

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 21st MAY 2024

PRESENT: Cllrs; Harris, Lake, Leppard, Norris, Pilcher, Seager and Young together with Community Warden Jan Henry.

1. **APPOINTMENT OF CHAIR-PERSON**
Cllr. Philippa Seager was nominated, proposed by Cllr. Lake, seconded by Cllr. Young, agreed by all present and was duly elected. Declaration of Office completed.
2. **APPOINTMENT OF VICE-CHAIRPERSON**
Cllr. Keith Pilcher was nominated, proposed by Cllr. Seager, seconded by Cllr. Lake, agreed by all present and was duly elected. Declaration of Office completed.
3. **APPOINTMENT OF DELEGATES, COMMITTEES AND WORKING PARTIES**
 - a) Play Equipment – Cllrs. Harris and Pilcher.
 - b) Highways – Cllrs. Alsfdotter (to be confirmed), Pilcher, Seager.
 - c) Public Rights of Way – Cllr. Lake.
 - d) Speed Watch – to be confirmed
 - e) Planning – All Councillors. Delegated Powers approved to – Cllrs. Lake, Pilcher, Norris.
 - f) Resilience Plan – Cllr. Seager.
 - g) Capel Cares – Cllr. Lake.
 - h) Other – To formed when required.
4. **APOLOGIES** – District Councillor Martin Hibbert.
5. **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.
 - Various pothole notifications. *Action/Resolution: Reported to Kent Highways.*
 - Resident’s housing benefit issues received. *Action/Resolution: District Councillor Martin Hibbert has organised solution to the satisfaction of member of public.*
 - Suspected anti-social behaviour in playing field reported, but unsubstantiated. *Action/Resolution: None.*
6. **MINUTES OF THE MEETINGS**
The Minutes of the Meeting held on 16th April 2024, were approved and signed as a correct record by the Chairperson, Cllr Seager, proposed by Cllr. Lake, seconded by Cllr. Young and agreed by all present.
7. **DECLARATION OF PERSONAL INTERESTS:** Cllr. Young - agenda item 12.
8. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - Flooding Capel Street: Councillors disappointed with reply from KCC, on delay in producing Section 19 Report. *Action/Resolution: Clerk requested to continue follow-up with KCC Committee Members responsible for Kent Flood Risk and Water Management.*
 - Fences – Elizabeth Drive: Notification received of a gap in fencing of adjacent neighbours. *Action/Resolution: Clerk to contact contractor.*
 - Grass Verge, Satmar Lane: Damage caused by lorries. *Action/Resolution: No further action.*
9. **PLANNING**
 - a) Applications:
24/00494. 28 Cauldham Close Capel Le Ferne CT18 7HH. Erection of a two-storey side extension (existing to be demolished) and conversion of garage to ancillary accommodation.
Action/Resolution: No objections.

SignedChairperson
18th June 2024

9. PLANNING continued

- a) Applications:
24/00220. 3 Cauldham Lane Capel Le Ferne CT18 7HG. Erection of detached garage.
Action/Resolution: Permission Granted.
24/00263. 32 Old Dover Road Capel Le Ferne CT18 7HN. Erection of a glamping pod with associated parking. *Action/Resolution: Waiting Dover District Council decision.*
- b) 24/00257. Land East of Great Cauldham Farm SAP44 (CAP006)
Action/Resolution: Waiting Dover District Council (DDC) decision.
- c) (HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation
Action/Resolution: Waiting Government Inspectorate decision.

