

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 15th MARCH 2022

Present: Cllrs; Alfsdotter, Greening, Holliday, Lake, Leppard, Norris, Pilcher, Seager and Young, together with Community Warden Jan Henry, District Councillor Hibbert and five (5) members of the public.

1. **APOLOGIES** – PCSO Megan Keehner.

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.

Surgery feedback

- Constant speeding of vehicles in Capel Street.
- Community involvement in help for refugees from Ukraine.

Other

- Residents addressed members on “The Homes for Ukraine” Government incentive, to be extended in our community. This would be registering as an organisation and to encourage, via publication, for residents to do the same as individuals if they are able to register or offer sponsorship, or offer a room or facilities. *Action/Resolution: Agreed to register the Parish Council on Government and Global Sanctuary websites and to form a working party to carry forward. This was agreed to be Cllr. Seager, with residents; Jan Milliken and Mr and Mrs Wheeler. Donations of clothes, toys and contacts with Church and School would be on their agenda. Advertising future activities, when discussed and decisions made, would be relayed to Clerk for inclusion in Grapevine Newsletter, social media and by email database.*
- Resident addressed members on “Overgrown Green Lane”. It was reported that many of the trees are smothered in ivy and surface vegetation out of control. *Action/Resolution: Cllr. Lake agreed to take this forward by initially contacting Kent County Council Public Rights of Way on; viability of forming a community working party, what permission is required from land owners etc., Health and Safety implications and future “memory” tree planting.*

3. **MINUTES OF THE MEETINGS**

- The Minutes of the Meeting held on 15th February 2022, were approved and signed as a correct record by the Chairperson, Cllr. Seager, proposed by Cllr. Young, seconded by Cllr. Holliday and agreed by all.

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

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

- a) Grass verge parking on New Dover Road (B2011) – Reported to Kent Highways, who have issued letters to residents in area affected.
- b) Hedge, New Dover Road – Reported to Kent Highways, who issued owner notification to cut back from footpath. They will continue to monitor.
- c) Noticeboards – Primary School and Amin Stores agreed to take responsibility of those outside their premises. Board not required by Church outside. *Action/Resolution: Since meeting the suggestion to recycle the Church board. This has now been claimed and will be relocated to Greenview Nursery by Capel Groundworks, together with removal and disposal of board outside Village Hall, at no cost, providing no major surface reinstatement is required.*

Signed Chairperson
Date: 19th April 2022

6. PLANNING.**a) Applications.**

- 22/00001, Erection of single storey side and rear extensions, insertion of 2no. rooflights to existing roof, formation of a vehicular access and associated parking (existing rear extension to be demolished, part front hedge to be removed), 199 New Dover Road Capel Le Ferne CT18 7JD
Action/Resolution: Granted Planning Permission.
- 22/00154, Certificate of Lawfulness (existing) for the continued occupation of caravans from 1st March to 31st January the following year (except resident warden's caravan) in breach of planning permission DO/90/00551, Varne Ridge Caravan Park 145 Old Dover Road Capel-Le-Ferne CT18 7HX
Action/Resolution: Granted Permission.
- 22/00043, Reserved matters application for approval of landscaping, layout, scale and appearance pursuant to outline application DOV/19/00669 for of 34 dwellings, Land Between Nos 107 And 127 Capel Street Capel Le Ferne
Action/Resolution: Waiting Dover District Council decision.
- 22/00143, Erection of a detached dwelling, detached garage with office over, new vehicular access and associated parking, Land Adjoining Cilcain Winehouse Lane Capel Le Ferne CT18 7HU
Action/Resolution: Waiting Dover District Council decision.
- 22/00173, Conversion of garage to annexe for ancillary use (retrospective), 118 Capel Street Capel Le Ferne CT18 7HB
Action/Resolution: Waiting Dover District Council decision.
- 22/00335, Erection of 2 no. detached dwellings, boundary fence, turning area, new driveway, and associated parking (existing store and green house to be demolished), 127 Capel Street Capel Le Ferne CT18 7HA
Action/Resolution: Waiting Parish Council decision.

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

Still waiting Phase 2 consultation notification from Dover District Council, expected early Summer 2022.

