

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 18<sup>th</sup> JUNE 2024**

**PRESENT:** Cllrs; Alfsdotter, Lake, Norris, Pilcher, Seager, together with Community Warden Jan Henry.  
 2 Members of Public from George Close attended.

1. **APOLOGIES** – Cllr; Harris, Leppard, Young, Parish Clerk, District Councillor Martin Hibbert and County Councillor David Beaney.
  
2. **CANDIDATE FOR VACANCY**  
 Interview held with candidate, Sam Pilcher. Various questions asked by Councillors about what she felt she could bring to Parish Council. Sam responded she loved living in village and understands her location was a cause for distress locally at first. However, this has waned and area (George Close), wants to be included in village matters in the future.  
 Keith explained the role of Parish Council.  
 Decision to be addressed in item 12b.
  
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 during the meeting. Items raised are discussed by Councillors under related entries on Agenda.*
  - a) **Trees on B2011** – work to remove branches at base reported to Kent Highways. Causing obstruction to sight-line when egressing at junctions.
  - b) **Postie Bench** – request received to change location to Village Hall Car Park. Agreed by VHMC to go alongside other. Waiting family decision and to change. Concrete base to be examined for any defects when this takes place.
  - c) **Other**  
 Defibrillator problems reported with light and noise. No action to be taken. Noise is fan to keep battery cool. Light is for locations at night, operating dusk to dawn.  
 Berberis hedging on B2011 being addressed by Kent Highways.
  
4. **MINUTES OF THE MEETINGS**  
 The Minutes of the Meeting held on 21st May 2024, were approved and signed as a correct record by the Chairperson, Cllr Seager, proposed by Cllr. Lake, seconded by Cllr. Norris and agreed by all present.  
 Including amendment: Cllr. Alfsdotter absence for meeting September 2024 to February 2025.  
 Proposed by Cllr. Lake, seconded by Cllr. Norris and agreed by all present.
  
5. **DECLARATION OF PERSONAL INTERESTS:** None.
  
6. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
  - a) **Flooding** – Nothing to date. *Action/Resolution: To be taken forward to July meeting.*
  - b) **Fence – Playing Field boundary.** *Action/Resolution: Completed to residents’ satisfaction.*
  - c) **Rear of 71-79 Capel Street.** *Action/Resolution: Community Warden, Jan Henry, reported: Young couple building bonfires etc. Using a resident’s address for correspondence. Both have criminal records/jail sentences etc. All reported by residents and District Councillor Martin Hibbert. No response from owner or Dover District Council.*
  
7. **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: Amendment not an issue to anyone.*  
 24/00263. 32 Old Dover Road Capel Le Ferne CT18 7HN. Erection of a glamping pod with associated parking. *Action/Resolution: Change of access but other conditions still apply.*

Signed .....Chairperson  
 16<sup>th</sup> July 2024

**PLANNING continued**

- b) 24/00257. Land East of Great Cauldham Farm SAP44 (CAP006)  
*Action/Resolution: Still waiting Dover District Council (DDC) decision.*
- c) (HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation  
*Action/Resolution: No comments to date.*