10. DELEGATES' REPORTS

- a) Neighbourhood Watch
 ➤ Report from Community Warden, Jan Henry, still dealing with on-going anti-social behaviour issues.
- b) CCTV
 Nothing to report.
- c) Play equipment
 ➤ Work completed on 2nd ball rebound fencing.
 ➤ Skate-park ramps. Contractor site visit held. Discussions on refurbishment required where showing signs of wear. Quotes received on 4 various options (attached). *Action/Resolution: Proposed by Cllr: Pilcher, seconded by Cllr: Lake and agreed by 6 members present with 1 against, to have a complete replacement of all ramps and landing sections, as more cost-effective long-term. Approximate 9 days of work noted. Clerk to try grant application again from Rural England.*
 ➤ MUGA area refurbishment - continues; tarmac surface repaired. *Action/Resolution: Relining quotes to be obtained for marking out 5 a-side and basketball courts. Grant funding unsuccessful for this project from Rural England.*
 ➤ Soft Play Surfaces Junior Play Area: Following recent cleaning, condition has not improved. Document presented on procedure to clean this type of surface, to be addressed next spring.
- d) Highways
Faults etc, as reported logged with Kent Highways for attention:
 ➤ Highway Improvement Plan (HIP)
 - Tactile paving on drop kerbs
 Installation completed in Lancaster Drive. Concerns raised on other locations.
Action/Resolution: Clerk to contact Kent Highways for a site meeting.
 - Double yellow lines, B2011 junctions
Road Traffic Order consultation completed. Lines to be installed when programmed.
 - Re-introduction of fixed Speed Indicator Flashing Devices on B2011, between the 40mph zone East and West of village. *Action/Resolution: Traffic survey week beginning 13th June. To be discussed further when results known.*
 - Change of speed limit from 40mph to 30mph. *Action/Resolution: Re-visit if speed survey supports the criteria required for any change.*
 - Double yellow lines Capel Street at "pinch point" between Lancaster Avenue to School and pavement parking issues. *Action/Resolution: Kent Highways' Design Team considered these and have not been deemed feasible, due to the restriction of parking for both residents and their visitors. In addition to this, it is not believed double yellow lines would have the desired effect as parking to load/unload for 5 minutes is allowed. As Green Lane is a bridleway and cars should not be using this, double yellow lines cannot be installed here.*
 - Capel Street inconsiderate parking
Action/Resolution: Suggestion made by Highways for school to contact KCC Travel Planners supporting Kent schools, to see how they can assist in alleviating the inconsiderate parking – an introduction email provided could be sent to the school.

SignedChairperson
 18th June 2024

- e) **Traffic Management**
- Traffic Assessment Project (TAP) – *Action/Resolution: No report*
 - Lorries travelling Capel Street – Noted damage to grass verge at junction.
Action/Resolution: Damage not considered serious. Continue to monitor
- f) **Public Rights of Way**
- Trimming of all footpaths underway by KCC.
 - The footpath from Café to the Warren remains closed for unforeseeable future, due to landslides in adjacent locations.
- g) **Speed Watch**
- Team continues to carry out sessions when possible. One session held was taking part in a Kent Police Initiative Day.
- All results of sessions are available on Parish Council Website LINK: capellefernepc.org.uk
- h) **Events**
- 80th D-Day anniversary, Thursday, 6th June 2024.
Action/Resolution: Everything organised and Programme of timings published. Senior Police Cadets attending to marshal.
- i) **Capel Cares**
- Still going strong with 40-45 community members still attending Coffee Mornings, twice monthly, which includes; raffle, quiz and celebrating birthdays.
 - In July there will be an outing to Folkestone Bowls Club for Afternoon Tea.
- j) **Grapevine Newsletter and social media**
- Holiday reliefs organised. Thanks, expressed to those volunteering.
 - Copies now being delivered to Clifftop Café.
- k) **Village Hall Management Committee (VHMC)**
- Providing a dishwasher on-going regarding installation. KCC to visit lunch for feedback.
 - Provision of an outside Christmas Tree agreed. *Action/Resolution: Clerk to enquire if Councillors could discuss this further with VHMC at their next meeting.*
- l) **Training/workshops/seminars**
- Details, received and circulated to Councillors.
- m) **County Councillor David Beaney: District Councillor Cllr. Hibbert:** No reports.
- n) **Other** None.

11. **CORRESPONDENCE**

- a) Kent Association of Local Councils Parish Charter with Dover District Council accepted.
- b) Response from Kent Fire and Rescue on home visits noted.
- c) Quotation for annual insurance received from broker and agreed acceptance for Hiscox Insurance Company, 2024-2025.