7. DELEGATES' REPORTS**a) Neighbourhood Watch**

- PCSO Megan Keehner and Community Warden Jan Henry
 - Surgery held on 15th March at Farmers' Market.
 - Community Warden/PCSO still working with a vulnerable member of the village and requested that any concerns on this person should be reported to Kent Police via 101 or online, to gain evidence.
 - Concerns on leaflets delivered by a suspicious window company. Continue to advise to "say no to cold callers".
 - Lorries travelling Capel Street at all times of day and more disconcerting, in the early hours of mornings. *Action/Resolution: To inform Dover District Council and Kent County Council of the issue.*
 - Concerns received on deterioration of Lighthouse Inn, Old Dover Road. Owner not replied to past letter sent on requesting future plans. *Action/Resolution: To inform Dover District Council under the "Empty Prosperities/Businesses".*

b) Play equipment

- Equipment Status already circulated. (Page 5).
- New toddlers play equipment unit: Installed. Missing stud noted and waiting replacement. Concerns on lack of drainage holes on flat surfaces notified to Wicksteed and waiting response.
- Slide rails refurbishment: Quotation received for £843 plus VAT. *Action/Resolution: Proposed by Cllr. Greening, seconded by Cllr. Young to accept, was agreed by all.*
- Chipped paint on Gym Equipment noted. *Action/Resolution: TGOGC to be requested to rectify on next maintenance visit.*

c) Highways

- Highway Improvement Plan in the Village
 - HIP document to be updated by the Highway working party of Cllrs; Alfsdotter, Greening, Pilcher and Seager.
 - Still waiting response on petition submitted regarding Dover Hill improvements.

Signed Chairperson

Date: 19th April 2022

d) **Public Rights of Way**

- Pathways beginning to dry out.
- Lost dog incident over cliff top in Old Dover Road discussed.
- Tyres fly-tipped on Warren footpath, removal in progress. Closure of path will take place whilst repairs are carried out to safety fencing, broken by fly tip incident.
- Report received on two tree trunks on footpath from Winehouse Lane to Satmar.

e) **Speed Watch**

- New Speed Indicator Device waiting delivery. New camera and remote controllers for cameras now received and in operation. *Action/Resolution: Recruitment for more volunteers to be continued, so more sessions can be held. Cllr. Greening agreed to encourage volunteers, by email, to carry out sessions.*

f) **Events**• **Afternoon Tea**

Thanks expressed to everyone who organised this event. Appreciation and thanks received from volunteers.

• **Queen's Platinum Jubilee 2022**

Street party now arranged to take place in Village Hall Car Park, Vendors booked, to be parked in Lancaster Avenue.

- Battle of Britain beacon lighting and procession from Village Hall arranged. Hand-held flags and T-Lights ordered and received. Folkestone 99 ATC agreed to accompany procession, donation to be arranged was agreed.
- Commemorative mugs for presentation to Primary School children ordered and arrived. Sample shown to Councillors. Discussion on ordering more to sell, was discussed and agreed. *Action/Resolution: Clerk to order further 100 with a change of wording, i.e., "Capel-le-Ferne commemorating etc."*
- 105 Sapling Trees received and ready for planting in Playing Field. *Action/Resolution: Cllr. Seager to contact School and Mick Marshall to arrange date and time to plant. Cllr. Young asked on professional opinion on which trees to plant and where to locate.*

g) **Resilience Plan**

Plan waiting confirmation of named businesses/individuals for clarification as to their inclusion.

Action/Resolution: Clerk to contact Fire and Rescue Initiative on new updated map on location of Fire Hydrants for inclusion. The Plan continues to be ongoing.

h) **Capel Cares**

Monthly Coffee Mornings continue to be well supported.

Fund raising raffles also taking place.

i) **Grapevine Newsletter**

No report.

j) **Village Hall Management Committee**

WiFi installation delayed, due to lack of telephone line to Hall.

Full report in Grapevine Newsletter.

k) **Training/workshops/seminars**

Received and circulated to Councillors.

Cllr. Seager attending an online Planning webinar.

l) **District Councillor Martin Hibbert:**

- Waiting meeting with DDC Cllr. Bates on update on procedures and to answer questions on TAP.
- A2 road/roundabouts upgrades reported.
- Notification on bus funding is available. Although not related to Capel services.
- Request was made to share Speed Watch equipment with Alkham Group. *Action/Resolution: This was considered by Council Members and agreed, it was not a good idea, due to our very active Capel Team constantly using and needing the machines, especially with the future plans to use both machines either side of roads to record speeders both directions of highway.*

County Councillor David Beaney: No report.

m) **Other.**

- None.

Signed Chairperson

Date: 19th April 2022

8. CORRESPONDENCE

- Request received to consider donation to St Mary's Church for grass maintenance for another year. *Action/Resolution: Agreed by all.*
- Cllr. Pilcher suggested that the Clerk's monthly expense amount for Broadband and Energy be increased. *Action/Resolution: Proposed by Cllr. Pilcher, seconded by Cllr. Lake to increase from £18 to £25 per month. This was agreed by all.*
- Request received to make a donation to Kent, Sussex and Surry Air Ambulance. *Action/Resolution: An amount of £300 was suggested. This was proposed by Cllr. Greening, seconded by Cllr. Young and agreed by all.*
- **Other items received:**
List of email items received was circulated as attached. *(Page 6)*

9. CHEQUES/BACS PAYMENTS

The attached cheques and BACS payments were approved and authorised: *(Page 7)*

Proposed by Cllr: Greening, seconded by Cllr: Young and agreed by all present.

