

CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council - Maureen Leppard

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THE MEETING OF THE PARISH COUNCIL WILL BE HELD ON
THURSDAY, 25th NOVEMBER 2021, AT 7.30PM
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE, CT18 7LX
AGENDA

1.	To RECEIVE Apologies for absence
2.	To RECEIVE any Public Address to Councillors & Feedback (10-15 minutes)
3.	To APPROVE <ul style="list-style-type: none"> • Minutes of the meeting held on 23rd September 2021- (<i>Draft attached pages 2-6, already circulated</i>)
4.	To DECLARE any personal interests in items on Agenda
5.	To DISCUSS matters arising from minutes or not covered elsewhere on agenda
6.	To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> a) Applications b) (HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation c) Other
7.	To RECEIVE Delegates and any other working parties or sub-committee reports not covered elsewhere <ul style="list-style-type: none"> a) Neighbourhood Watch b) Playing Field ▪ Equipment Status (<i>attached page 7</i>) c) Highways ▪ Highway Improvement Plan ▪ Dover Hill improvements d) Public Rights of Way e) Speed Watch f) Queen's Platinum Jubilee g) Resilience Plan h) Capel Cares i) Grapevine Newsletter j) Village Hall k) Training/Workshops/Seminars l) District Councillor and/or County Councillor David Beaney m) Other ▪ Noticeboards
8.	To RECEIVE and DISCUSS Correspondence <ul style="list-style-type: none"> • 2022 KALC Community Awards Scheme
9.	To RECEIVE, APPROVE and AUTHORISE - BACS payments and SIGN Cheques
10.	To RECEIVE and DISCUSS Any Other Business concerning the Parish <ul style="list-style-type: none"> a) Councillors' comments b) Approve any resolutions for discussion in confidential items in agenda item 12
11.	To CONFIRM date of next meeting - (<i>Tuesday, 18th January 2022 – Small Hall</i>)
12.	To RECEIVE and DISCUSS confidential items approved by resolution in item 10b

Signed  Parish Clerk).

LIST OF ITEMS NOT ON AGENDA – PENDING OR UNRESOLVED

1. WW1 Memorial Benches - (*Deferred to a later date*)
2. WW1 Airfield Memorial at The Royal Oak – (*Airfields of Britain Conservation Trust – Spring 2022*)
3. Training and Development Policy and Data Protection Policy - (*Waiting Clerk to update*)
4. Site at Western Heights & Farthingloe - (*Waiting Dover District Council*)
5. School 1st Aid Training - (*Deferred to a later date*)
6. Public Spaces Protection Order 2018 Dogs on Leads Areas - (*Dover District Council – 2022*)
7. New Waste Bins, New Dover Road - (*Deferred to a later date*)
8. New Play Equipment Expression Swing - (*Deferred to a later date*)
9. Improvements to Playing Field surface - (*Deferred to a later date*)
10. Footpaths North New Dover Road - (*Waiting Kent Highways*)

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 23rd SEPTEMBER 2021

Present: Cllrs; Greening, Holliday, Lake, Leppard, Pilcher, Seager, and Young, together with Community Warden Janice Henry and District Councillor Martin Hibbert

1. **APOLOGIES** – Cllrs: Alfsdotter and PCSO Megan Keehner.

2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**

Public addressing the members, should be on this item on agenda only and not during other discussions during the meeting. Items raised are discussed by Councillors under related entries on Agenda.

- a) Surgery feedback; Hay blocking drains Capel Street; Black Bags for litter clearance; Sponsors for Planters Winehouse Lane; Future of Café and Pathway repairs completed; Resurfacing Lancaster Avenue.
- b) Other. None

3. **MINUTES OF THE MEETINGS**

- The Minutes of the Meeting held on 29th July 2021 were approved and signed as a correct record by the Chairperson, Cllr. Philippa Seager, proposed by Cllr: Lake, seconded by Cllr: Pilcher and agreed by all.

4. **DECLARATION OF PERSONAL INTERESTS**

- None.

5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**

- Green Waste – Folkestone and Hythe due to return, hopefully Dover will follow.
- Defibrillator installation complete and registered online.
- Tables and benches at playing field pressure washed.

6. **PLANNING.**

a) **Applications.**

21/01099, Proposed first floor extension and alternations, 27 Cauldham Close, Capel-le-Ferne, CT18 7HH. Action/Resolution: Application refused.