**8. DELEGATES' REPORTS**

- a) **Neighbourhood Watch** - Report from Community Warden, Jan Henry
- Issues with a variety of cold calling. No contact details on calling cards left.
  - Anti-social behaviour issues in Alexandra Road escalated. Now a Police matter.
  - Longships, Cauldham Lane – 10 or more youth have vandalised the property. No-one appears to be living there.
- b) **CCTV**  
Maintenance contract renewal for 2024-2025. Cost to remain as per previous year.  
*Action/Resolution: Proposed by Cllr. Lake, seconded by Cllr. Alfsdotter and agreed by all, to continue and renew with Kent Cables.*
- c) **Play equipment**
- Skate-park ramps. Works completed on renewal of ramps and landing surfaces.  
*Action/Resolution: Proposed by Cllr: Alfsdotter, seconded by Cllr: Lake and agreed by all present, the works meet with specification.*
  - MUGA area refurbishment - Relining quotes obtained for marking out 5 a-side and basketball courts. *Action/Resolution: Councillors agreed to accept quotation from USS Road markings. Proposed by Cllr. Norris, seconded by Cllr. Lake and agreed by all present.*
- d) **Highways and Traffic Management**  
Faults etc, as reported logged with Kent Highways for attention:  
Highway Improvement Plan (HIP)
- Tactile paving on drop kerbs  
Cllr. Pilcher reported on meeting held with County Councillor David Beaney, who was appalled at workmanship. *Action/Resolution: Cllr Beaney to contact Kent Highways for a site meeting.*
  - Double yellow lines, B2011 junctions  
*Action/Resolution: Still waiting lines to be installed.*
- Traffic Assessment Project (TAP) – *Action/Resolution: No report*
- e) **Public Rights of Way**  
Cllr. Lake reported closed footpath from Café to the Warren, which had a sign and now has steel fence/gates erected. *Action/Resolution: Not sure who has erected fence etc., rail track, KCC or Café. Awaiting a response.*
- f) **Speed Watch**  
Traffic Watch, requested by Team. Residents from George Close, who are affected by the noise etc., really keen on idea. *Action/Resolution: Councillors agreed the need to enquire what this entails. Team continues to carry out sessions when possible.*  
All results of sessions are available on Parish Council Website LINK: [capellefernepc.org.uk](http://capellefernepc.org.uk)
- g) **Events**  
80th D-Day anniversary, Thursday, 6th June 2024.  
A successful event. Vendors did well. Enquiry on cost of refreshments for Police Cadets.  
*Action/Resolution: Thanks, expressed to Matthew Forest for providing the entertainment. Report following meeting, refreshments cost £150. (As per Accounts attached).*
- h) **Capel Cares**  
Going well, especially Coffee Mornings.
- i) **Grapevine Newsletter and social media**  
3 Deliverers short for this month. *Action/Resolution: Offers of help received at meeting. Enquiry if this month's edition on track.*

Signed .....Chairperson  
16<sup>th</sup> July 2024

**j) Village Hall Management Committee (VHMC)**

Provision of an outside Christmas Tree – Cllr. Pilcher reported a fairly favourable response on height and location. *Action/Resolution: Waiting a response from VHMC on help with costs.*

**k) Training/workshops/seminars**

- Details, received and circulated to Councillors.
- Cllr. Seager attending online AI workshop in July.

**l) County Councillor David Beaney: No report.**

**District Councillor Cllr. Hibbert:** Report received in his absence and circulated.

*Action/Resolution: Councillors felt nothing had changed.*

**m) Other None.****9. CORRESPONDENCE**

None.

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

**10. YEAR END ACCOUNTS 2023-2024**

Internal audited accounts circulated for approval and signing. *Action/Resolution: Proposed by Cllr.Lake, seconded by Cllr. Alfsdotter and agreed by all present. Cllr. Seager (Chairperson) signed pages 4 and 5 of the Annual Governance and Accountability Return and will be forwarded to External Auditor.*

**11. CHEQUES/BACS PAYMENTS**

Cheques and BACS payments were approved and authorised (*attached*).

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

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

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

Cllr Alfsdotter reported the increase of motorhomes parking on Old Dover Road, with a request to have additional emptying of bins on a more frequent basis.

**b) Approve resolution to discuss any confidential issues on agenda item 14**

Parish Council Vacancy Candidate.

**13. DATE OF NEXT MEETING**

- Surgery on Tuesday, 2<sup>nd</sup> July 2024 at Farmers' Market.
- Next Parish Councillors' meeting will be Tuesday, 16<sup>th</sup> July 2024, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

**14. CONFIDENTIAL ITEMS**

Short discussion regarding candidate. All members present agreed to accept Sam Pilcher to fill vacancy as a co-opted member as she would be an asset to the team.

