx. £3.29 per annum, per household). Precept form signed by Chairperson Cllr. Seager and Clerk M Leppard.

10.

ACCOUNTS

➤ Income, Cheques and BACS payments: were approved and authorised (*Attached*).

Signed by the Chairperson Cllr. Seager, having been confirmed by Clerk/Responsible Finance Officer. Proposed by Cllr. Young, seconded by Cllr. Leppard, and agreed by all present, together with holding of funds for Capel Crafty Covers group, noted.

11.

MATTERS CONCERNING THE PARISH

a) Councillors' comments and "Wish List"

- Access to Land Clifftop and to waste bin, including handrail.
- Finger posts renewal, Albany Road to Old Dover Road.
- Parking on zig-zag lines at school.

b) Approve resolution to discuss any confidential issues on agenda item 13 – None.

12.

DATE OF NEXT MEETINGS

- Surgery on Tuesday, 3rd February 2026 at Farmers' Market, 10am to 12noon.
- Next Parish Councillors' meeting will be Tuesday, 17th February 2026, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

13.

CONFIDENTIAL ITEMS - None.

The meeting closed at 9.00pm.

ASSOCIATED DOCUMENTS FOR MEETING - TUESDAY, 20th JANUARY 2026.

AGENDA item 3	SURGERY and FEEDBACK
Anaerobic Digester	Additional comments.
Longships	Vegetation clearance.

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 Installation.
Retro Tactile paving Beatrice Road	KCC Order raised. Waiting Installation.
Power Network Street Pole damaged/rotten	Waiting replacement.
Various DDC streetlights not working	Manufacturer faulty lanterns. Waiting legal decision.
Faded white markings Courtwood Roundabout	Reported Kent Highways. Refs: 894337

AGENDA item 6a	PLANNING APPLICATIONS	JANUARY MEETING
CON/22/00043/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	DDC Outstanding conditions still to be met.
25/01024	28 Cauldham Lane Capel Le Ferne Folkestone CT18 7HG Single storey rear extension and extension to existing patio (Retrospective)	PERMISSION GRANTED
25/01087	Battle Of Britain Memorial New Dover Road Capel Le Ferne CT18 7JJ Installation of 2 shipping containers	PERMISSION GRANTED
25/01050	Land At Capel West Hougham Kent Scoping Opinion - Environmental Impact Assessment (HGV Parking Facility)	SCOPING REPORT COMPLETED
CON/23/00109/A	34 Cauldham Close Capel Le Ferne Folkestone Kent CT18 7HH Discharge of condition 3 (materials), condition 5 (storage of bicycles), condition 6 (landscaping) pursuant to application 23/00109 Erection of 4 dwellings with associated parking and relocation of access (existing dwelling demolished)	CONDITION DISCHARGED
25/01360	Capel Garage 30 Old Dover Road Capel Le Ferne CT18 7HN Erection of a dwelling with new vehicular access and associated parking (self build) (existing buildings to be demolished)	Awaiting decision DDC
25/01388	23 Beatrice Road Capel Le Ferne CT18 7LH Erection of a single storey rear extension with hipped roof and installation of solar panels (rear extensions demolished)	Awaiting decision DDC
25/01246	Great Cauldham Farm Cauldham Lane Capel Le Ferne CT18 7HQ Construction of an anaerobic digestion plant and associated infrastructure	Awaiting decision DDC
26/00020	38 Cauldham Lane Capel Le Ferne Folkestone Kent CT18 7HG Erection of rear extension to existing garage and conversion to home office.	Awaiting decision PC
26/00042	1A Helena Road Capel Le Ferne Folkestone Kent CT18 7LG Erection of rear dormer and extension and reconfiguration of existing front dormer. Erection of ground floor rear extension. Replacement window and doors. Installation of timber cladding and aluminium detailing.	Awaiting decision PC

AGENDA item 6b**PLANNING APPLICATIONS**

Meeting with Hougham Parish Councillors regarding proposed Lorry Park - 16th December 7.00pm

Attendees: Councillors Steve Green, Steve Oxenham, Peter Robinson, Philippa Seager and Keith Pilcher.