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

Action/Resolution: Following meeting, alterations noted on incorrect VAT calculations. Adjusted on Income and Expenditure monthly report.

10. MATTERS CONCERNING THE PARISH

a) **Councillors' comments** –

- Cllr. Holliday further brought to the attention of members, the need to make community aware of the Heritage Tax Levels with the majority of properties in the community now showing to be within this bracket. There was no alteration to this until 2026 by Government.
- Request to notify Kent Highways that all white lines at road junctions and in need of reinstatement. *Action/Resolution: Clerk to report online.*
- Absence of reports from County Councillor noted. *Action/Resolution: Clerk to enquire if a report could be emailed for meetings, if not attending.*

b) **Approve resolution to discuss any confidential issues** – None

11. DATE OF NEXT MEETING

Tuesday, 19th April 2022 at 7.30pm in the small hall.

Action/Resolution: Cllr. Greening gave her apologies.

12. CONFIDENTIAL ITEMS - None.

The meeting closed at 9.40pm.

Signed Chairperson

Date: 19th April 2022

Recreational Facility Report Date Inspected 11/03/22 AGENDA item 7b									
	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	√	√	X	√	√	N/A	√	√
	Senior Cross Trainer	√	√	√	√	√	N/A	√	√
	Senior Fitness Bike	√	√	√	√	√	√	√	√
	Junior Fitness Bike	√	√	√	√	√	√	√	√
	Chest Press	√	√	X	√	√	√	√	√
	Seated Row	√	√	X	√	√	√	√	√
	Leg Press & Oblique	√	√	X	√	√	√	√	√
	Welcome Sign	√	N/A	√	N/A	√	√	√	√
Some small corrosion areas on Leg Press/Shoulder Press/Junior Cross Trainer/Chest Press and Seated Row.									
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Childrens Play Area	Roundabout	√	√	√	√	√	N/A	√	√
	Toddler Swings	√	√	√	√	√	N/A	√	√
	Junior Swings	√	√	√	√	√	N/A	√	√
	Alpine Crossing	√	√	√	√	√	N/A	√	√
	Multi-play	X	√	X	√	√	N/A	√	√
	Balance Bar	√	√	√	√	√	N/A	√	√
	Giant Steps	√	√	√	√	√	N/A	√	√
	Perimeter fence	√	N/A	√	N/A	√	√	√	√
	Mystical World Unit	X	N/A	√	√	√	N/A	√	√
Some minor corrosion on multiplay structure. Bolt cover missing on new Mystical World Unit									
	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	√	√
	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	
BMX DOUBLE RAMP - Surface worn on double ramp but not serious. Some corrosion on steelwork around goal area 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	√	√	√	√	√

Signed












Chairperson

Date: 19th April 2022

Associated Documents for Tuesday, 15th March 2022**AGENDA item 5c - Noticeboards Future****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.