21/01154, Erection of a single-storey side extension (existing conservatory to be demolished), Elstree, 4 Clarence Road, Capel-le-Ferne, CT18 7JU

Action/Resolution: Permission Granted.

21/01335, Certificate of Lawfulness (existing) for the continued use of the amenity area, Varne Ridge Caravan Park 145 Old Dover Road Capel Le Ferne CT18 7HX

Action/Resolution: Awaiting Decision from Dover District Council.

21/01312, Erection of single storey rear and side extensions incorporating integral garage, front porch roof covering and insertion of 1no. rooflight to front elevation (existing garage, front porch and conservatory to be demolished), Pandora 5 Avondale Road Capel Le Ferne CT18 7LE

Action/Resolution: Awaiting Decision from Dover District Council.

21/01287, Erection of two-storey and single-storey side/rear extensions (existing conservatory to be demolished), 5 Elizabeth Drive Capel Le Ferne CT18 7NA

Action/Resolution: Awaiting Decision from Dover District Council.

21/01445, Erection of a first-floor rear extension, 33 Capel Street Capel Le Ferne CT18 7LY

Action/Resolution: Awaiting Decision/Reply from Parish Council.

21/01406, Variation of Condition 2 (commencement dates) of planning permission DOV/19/00669 to clarify the period relating to commencement of the development (application under Section 73), Land Between Nos 107 And 127 Capel Street Capel Le Ferne

Action/Resolution: Awaiting Decision/Reply from Parish Council.

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

Still waiting Phase 2 consultation notification from Dover District Council.

7. DELEGATES' REPORTS

a) Neighbourhood Watch

PCSO Megan Keehner and Community Warden Jan Henry

- PCSO Report for August had been circulated to members and on Website/Facebook Page/Email database for information.
- Joint patrols continue when shifts allow.
- Roof scam reported by resident in village, being followed up by Community Warden and resident being supported.

b) Play equipment

- Equipment Status
 - Annual RoSPA Inspection completed and report received. Items noted.
 - Self-closing hinges to gates on play area and skate-park areas waiting installation.
 - New toddlers play equipment unit: Contractor waiting steel supplies. Anticipated installation early December.
 - Replacement of soft wet-pour surfaces in junior play area with various colours completed. Roundabout was additional with complete area replacement and not edges as planned, due to surface problems when removed.
 - Zip-wire reported issues reported: A new trolley unit required and quote received from Wicksteed for £731.00. *Action/Resolution: This was approved, proposed by Cllr: Greening, seconded by Cllr: Young and agreed by all present. Guarantee on work to be checked.*
 - Corrosion to paintwork reported to some equipment: *Action/Resolution: To address this in the Spring next year for repainting.*
 - Report of a second gate in skate-park suggestion, in cases of bullying, was discussed. *Action/Resolution: Councillors felt this an un-necessary expense, as users can jump fence if needed, as was proved when area was closed off recently.*

c) Highways

Highway Improvement Plan in the Village

Working Party meeting held and reported the following:

- Amended Highway Improvement Plan forwarded to Kent Highways.
- Costings received from Highways were received by all Councillors, with pro-forma costs involved of £7,390.31 (to be amended).

Action/Resolution: Costings, discussed and were proposed by Cllr: Greening, seconded by Cllr: Lake and agreed, in principle, by all present. A Highway Principal Designer will be assigned to project manager and carry out site surveys for the following:

Capel Street

- Dragons Teeth on entrance
- Signposts and 20mph repeaters
- Lay 25m of double yellow lining, junction with B2011

Other Roads

- Lay 11no. (not 22), 20mph speed limit roundels in carriageway.

To be pursued further:

- Footpath in Capel Street from just North of Capel Primary School to The Winehouse Lane/ Hurst Lane
- Re- introduction of 'Cats Eyes' or the modern equivalent reflective material on the B2011.