- Hougham Councillors explained that they had dual roles both as Parish Councillors and members of the Hougham 'Truck Off' Action Group.
- The Parish Council had certain protocols to follow but the Action Group gave them more freedom.
- They had met members of the GSE Group (Lorry Park proposers) and were somewhat surprised about their lack of knowledge of the area.
- Like us, Hougham Councillors were struggling to see how a Lorry Park would work in this location, being so close to Dover Harbour and were concerned about the long-term impact on the environment and HGV traffic in the area. From our perspective there could be an increase in HGV traffic through Capel village.
- In an effort to apply pressure the Action Group/Parish Council were lobbying members of DDC Planning Committee and have a meeting planned with Dover MP, Mike Tapp on the 19th December.
- They are also hoping to organise meetings with DDC Planning Department, Dover Town Council and Aycliffe Residents. The Action Group have a web page www.truckoff.org
- They have also produced a newsletter titled 'Protect Our Rural Landscape' (an electronic version will be forwarded to Maureen) and are organising a new Facebook page.
- Hougham Councillors are asking for the support of Capel Parish Councillors by lobbying members of the Planning Committee, Dover MP, etc, and by raising awareness with our Parishioners both via the Grapevine and online.
- We said that the item would be discussed with Councillors at our next Parish Council meeting on the 20th January 2026

AGENDA item 7e	HIGHWAY IMPROVEMENT PLAN (HIP)
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 7l Training/Workshops/SeminarsDigital Champion (Friend)

A session for Parish Councils about tackling digital exclusion, supporting residents who are isolated and benefitting community resilience.

Supporting through newsletters, village halls, coffee mornings and local networks etc.

Free training and resources available covering energy use in the home, signposting grants and eligibility, efficiency tips etc.

Good idea in principle. I am not sure about the uptake and actually letting the community know about it, and am concerned about being 'on tap' all the time once it is common knowledge.

I have not signed up to future training as I feel the commitment might be more than one person can cope with.

You are assigned a designated team member for the area you are dealing with. The Digital Friends webpage for Parish Councils who sign up to the network, will have access to free training and resources. A bespoke webinar series, an extension to the current Champion Connect webinars with guest speakers will also be available, depending on the number of Parish Councils that sign up.

AGENDA item 7m - Statement for the Parish Council Meeting from County Councillor Paul King

Thank you to all residents who have taken the time to share their views regarding the Lorry Park on the A20. I have forwarded the emails I have received to the relevant officers and will be responding personally in due course. As a member of the KCC Cabinet, I am pleased that, through the hard work of my Cabinet colleagues and our officers, we have been able to propose the lowest Council Tax increase in 12 years, at 3.99%.

This year's budget will be challenging, particularly in key areas such as Adult Social Care, Children's Services, and SEND home-to-school transport. However, in just eight months the administration has made significant progress in changing the culture at KCC. We have identified over £100 million in savings without reducing service provision, and we continue to develop plans to improve efficiency across our services.

In addition, more than 36,000 potholes have been repaired across the county.

I have recently moved into the role of Cabinet Member for Environment, Coastal Regeneration and Special Projects. A key priority in this role will be working closely with Dover District Council on a range of regeneration projects. If the Parish Council has any ideas or would like to be involved, I would very much welcome that engagement.

Kind regards Paul King, Cabinet Member for Environment, Coastal Regeneration & Special Projects

Kent County Council Councillor, Dover West

AGENDA item 7d

Recreational Facility Report

Date Inspected 08/12/25

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Children's Play Area	Roundabout	✓	✓	✓	✓	✓	N/A	✓	✓
	Toddler Swings	✓	✓	✓	✓	✓	N/A	✓	✓
	Junior Swings	✓	✓	✓	✓	✓	N/A	✓	✓
	Alpine Crossing	✓	✓	✓	✓	✓	N/A	✓	✓
	Multi-play	✓	✓	✓	✓	✓	N/A	✓	✓
	Balance Bar	✓	✓	✓	✓	✓	N/A	✓	✓
	Giant Steps	✓	✓	✓	✓	✓	N/A	✓	✓
	Perimeter fence	✓	N/A	✓	N/A	✓	✓	✓	✓
	Mystical World Unit	✓	N/A	✓	X	✓	N/A	✓	✓

Evidence of some subsidence below ladder on Mystical World. Tension slack on gate by football pitch

	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	✓	✓	X	✓	✓	✓	✓	✓
	Chest Press	✓	✓	✓	✓	✓	✓	✓	✓
	Seated Row	✓	✓	✓	✓	✓	✓	✓	✓
	Leg Press & Oblique	✓	✓	✓	✓	✓	✓	✓	✓
	Welcome Sign	✓	N/A	✓	N/A	✓	✓	✓	✓