Green Lane Association	Countryside access: setting the record straight	10/03/22 17:49
kalcareasecretary@btinternet.com kalcare...	Fwd: KALC Health and Wellbeing Conference 22 March 2022	10/03/22 14:40
Kelly August	Victoria Hospital to host Social Prescribing Day celebration	08/03/22 17:50
Tricia Casey-Green	KALC Health and Wellbeing Conference 22 March 2022	07/03/22 14:45
alert@neighbourhoodalert.co.uk	'WHAT DOES SMART SECURITY MEAN FOR MY HOME?' FREE WEBINAR	04/03/22 13:49
alert@neighbourhoodalert.co.uk	Celebrating Neighbourhood Watch's 40th anniversary with a grant	03/03/22 13:58
Tyler Harris 46061485	Local Sports Clubs	03/03/22 12:45
Online Playgrounds	Perfect Playground Surfacing	03/03/22 11:47
Andy Cotter	SIGN UP for our upcoming webinar	03/03/22 11:17
National Association of Local Councils	★ STAR COUNCIL AWARDS 2022	03/03/22 10:00
Cllr-Martin Hibbert	FW: Breaking Ground on Ground-Breaking Zero-Emission Bus Link	02/03/22 16:18
Tricia Casey-Green	KALC Health and Wellbeing Conference - Early Bird Booking finishes on 1 March!	24/02/22 15:32
Charmaine Keatley	KALC - Last chance tickets - Early bird health and wellbeing and Strategies to identify and rec...	22/02/22 12:17
National Association of Local Councils	 NALC EVENTS	22/02/22 09:59
EQ Communications (on behalf of Southern ...	REQUEST TO PARTICIPATE IN A STAKEHOLDER SURVEY: YOUR VIEWS ON SOUTHERN WATER	18/02/22 12:58
National Association of Local Councils	 NALC ONLINE EVENTS	17/02/22 10:00
ITEMS ALREADY FORWARDED		
National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	11/03/22 15:45
Tricia Casey-Green	KALC Bitesize Courses - Now booking for this month!	10/03/22 15:06
National Association of Local Councils	 NALC NEWSLETTER	09/03/22 09:59
Andrzej Kluczynski	The Great British Spring Clean! Starts 25/03/2022	09/03/22 09:21
National Association of Local Councils	 NALC EVENTS	08/03/22 10:00
Laura Dyer	KALC NEWS FEBRUARY 2022	07/03/22 10:02
National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	04/03/22 15:44
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: FW: FW: TAP	04/03/22 11:29
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: RE: Activation of Dover TAP	02/03/22 11:45
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: FAO Maureen Leppard - Wicksteed order 415428 Capel-Le-Ferne Parish Council - Lanc...	02/03/22 11:41
National Association of Local Councils	 NALC NEWSLETTER	02/03/22 09:59
National Association of Local Councils	 NALC EVENTS	01/03/22 09:59
Cllr-Martin Hibbert	FW: East Kent Hospitals CEO briefing	28/02/22 16:55
National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	25/02/22 16:30
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: Funding for Jubilee-related activities	25/02/22 12:33
Caroline.Williams@folkestone-hythe.gov.uk	Folkestone & Hythe District Council Core Strategy Review – Inspectors' Report	25/02/22 08:26
Community Halls	Latest ACRE Covid-19 guidance	24/02/22 15:55
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: FW: EXTERNAL - CSW Teams - Seconded Police Officers	22/02/22 17:48
National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	18/02/22 15:02
National Association of Local Councils	 NALC NEWSLETTER	16/02/22 10:07

Other items received:

1. St Mary's Church Grass Maintenance Quote
2. Air Ambulance Charity Donation letter.
3. Hawkinge and Capel-le-Ferne Community Ad Magazine
4. Viking Group February Sale Brochure
5. Clerks & Councils Direct Magazine

Signed Chairperson
Date: 19th April 2022

INCOME/EXPENSE 15.03.2022. To be confirmed and agreed **AGENDA item 9**

Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS	Cheque, BACS, DD, SO	BANK A/Cs	Reconciled
	Brought Forward					46,881.13			
14.02.22	StreetZ2StreetZ	Advert	18.00			18.00	R BACS		
24.02.22	Dover District Council	February Grapevine Printing	550.00		550.00		R BACS		
28.02.22	Staff	Expenses: Broadband & Energy January	18.00		18.00		R SO		
28.02.22	Nat West	Interest Reserve account	0.23			0.23	R INT		
01.03.22	Kent Cables	Monthly Contract	37.50	7.50	45.00		R DD		
02.03.22	Jayne Gardiner	Volunteers Afternoon Tea	336.25		336.25		R BACS		
02.03.22	Dash (UK) Ltd	Platinum Jubilee Mugs (School)	550.00	110.00	660.00		R BACS		
07.03.21	Kent Cables	Monthly SIM	20.00	4.00	24.00		R DD		
07.03.22	Wicksteed Leisure	Toddler Climbing Frame	14,372.16	2,874.43	17,246.59		R BACS	Cash/Chq in Hand	1.56
11.03.22	KALC - Eventbrite	Introduction to Planning	14.00	2.80	16.80		R BACS	Reserve A/c	23,965.35
15.03.22	Staff	Salaries March	520.74		520.74		BACS	Current	1,328.62
15.03.22	Staff	2021-22 National Salary Award Back Pay	131.65		131.65		BACS	Project	2,707.19
15.03.22	Staff	Expenses; Speed Watch: Camera & Remotes; Afternoon Tea: T Towels; Take-way containers; Jubilee: Flags; Table Decs; T Lights	449.75	73.13	522.88		BACS		28,002.72
				3,071.86	20,071.91	46,899.36		Less Un-Reconciled	1,160.97
						26,827.45			26,827.45

<i>Projects Account:</i>	
<i>> Speed Indicator Device £2,079.63</i>	2,707.19
<i>Balance in hand</i>	24,120.26
TOTAL	26,827.45

Signed Chairperson
Date: 19th April 2022