Other items received: List of email items received were circulated (attached).

12. **APPOINTMENT OF INTERNAL AUDITOR:** - Youngs' Accountancy Services Auditor for Accounts 2023-2024, agreed by all present, with one abstention.

13. **CHEQUES/BACS PAYMENTS**

Cheques and BACS payments were approved and authorised (*attached*).
Proposed by Cllr: Lake, seconded by Cllr: Young and agreed by all present.
Signed by the Chairperson Cllr. Seager, having been confirmed by Clerk/Responsible Finance Officer.

14. **MATTERS CONCERNING THE PARISH**

- a) **Parish Council Vacancy**
- One candidate attending June meeting. *Action/Resolution: Decision to be made now at June meeting.*
- b) **Councillors' comments**
- Trees/hedgerow encroaching Old Dover Road reported. *Action/Resolution: Reported to Kent Highways. (Refs: 808627)*
- c) **Approve resolution to discuss any confidential issues on agenda item 16**
- None.

SignedChairperson
18th June 2024

15. DATE OF NEXT MEETING

- Surgery on Tuesday, 4th June 2024 at Farmers' Market.
- Next Parish Councillors' meeting will be Tuesday, 18th June 2024, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

16. CONFIDENTIAL ITEMS

None

The meeting closed at 9.15pm.

== END ==

Associated Documents for Tuesday, 21st May 2024

AGENDA item 8b



Lorries Satmar Lane

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AGENDA item 8c



SignedChairperson
18th June 2024

Skatepark Refurbishment

- **AGENDA item 10c**

	Quotes received - Evolution Skate Parks
<p>Option 1 Quote 121</p>	<p>Carry out complete riding surface replacement to 6 no. existing skate ramp units</p> <ul style="list-style-type: none"> - Quarter Pipe (QP488) x 2 - Flat Bank (FB484) x 2 - Jump Box (JB288) - Driveway (DR288) <p style="text-align: right;">Sub - Total £30,010.00 plus VAT</p>
<p>Option 2 Quote 122</p>	<p>Carry out complete riding surface replacement to 1 no. existing combination skate ramp unit</p> <ul style="list-style-type: none"> - Quarter Pipe (QP488) x 1 - Flat Bank (FB484) x 1 <p style="text-align: right;">Sub - Total £9,127.47 plus VAT</p>
<p>Option 3 Quote 123</p>	<p>Carry out complete riding surface replacement to 1 no. existing combination skate ramp unit</p> <ul style="list-style-type: none"> - Jump Box (JB288) x 1 - Driveway (DR288) x 1 <p style="text-align: right;">Sub - Total £13,175.96 plus VAT</p>
<p>Option 4 Quote 124</p>	<p>Carry out priority & secondary riding surface replacement to 6 no. existing skate ramp units</p> <ul style="list-style-type: none"> - Quarter Pipe (QP488) x 2 - Flat Bank (FB484) x 2 - Jump Box (JB288) - Driveway (DR288) <p style="text-align: right;">Sub - Total £13,520.40 plus VAT</p>

SignedChairperson
18th June 2024

Emails, Brochures, magazines, etc., correspondence item - AGENDA item 11

(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).













clerkcapellefernepc@btinternet.c...	Fwd: FW: Southern Water – Surfers Against Sewage national protests 18 ...	17/05/24 17:54
Neighbourhood Alert	Are you interested in attending "Kent Police VAWG Event" Sat 18 May 11...	15/05/24 11:48
Martine Moore	Approved Playground Specialists	14/05/24 13:45
SurveyMonkey	Your survey answers: Community Governance Degree course – Dissertatio...	02/05/24 13:26
p2541753@my365.dmu.ac.uk v...	Community Governance Degree	02/05/24 11:02
Helen Griffiths, Fields in Trust	A message from our celebrity ambassadors April Newsletter	30/04/24 17:20
Jaimie McSorley	Hello from Transport for the South East and our Your Voices survey now li...	26/04/24 17:08
Ella Jackson	Last chance to support Marie Curie this Great Daffodil Appeal	26/04/24 16:30
The Fields in Trust team	Spring into National Pet Month! Bark For Our Parks	19/04/24 13:44