Some paint damage on Junior Bike

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Skate Park	Beatrice Rd end Ramp	✓	✓	✓	✓	✓	✓	✓	✓
	Centre Ramp	✓	✓	✓	✓	✓	✓	✓	✓
	Elizabeth Drive end Ramp	✓	✓	✓	✓	✓	✓	✓	✓
	Grind Rail	✓	✓	✓	✓	✓	✓	✓	✓
	Bench	✓	✓	✓	✓	✓	✓	✓	✓
	Perimeter Fence	✓	N/A	✓	N/A	✓	✓	✓	✓
	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	X	✓
	BMX Jump Ramp	✓	N/A	✓	✓	✓	N/A	✓	✓
	BMX Slalom Poles	✓	N/A	✓	N/A	✓	N/A	X	✓
	MUGA	X	N/A	✓	✓	✓	N/A	✓	✓
	Pétanque 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		

Corrosion on MUGA structure. BMX DOUBLE RAMP Surface worn on double ramp but not serious.

Undergrowth needs cutting back on BMX Course

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Zip Wire Pétanque 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	X	N/A	✓	N/A	✓	N/A	N/A	✓
	Ramps and Platforms	✓	N/A	✓	N/A	✓	N/A	N/A	✓
	Support Structures	X	N/A	✓	N/A	✓	N/A	N/A	✓
	Ground Mats	✓	N/A	✓	✓	✓	✓	✓	✓
	Pétanque Court	N/A	N/A	N/A	✓	✓	N/A	✓	✓

Some minor damage on stop tyre, but still serviceable.

Pale blue spray paint graffiti on side panels

Signed Chairperson
17th February 2026

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.

This week			
My Community Voice Kent	Cannabis Grow Located [#597999962]	A suspected organised criminal operation has been disrupted near...	15/01/2026
Last week			
Laura Dyer	    Kent Reserves and Cadets Event - 24th February 2026	Dear Member, Please see attached an invitation fro...	09/01/2026
 Invitation - Ken...			
Last month			
Dover District Council	Housing Management Service Consultation: We'd Like to Hear From You! We're asking residents to share...		19/12/2025
Interpreting and Translatio...	Invitation to Register for the 2026 International Mother Language Day Conference and Celebration	Greeti...	12/12/2025
noreply-publictranspor...	 Kent Service Changes Bulletin - November & December 2025, January & February 2026	Bus services in th...	10/12/2025
 2025 11-02 Ke...	 2025 11-02 Ke...		
Florin Diaconu	 Marie Curie: Help Us Bring Comfort and Care to Local Families	Good morning, I hope this message finds ...	04/12/2025
2025			
Demelza	Can you help us bring sunshine in your local area this Christmas? 	Please help us to share our Christm...	27/11/2025
Fw: Invitation to Town and Parish Councils online Teams briefing: 4th February 4.30pm on the Council's lat...			
15/01/2026			
Fw: Chief executive's bulletin - 15 January 2026 FORWARDING FOR INFORMATION			
15/01/2026			
Fw: Training Bulletin - To all Clerks and Area Committee Chairs for circulating to all staff, chairs and council...			
13/01/2026			
Fw: You're invited to KALC's The Nuts and Bolts of Parish Councils - Online (19 January 2026) FORWARDER...			
13/01/2026			
Fw: NALC events FORWARDING FOR INFORMATION			
13/01/2026			
Fw: KALC NEWS - JANUARY 2026 FORWARDING FOR INFORMATION			
12/01/2026			
Fw: Find your 2026 Horizon sessions FORWARDING FOR INFORMATION			
09/01/2026			
Fw: Proposed Anaerobic Digestion Plant at Great Cauldham Farm FORWARDING FOR INFORMATION			
08/01/2026			
 Gt Cauldham - ...			
Fw: Beatrice Road - Dropped Kerb Pedestrian Crossing FORWARDING FOR INFORMATION			
08/01/2026			
Fw: Electrics for tree FORWARDING FOR INFORMATION			
07/01/2026			
Fw: INVITE - Community Resilience Plan Workshop – 2026 FORWARDING FOR INFORMATION			
07/01/2026			
 Community Re...			
Fw: Dover District Council's Draft Calendar of Council Meetings 2026/27 FORWARDING FOR INFORMATION...			
07/01/2026			
 CM2026-27 DR...			
Fw: funding opportunity FORWARDING THE FOLLOWING FOR INFORMATION THAT MAY BE USEFUL TO Y...			
06/01/2026			