**The meeting closed at 8.40pm.**

== END ==

Signed .....Chairperson  
16<sup>th</sup> July 2024

**Associated Documents for Tuesday, 18<sup>th</sup> June 2024**

**MUGA Surface Markings - Only do re-lining not tarmac painting**

**AGENDA ITEM 8c**

<p><b>Mercator Markings Ltd,</b> Rainham Essex <b>Office: 01634 370883</b> <a href="mailto:mercatormarkings@blueyonder.co.uk">mercatormarkings@blueyonder.co.uk</a> <a href="mailto:enquiries@mercatormarkings.net">enquiries@mercatormarkings.net</a></p>	<p>The court markings as existing:</p> <ul style="list-style-type: none"> <li>• 1 x Basketball court in blue</li> <li>• 1 x 5 a side court in white</li> </ul> <p style="text-align: right;"><b>£ 825.00+ VAT</b></p>
<p><b>Rowan Triance,</b> Director Mainline Civil Engineering ltd 7b Station Road, Rainham, Essex Phone 07494013456 Email <a href="mailto:mainlinecivils@gmail.com">mainlinecivils@gmail.com</a> <a href="http://www.mainlineengineering.co.uk">www.mainlineengineering.co.uk</a></p>	<ul style="list-style-type: none"> <li>• Jet wash surface (recommendation) £1,250</li> <li>• 1 x Basketball court in blue £ 750</li> <li>• 1 x 5 a side court in white £ 825</li> </ul> <p style="text-align: right;"><b>£ 2,825.00+ VAT</b></p>
<p>Capel Groundworks Great Satmar Farm, Satmar Lane, Capel-Le-Ferne, Folkestone, Kent CT18 7JF Office Telephone 01303 253437 Email <a href="mailto:info@capelgroundworks.co.uk">info@capelgroundworks.co.uk</a> <a href="http://www.capelgroundworks.co.uk">www.capelgroundworks.co.uk</a></p>	<p>1x basketball court markings in blue 1x 5-a-side football markings in white All areas to be left clean and tidy upon completion. £ 1,250.00+ VAT</p>
<p>USS ROAD MARKING Utility Support Services Unit 4 Enterprise Zone Honeywood House, Honeywood Road Whitfield Kent CT16 3EH email: <a href="mailto:jamie@ussl.uk.com">jamie@ussl.uk.com</a></p>	<p>1 x Basketball court in blue 1 x 5 a side court in white £ 850.00+ VAT</p>

**Emails, Brochures, magazines, etc., correspondence item - AGENDA item 9**

*(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).*











National Association of Local ...	★ STAR COUNCIL AWARDS 2024 - Want to be cro...	14/06/2024 10:29
Katie Rose	Air Ambulance Kent Surrey Sussex - Heli Hike advert...	11/06/2024 11:22
Rachel.Boot@kent.gov.uk	The Local Nature Recovery Strategy for Kent and Me...	07/06/2024 11:26
National Association of Local ...	★ STAR COUNCIL AWARDS 2024 - NALC opens no...	28/05/2024 12:59