FORWARDED

CLlr-Martin Hibbert	FW: Southern Water – Surfers Against Sewage national protests 18 Ma...	17/05/24 16:50
clerkcapellefernepc@btinternet....	Fwd: Postponed FW: Openreach – Temporary Road Closure – Capel Stre...	17/05/24 14:16
clerkcapellefernepc@btinternet....	Fwd: 📖 NEW PUBLICATION	17/05/24 10:59
clerkcapellefernepc@btinternet....	Fwd: 👤 CHIEF EXECUTIVE'S BULLETIN	16/05/24 10:52
clerkcapellefernepc@btinternet....	Fwd: KALC Bulletin 15 May 2024	15/05/24 17:33
clerkcapellefernepc@btinternet....	Fwd: 📰 NALC NEWSLETTER	15/05/24 11:26
clerkcapellefernepc@btinternet....	Fwd: 📅 NALC EVENTS	14/05/24 10:57
clerkcapellefernepc@btinternet....	Fwd: FW: Local Cycling and Walking Infrastructure Plan	14/05/24 08:56
clerkcapellefernepc@btinternet....	Fwd: D-DAY 80 June 6, 2024	14/05/24 08:31
clerkcapellefernepc@btinternet....	Fwd: Exit from KPC	13/05/24 19:17
. CLlr-Martin Hibbert	FW: Local Cycling and Walking Infrastructure Plan	13/05/24 15:21
clerkcapellefernepc@btinternet....	Fwd: Notification of play area inspection in July for Capel-Le-Ferne Par...	13/05/24 09:37
clerkcapellefernepc@btinternet....	Fwd: 👤 CHIEF EXECUTIVE'S BULLETIN	09/05/24 12:06

SignedChairperson
18th June 2024

Emails, Brochures, magazines, etc., correspondence item - AGENDA item 11**FORWARDED**

clerkcapellefernepc@btinternet....	Fwd:  NALC NEWSLETTER	08/05/24 14:08
clerkcapellefernepc@btinternet....	Fwd: Parish Charter - final document	08/05/24 12:09
clerkcapellefernepc@btinternet....	Fwd: KALC Weekly Bulletin 8 May 2024	08/05/24 12:07
clerkcapellefernepc@btinternet....	Fwd: Re: AGM and Committee Meeting Minutes	07/05/24 12:15
clerkcapellefernepc@btinternet....	Fwd:  NALC EVENTS	07/05/24 12:12
clerkcapellefernepc@btinternet....	Fwd: Home Fire Safety Visits feedback	03/05/24 18:34
clerkcapellefernepc@btinternet....	Fwd: AGM and Committee Meeting Minutes	03/05/24 18:14
clerkcapellefernepc@btinternet....	Fwd: KALC NEWS MAY 2024	03/05/24 18:12
clerkcapellefernepc@btinternet....	Fwd:  CHIEF EXECUTIVE'S BULLETIN	02/05/24 13:21
clerkcapellefernepc@btinternet....	Fwd:  NALC NEWSLETTER	01/05/24 10:10
clerkcapellefernepc@btinternet....	Fwd: KALC Bulletin 29 April 2024	30/04/24 20:46
Capel-le-Ferne Parish Council PA...	Fwd:  NALC EVENTS	30/04/24 12:54
Capel-le-Ferne Parish Council PA...	Fwd: RE: Your Ref: CAS-066224. Land South East Of Great Cauldham ...	26/04/24 15:03
Capel-le-Ferne Parish Council PAR...	Fwd:  UTILITY AID	26/04/24 12:04
Capel-le-Ferne Parish Council PAR...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	25/04/24 16:08
Capel-le-Ferne Parish Council PAR...	Fwd:  NALC EVENTS	23/04/24 12:44
Capel-le-Ferne Parish Council PAR...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	18/04/24 10:17
Capel-le-Ferne Parish Council PAR...	Fwd: Re: Re: Brian Tutt	18/04/24 07:30
Capel-le-Ferne Parish Council PAR...	Fwd:  NALC NEWSLETTER	17/04/24 10:03
Capel-le-Ferne Parish Council PAR...	Fwd: KALC NEWS APRIL 2024	17/04/24 07:40
Capel-le-Ferne Parish Council PAR...	Fwd:  NALC EVENTS	16/04/24 10:40
National Association of Local Cou...	 NALC EVENTS	16/04/24 10:00
Capel-le-Ferne Parish Council PAR...	Fwd: Meeting -AGM and Ordinary Meeting 24th April 2024	14/04/24 13:44