Signed Chairperson
17th February 2026

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: NALC events FORWARDING FOR INFORMATION	06/01/2026
Fw: Agenda for meeting of 21st January 2026 FORWARDING FOR INFORMATION	05/01/2026
 Agenda Area C...  Minutes -KALC ...	
Fw: Hi Maureen, our chair has penned an open letter to parish and town councils. FORWARDING FOR INF...	05/01/2026
Fw: KALC Update Bulletin Week End 19 December 2025 FORWARDING FOR INFORMATION	29/12/2025
 xmascard2.pdf	
Fw: EXTERNAL - Report of a horse being kept in a garden FORWARDING FOR INFORMATION	29/12/2025
Fw: Events newsletter FORWARDING FOR INFORMATION	29/12/2025
Fw: Christmas Greetings FORWARDING FOR INFORMATION	19/12/2025
Fw: RSATG - Newsletter FORWARDING FOR INFORMATION	19/12/2025
 RSATG Newslet...	
Fw: Parish Bus Stop Shelter Grant 2025/2026 Ho, Ho, Ho, Yes, we have received confirmation of a Christm...	19/12/2025
 PBSSG Award L...  PBSSG Award L...  Branding Guid...	
Fw: Exclusive: Horizon 2026 Invite FORWARDING FOR INFORMATION	19/12/2025
Fw: Chief executive's bulletin - 18 December 2025 FORWARDING FOR INFORMATION	18/12/2025
Fw: Festive Message from the Chair of Dover District Council, Cllr-Susan Beer FORWARDING FOR INFOR...	17/12/2025
Fw: EXTERNAL - Letter from Chief Constable Jo Shiner FORWARDED FOR INFORMATION	17/12/2025
 CC Shiner Lette...	
Fw: Meeting re lorry park FORWARDING FOR INFORMATION From: Peter Robinson <peter40robinson@g...	17/12/2025
Fw:   Merry Christmas and a Happy New Year   FORWARDING FOR INFORMATION	17/12/2025
Jobs newsletter Hi Maureen, check out the latest job opportunities from the sector. ...	17/12/2025
Fw: The Circuit Newsletter – Winter edition FORWARDING FOR INFORMATION	16/12/2025
Fw: KCC consultations on yellow box junction enforcement in your area FORWARDING FOR INFORMATION	16/12/2025
Fw: Events newsletter FORWARDING FOR INFORMATION	16/12/2025
Fw: Season's Greetings from Gallagher FORWARDING FOR INFORMATION	15/12/2025
Fw: Parish Bus Stop Shelter Grant 2025/2026 (Folkestone Bound) FORWARDING FOR INFORMATION Also...	11/12/2025
Fw: Chief executive's bulletin - 11 December 2025 FORWARDING FOR INFORMATION	11/12/2025
Fw: Fw: Defibrillator, New Dover Road (B2011) FORWARDING FOLLOWING EMAILS FOR INFORMATION T...	09/12/2025
Fw: Events newsletter FORWARDING FOR INFORMATION	09/12/2025
Fw: Utility Aid - Smarter energy solutions FORWARDING FOR INFORMATION	08/12/2025
WASTE COLLECTION DATES ATTACHED ... CHRISTMAS & NEW YEAR collection calendar attached and no...	07/12/2025
Fw: Marie Curie: Help Us Bring Comfort and Care to Local Families FORWARDING FOR INFORMATION	04/12/2025
Fw: Chief executive's bulletin - 4 December 2025 FORWARDING FOR INFORMATION	04/12/2025
Fw: KALC NEWS - DECEMBER 2025 FORWARDING FOR INFORMATION	03/12/2025
Fw: KCC PARISH SEMINARS - OCTOBER 2025 FORWARDING FOR INFORMATION	02/12/2025
Fw: Events newsletter FORWARDING FOR INFORMATION	02/12/2025