Pending

- Overnight parking on Old Dover Road: to be monitored further before pursuing any restricted use.
- Hedge top Capel Street/junction B2011: to be maintained with another annual trim to keep under control. *Action/Resolution: Quotation to be obtained for approval.*

d) Public Rights of Way

- Summer maintenance completed by KCC, albeit a little late.
- Paragliding activities checked and does not interfere with footpath.
- Stripped vegetation and soil/rubble tipping on clifftop land, Old Dover Road/junction with B2011. *Action/Resolution: To be investigated on whether it is a Site of Special Scientific Interest (SSSI) and will be pursued further.*

e) **Speed Watch**

- Monthly statistical report read out to members. Details on all sessions available on Parish Council website.
- Volunteers have been very keen and many sessions undertaking.
- New sites being used, together with others to maintain continuity on checks in Capel Street, New Dover Road and Old Dover Road.
- Purchase of sack-barrow to transport heavy equipment. *Action/Resolution: this has now been acquired and donated by a volunteer.*
- Request to ask Police Officer to attend a meeting to answer volunteer's enquiries. *Action/Resolution: Use of Hand-held Radar Equipment etc. Other events to be arranged.*

f) **Queen's Platinum Jubilee 2022**

Working Party meeting held and reported the following:

- Bunting being made by ten (10) volunteers to date.
- Street Party Plans underway for Sunday, 5th June 2022.
- Costings for Plans to be presented at next meeting.
- Queen's Green Canopy of planting on Playing Field free of charge saplings from Woodland Trust. *Action/Resolution: 105 Saplings to be requested; to be planted on Beatrice Road boundary; planted by Primary School children and volunteers; Clerk to submit application.*
- All proposed plans to be advertised in Grapevine Newsletter.

g) **Resilience Plan**

This is a document to be used in case of any "Major Village Emergency", which will provide the community with details of who to contact if needed. *Action/Resolution: Cllr: Seager is continuing to update the Plan in conjunction with Clerk, to fill in blank spaces and to notify those involved on any commitments. Use of resources and table-top exercise on how it can be improved to be considered following completion.*

h) **Neighbourhood Plan**

Following discussion, it was felt by those members present, this was a long process to undertake and when attempted previously, there was a lack of enthusiasm by residents. It was considered that very little can be obtained by having this Plan. *Action/Resolution: Councillors decided not to peruse this, but would be more beneficial to revisit the Village Action Plan already in existence.*

i) **Maintenance of large Hedge top of Capel Street, junction with B2011**

This requires annual trimming maintenance to keep under control to prevent encroachment on footpath. *Action/Resolution: Quotation to be sought and approved accordingly by members.*

j) **Capel Cares**

Coffee Mornings at the Village Hall (small room), proving to be very popular and will continue on first Friday of each month, 10am-12noon. Use of Village Hall, with Pre-school now using Hall, will be monitored and reported back at next meeting.

The group continues to help and assist the community where required.

k) **Grapevine Newsletter**

The new format of colour edition discussed. It was reported an increase in cost per month was £158 and many residents had expressed their opinions they prefer. *Action/Resolution: It was agreed by all present to continue producing the newsletter in colour.*

l) **Village Hall Management Committee**

Enquiry noted on if there are any plans for extending the Village Hall.

m) **Training/workshops/seminars**

Received and circulated to Councillors and some attended online by either Councillors or Clerk;

n) **District Councillor Martin Hibbert**

- Good communication considered to be important
- Veolia appear to be improving with a full compliment. It is hoped this will result in green waste collections being revisited.
- Councils are continuing to rebuild following unprecedented times.
- Suggestion to attend the Parish Council surgeries was addressed and will be revisited in the new year, when monthly sessions are taking place.

County Councillor David Beaney: No report.

o) **Other.**➤ **Remembrance Day** – 11th November 2021.

Wreaths have been ordered and received. *Action/Resolution: Cllr: Pilcher to remove last years from Memorial.*

Format for the event to be organised as held previously. *Action/Resolution: Cllr: Pilcher to arrange public address system. Clerk to arrange programme.*

➤ **Defibrillators**

Training for public to be investigated further to be held on a weekday in evening.

8. CORRESPONDENCE

Other items received: - List of email items received attached and circulated, Local Community Ad Magazine, Elan City – Traffic Control and PA Systems, Clerks and Councils Direct Magazine.

9. CHEQUES/BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

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

Signed by the Chairperson, Cllr. Seager, having been confirmed by Clerk/Responsible Finance Officer.