Other items received

1. Gallagher Insurance Broker - Insurance Renewal 2024-2025
2. Kent Association of Local Councils - Parish Charter
3. Kent Fire and Rescue – Home Fire Safety Visits
4. Dover District Council – Cost of Living Community Impact Fund
5. Kent Surrey Sussex Air Ambulance Charity – Letter of thanks
6. Ironmongery Direct brochure
7. Clerks & Councils Direct Magazine

SignedChairperson
18th June 2024

Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS	Cheque, BACS, DD, SO	BANK A/Cs	Reconciled
	Brought Forward					101,710.91			
20.03.24	Village Hall	Grant VHMC Lunches	1,000.00		1,000.00		R BACS		
15.04.24	Streetz 2 Streetz	Advert	18.00			18.00	R BACS		
17.04.24	Maxton Jet Wash	MUGA clean	463.00		463.00		R BACS		
17.04.24	K Pilcher	Gift and WD40	19.24		19.24		R BACS		
18.04.24	Kent/Surrey/Sussex	Donation Air Ambulance	100.00		100.00		R BACS		
18.04.24	Kent Ass Local Councils	Subscription	563.70	112.74	676.44		R BACS		
22.04.24	Dootson	Advert	22.00			22.00	R BACS		
25.04.24	Party Packs Limited	80th D-Day expenses	73.97	14.80	88.77		R BACS		
25.04.24	HMRC	PAYE	457.40		457.40		R BACS		
29.04.24	Dover District Council	Grapevine Print April	550.00		550.00		R BACS		
29.04.24	Harmer and Sons	Grass Cutting April	668.75	133.75	802.50		R BACS		
29.04.24	Staff Expenses	Broadband & Energy March	25.00		25.00		R SO		
30.04.24	Nat West	Interest April Reserve A/c	39.13			39.13	R INT		
30.04.24	Nat West	Interest April Liquid A/c	181.60			181.60	R INT		
01.05.24	Kent Cables	Monthly Contract	37.50	7.50	45.00		R DD		
07.05.24	Kent Cables	Monthly SIM	20.00	4.00	24.00		R DD		
10.05.24	K Pilcher	Gas Cylinder	32.00		32.00		R BACS		
13.05.24	Streetz 2 Streetz	Advert	18.00			18.00	R BACS		
15.05.24	Capel Groundworks	MUGA Tarmac Repairs	1,120.00	224.00	1,344.00		R BACS		
17.05.24	Dover District Council	Grapevine Print May	550.00		550.00		R BACS	In Hand	5.06
18.05.24	NJ Apps	Repairs to broken fencing	950.00	190.00	1,140.00		R BACS	Current A/c	1,297.55
19.05.24	Stephen Huxtable	Grass St Mary's April/May	280.00		280.00		R BACS	Reserve A/c	29,625.57
20.05.24	PQ Fencing Ltd	2nd Rebound Mesh Fencing	2,495.00	499.00	2,994.00		R BACS	Liquidy A/c	60,470.11
21.05.24	Staff	Salaries April	615.48		615.48		BACS		91,398.29
				1,185.79	11,206.83	101,989.64		Less Un-Reconciled	615.48
						90,782.81			90,782.81

SignedChairperson
18th June 2024