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: Letter from CPRE Kent FORWARDING FOR INFORMATION And MEMBERSHIP DISCUSSION AT NEXT ...	02/12/2025
Non-Member ...	
Fw: Star Council Awards 2025/26 finalists announced today! FORWARDING FOR INFORMATION	01/12/2025
Fw: Chief executive's bulletin - 27 November 2025 FORWARDING FOR INFORMATION	27/11/2025
Fw: Your community winter guide 2025 FORWARDING FOR INFORMATION	26/11/2025
Fw: Local Government Reorganisation - Update FORWARDING FOR INFORMATION	21/11/2025
Fw: Useful Resource tools for LGR. FORWARDING FOR INFORMATION	21/11/2025
Fw: Meeting on 25/11/25 at 1000am re lorry park FORWARDING FOR INFORMATION	21/11/2025
Fw: INVITE - Community Resilience Plan Workshop – 2026 FORWARDING FOR INFORMATION	21/11/2025
Fw: PC MESSAGE FORWARDING FOR INFORMATION	20/11/2025
Fw: Chief executive's bulletin - 20 November 2025 FORWARDING FOR INFORMATION	20/11/2025
Fw: Christmas Tree 2025 - Capel-le-Ferne FORWARDING FOR INFORMATION	19/11/2025
Fw: Vehicle Activited Signs - Capel-le-Ferne FORWARDING FOR INFORMATION	19/11/2025
Fw: Proposals for a truckstop to support the cross-Channel ports FORWARDING FOR INFORMATION	19/11/2025
Capel 2pp A5 F...	
Re: PC MESSAGE This work will NOW take place on Tuesday, 2nd December 2025 between the hours of 8...	19/11/2025
Fw: Hi Maureen, voting is now open for our 2025 governance elections. FORWARDING FOR INFORMATION	19/11/2025
Valiant Sailor Invite Letter Please find attached, Invitation Letter from the new Management Team at The ...	19/11/2025
Capel Invite let...	
Fw: Drainage cleansing - Lancaster Avenue, Capel Le Ferne - 25th November 2025 FORWARDING FOR IN...	18/11/2025
Lancaster Aven...	
Fw: LGR - Info FORWARDING FOR INFORMATION	18/11/2025
Summary of th...	
Fw: Local Government Reorganisation FORWARDING FOR INFORMATION	18/11/2025
LGR-Engageme... technical-guida...	
Fw: Events newsletter FORWARDING FOR INFORMATION	18/11/2025

AGENDA item 8 Other items received

1. StreetZ 2 StreetZ notification of Grapevone Advert nd business sale.
2. Campaign to Protect Rural England membership description request
3. Clerks and Councils Direct magazine

DRAFT BUDGET 2026-2027			
AGENDA ITEM 9a		Review and confirm salaries 2026/2027	
Date	Description	Amount per annum	Hours per week
2025-2026	Litter Clearer	1,670.52	2.5 hours per week – SCP 07
2026-2027	Litter Clearer	1,807.00	2.5 hours per week – SCP 08
Date	Description	Amount per annum	Hours per week
2025-2026	Clerk	7,971.60	10 hours per week – SCP 18
2026-2027	Clerk	8,642.40	10 hours per week – SCP 19

AGENDA ITEM 9b		Review and confirm Grapevine advert charges 2026/2027	
GRAPEVINE ADVERTISING from 1st April 2025		GRAPEVINE ADVERTISING from 1 st April 2026	
Size 9cm x 3.5cm	£16.00	Size 9cm x 3.5cm	£16.00 no change
Size 9cm x 7cm	£23.00	Size 9cm x 7cm	£25.00
Size 9cm x 13cm	£32.00	Size 9cm x 13cm	£34.00
Size 20cm x 13cm	£40.00 (½ page)	Size 20cm x 13cm	£40.00 no change

AGENDA ITEM 9c Agree Parish Precept 2026/2027			
EXPENSES	ESTIMATE 2025/2026	PROBABLE 2025/2026	ESTIMATE 2026/2027
ADMINISTRATION			
Salaries	9,660	9,674	10,449
Expenditure -Ink cartridges, paper, gifts, computer repairs & anti-virus, website etc, Election and Members' Expenses, Hall Rent, Audit Fee, Insurance Premium, Training, Legal, Other.	10,000	6,953	10,000
SUB-TOTAL	19,660	13,674	20,449
LAND HOLDINGS			
Playing Field - rent	450	450	450
Playing Field & B2011 Mowing /bulb raking Cut back/removal of trees and other	10,000	9,381	10,000
SUB-TOTAL	10,450	9,831	10,450
PLAY EQUIPMENT, SEATS, HIGHWAY, ETC			
2025-26 Repairs and improvements - Tree work, Planters, Legal Fee Land, H&S Consultant	25,000	4,179	25,000
2025-26 Equipment - Laptop and Office 365, Benches, Bus Shelters		12,300	
Annual Inspection	350	320	350
SUB-TOTAL	25,350	16,799	25,350
OTHER			
Annual Waste Bin (Albany Road)	200	200	200
Grants - global sum (S137) (Wreaths and donations)	1,000	200	1,000
Village Newsletter	7,000	6,000	7,000
Events	2,000	200	2,000
SUB-TOTAL	10,200	6,600	10,200
EXPENSES TOTAL	66,660	46,904	66,449
INCOME			
History Book Sales	0	25	0
Bank Interest	2,000	1,360	1,500
Grapevine Paid Adverts	4,000	3,500	3,500
Other	0	0	0
LESS INCOME TOTAL	6,000	4,885	5,000
TOTAL	60,660	42,019	61,449
	ESTIMATE 2025/2026	PROBABLE 2025/2026	ESTIMATE 2026/2027