INCOME/EXPENSE 29.07.21. to 23.09.21. 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				74,867.54			
29.07.21	Village Hall	Flyer in Grapevine	55.00			55.00	R BACS		
01.08.21	Kent Cables	Monthly Contract	37.50	7.50	45.00		R BACS		
02.08.21	Harmer & Sons	Grounds Maintenance July	567.50	113.50	681.00		R BACS		
09.08.21	Kent Cables	Monthly SIM	19.20	4.80	24.00		R DD		
17.08.21	Staff	Salaries August	520.74		520.74		R BACS		
17.08.21	London Hearts	Defibrillator and Cabinet	1,186.00		1,186.00		R BACS		
23.08.21	TSC Pressure Washing	Cleaning benches	180.00		180.00		R BACS		
26.08.21	Harmer & Sons	Grounds Maintenance August	567.50	113.50	681.00		R BACS		
31.08.21	Staff	Expenses: Broadband & Energy August	18.00		18.00		R SO		
01.09.21	Kent Cables	Monthly Contract	37.50	7.50	45.00		R DD		
08.09.21	Play Safety	RoSPA Annual Inspection Play Equipment	268.50	53.70	322.20		R BACS		
06.09.21	Stephen Huxtable	St Marys Church grass cutting July/ Aug	240.00		240.00		R BACS		
07.09.21	Kent Cables	Monthly SIM	19.20	4.80	24.00		R DD		
16.09.21	PKF Littlejohn	Audit Fee AGAR 2020-2021	200.00	40.00	240.00		R BACS		
17.09.21	Dover District Council	Grapevine Print August	550.00		550.00		R BACS		
20.09.21	Capel Groundworks	Installation of soft play – balance	6,904.50	1,380.90	8,285.40		R BACS		
22.09.21	Viking	Ink Cartridges, Paper and Clipboards	85.07	17.01	102.08		R BACS	Cash/Chq in Hand	1.56
22.09.21	Staff Expenses	Garden Vouchers £50, Wreaths, £101.25	151.25		151.25		BACS		
22.09.21	Staff Salaries	September	520.74		520.74		R BACS	Reserve A/c	45,400.57
22.09.21	Streetz 2 StreetZ/P Relf	Adverts	76.00			76.00	R SO	Current	727.90
22.09.21	Various	Adverts	505.00			505.00	R BACS	Project	15,709.63
22.09.21	Nat West	Interest Reserve account	1.28			1.28	R BACS		61,839.66
					13,816.41	75,504.82		Less Un-Reconciled	151.25
Projects:									
> Toddler Climbing Frame 12,700									
> Self-closure Gate Hinges £930									
						61,688.41			61,688.41
Other									
									45,978.78
TOTAL									61,688.41

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

- Concerns expressed on increase in HGVs using Capel Street noted. Probably due to harvest season with transportation to farms.
- Enquiries requested on future of properties on Old Dover Road; Cliff-top Café, Lighthouse Inn and Boarded up Bungalow. *Action/Resolution: Clerk to make investigations on Café; Lighthouse Inn owner already contacted, but not answered correspondence; Bungalow owner entered a care home and has since sadly passed away.*

b) Approve resolution to discuss any confidential issues – None**11. DATE OF NEXT MEETING**

- THURSDAY, 25TH NOVEMBER 2021 at 7.30pm in the large hall
- Monthly meetings to resume in January 2022.
- *Action/Resolution: Clerk to enquire on availability of Hall (small room) for 3rd Tuesdays.*

12. CONFIDENTIAL ITEMS - None.

Recreational Facility Report							Date Inspected 11/10/21		
	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	√	√
	Multiplay	X	√	X	√	√	N/A	√	√
	Balance Bar	√	√	√	√	√	N/A	√	√
	Giant Steps	√	√	√	√	√	N/A	√	√
Perimeter fence		√	N/A	√	N/A	√	√	√	√
Comments Some minor corrosion on multi-play structure									
	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	√	√	X	√	√	√	√	√
	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	√	√	√	X	√	√	√	√	√
Welcome Sign		√	N/A	√	N/A	√	√	√	√
Comments Some minor corrosion on leg press and shoulder press									
	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	√	√	√	√
Comments									
	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	√	X	√	N/A	√	√
	Petanque court	√	N/A	√	√	√	√	√	√
Litter Bins		√	N/A	√	N/A	√	N/A	√	√
Village Hall Defibrillator		Batteries installed for 5 years			27/03/18	Check Unit	√	Check Pad Date	√
Shop Defibrillator		Battery expiry January 2026				Check Unit	√	Pad Expiry	19/06/25
Comments BMX DOUBLE RAMP Surface worn on double ramp but not serious. Some minor corrosion on steelwork of MUGA									
	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	√
	Ground Mats	√	N/A	√	√	√	√	√	√
Petanque Court		N/A	N/A	N/A	√	√	N/A	√	√
Comments									