AGENDA ITEM 9c <i>Agree Parish Precept 2026/2027</i>		BALANCES
	Balance b/fwd 2024/2025	43,006
	Rate Precept 2025/2026	60,660
	TOTAL INCOME	103,666
LESS	Expenditure (probable) 2025/2026	42,019
	Balance carried forward 2026/2027	61,647
LESS	Expenditure (estimate) 2026/2027	61,449
	Project Balance in hand	198

AGENDA ITEM 9c <i>Agree Parish Precept 2026/2027</i>	2025/26	Option A 2026/27	Option B 2026/27	Option C 2026/27
(1) TOTAL RESOURCE REQUIRED	60,660	60,660	62,629	65,000
(2) TOWN/PARISH GRANT	0	0	0	0
1-2=3	60,660	60,660	62,629	65,000
4 (Tax Base)	697.83	720.45	720.45	720.45
3/4	86.93	84.20	86.93	90.22
PERCENTAGE INCREASE/DECREASE	21.14%	-3.14%	0.00%	3.78%

AGENDA item 11a	WISH LIST
5 a-side flood lighting - Playing Field	
More lights - Old Dover Road	
Signage Capel Street junction Hockley Sole	
Double yellow lines/stop signs - Junction Alexandra/Victoria Road	
Lorries in Layby - Outside old Café, just before Royal Oak (Dover bound)	

AGENDA item 10

INCOME/EXPENSE 20.01.26. 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					66,412.22			
24.11.25	Dover District Council	Grapevine Printing	550.00		550.00		R	BACS	
24.11.25	K Pilcher	Gift expenses	10.00		10.00		R	BACS	
25.11.25	E Clough	Christmas Tree	126.00	25.20	151.20		R	BACS	
28.11.25	Staff Expenses	Broadband Energy	25.00		25.00		R	BACS	
28.11.25	Nat West Interest	Manager A/c	93.43			93.43	R	INT	
28.11.25	Nat West Interest	Reserve A/c	2.21			2.21	R	INT	
01.12.25	KALC	Incorrect invoice	0.00		60.00	60.00	R	BACS	
01.12.25	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD	
08.12.25	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD	
10.12.25	Dover District Council	Grapevine Printing	550.00		550.00		R	BACS	
10.12.25	Bright Idea	Defibrillator repair	137.50	27.50	165.00		R	BACS	
17.12.25	Staff	Salaries December	685.61		685.61		R	BACS	
19.12.25	B Young	Grounds	60.00	12.00	72.00		R	BACS	
22.12.25	Capel Groundworks	Benches installation	895.00	179.00	1,074.00		R	BACS	
29.12.25	Staff Expenses	Broadband & Energy	25.00		25.00		R	BACS	
30.12.25	Dover District Council	Ground Rent Field	112.50		112.50		R	SO	
30.12.25	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD	
31.12.25	Nat West Interest	Reserve A/c	18.56			18.56	R	INT	
31.12.25	Nat West Interest	Manager A/c	76.20			76.20	R	INT	
06.01.26	Crafty Covers	Funds for banking	50.00			50.00	R	BACS	
07.01.26	R Berryman	Benches installation	797.50			797.50	R	CR	In Hand
07.01.26	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD	Crafty Covers
14.01.26	Primary Technologies	Annual Website	304.50	60.90	365.40			BACS	Current A/c
20.01.25	Various	Wreaths	40.00			40.00	R	BACS	Reserve A/c
20.01.25	Various	Adverts	1,255.00			1,255.00	R	BACS	Manager A/c
20.01.25	Staff	Expenses **	82.10		82.10			BACS	65,186.81
20.01.25	Staff	Salaries January	685.61		685.61			BACS	Un-Reconciled
			6,816.72	327.60	4,751.42	68,805.12			
**						64,053.70			64,053.70
File dividers, stickers, pockets.		24.34	Land Registry Checks		28.00				
Amazon Business delivery		11.99	Bus shelter labels		17.77	82.10			

Signed Chairperson
17th February 2026