**Other items received**

NONE

Signed .....Chairperson  
16<sup>th</sup> July 2024

**FORWARDED**

Capel-le-Ferne Parish Council...	Fwd:  NALC EVENTS - FORWARDING FOR INFO...	15/06/2024 07:07
Capel-le-Ferne Parish Council...	Fwd: KALC Weekly Bulletin - Week ending 14 Jun...	14/06/2024 21:15
Capel-le-Ferne Parish Council...	Fwd:  CHIEF EXECUTIVE'S BULLETIN - FORWA...	14/06/2024 21:08
Parish Council	Fwd: Skatepark - Sent from my iPhone Begin forw...	14/06/2024 14:08
Capel-le-Ferne Parish Council...	Fwd: Welcome to the new Defib Guardians Newsle...	07/06/2024 10:40
Capel-le-Ferne Parish Council...	Fwd: Weekly Bulletin Week Ending 7 June 2024 -...	07/06/2024 10:36
Capel-le-Ferne Parish Council...	Fwd: FREE - ACTIVE KENT & MEDWAY WORKSHO...	06/06/2024 12:29
Capel-le-Ferne Parish Council...	Fwd:  CHIEF EXECUTIVE'S BULLETIN - FORWA...	06/06/2024 10:07
Capel-le-Ferne Parish Council...	Fwd: Updated Highway Information Pack - FORW...	05/06/2024 14:18
Race	Rural affordable housing event - Shepherdswe... (...	05/06/2024 12:52
Capel-le-Ferne Parish Council...	Fwd:  NALC NEWSLETTER - FOWARDING FOR I...	05/06/2024 10:38
Capel-le-Ferne Parish Council...	Fwd:  NALC EVENTS - FORWARDING FOR INFO...	04/06/2024 13:02
Capel-le-Ferne Parish Council...	Fwd: KALC Training Bulletin (3 June 2024) - Pleas...	04/06/2024 13:00
Capel-le-Ferne Parish Council...	Fwd: KALC NEWS JUNE 2024 - FORWARDING FO...	04/06/2024 12:58
Capel-le-Ferne Parish Council...	Fwd: Fwd: Fwd: KCC RetroFIT Events - FORWARDI...	03/06/2024 16:40
Capel-le-Ferne Parish Council...	Fwd: Upcoming General Election [#264272090] ...	03/06/2024 16:37
Capel-le-Ferne Parish Council...	Fwd: Restrictions on Publicity During the Pre-Elec...	03/06/2024 11:08
Capel-le-Ferne Parish Council...	Fwd:  NALC EVENTS - FORWARDING FOR INFO...	31/05/2024 12:43
Capel-le-Ferne Parish Council...	Fwd:  NALC NEWSLETTER - FORWARDING FO...	29/05/2024 10:44
clerkcapellefernepc@btinter...	Fwd: Read our latest edition of Community Matte...	23/05/2024 19:35
clerkcapellefernepc@btinter...	Fwd: Dover District Council Calendar of Meetings ...	23/05/2024 19:32
clerkcapellefernepc@btinter...	Fwd: Weekly Bulletin 20 May 2024 - Free worksh...	23/05/2024 11:30
clerkcapellefernepc@btinter...	Fwd:  CHIEF EXECUTIVE'S BULLETIN - FORWA...	23/05/2024 10:18
clerkcapellefernepc@btinter...	Fwd: The newsletter from RACE - the Rural & Com...	22/05/2024 17:14
Race	The newsletter from RACE - the Rural & Communi...	22/05/2024 12:31
clerkcapellefernepc@btinter...	Fwd:  NALC NEWSLETTER - FORWARDING FO...	22/05/2024 10:34
clerkcapellefernepc@btinter...	Fwd:  NALC EVENTS - FORWARDING FOR INFO...	21/05/2024 10:16

Signed .....Chairperson  
16<sup>th</sup> July 2024

**AGENDA item 11****INCOME/EXPENSE 18.06.24. 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
	<b>Brought Forward</b>					<b>90,782.81</b>				
22.05.24	Youngs Grounds	Maintenance Planters	50.00	10.00	60.00		R	BACS		
22.05.24	Gallagher	Insurance 2024-2025	2,325.72		2,325.72		R	BACS		
24.05.24	Viking	Ink Cartridges	95.40	19.08	114.48		R	BACS		
24.05.24	Viking	Parchment Card	74.40	14.88	89.28		R	BACS		
28.05.24	HMRC	VAT Reimbursed	3,893.97			3,893.97	R	BACS		
28.05.24	Staff Expenses	Broadband Energy May	25.00		25.00		R	SO		
29.05.24	Harmer and Sons	Grass Cutting May	668.75	133.75	802.50		R	BACS		
30.05.24	P Relf	Advert	15.00			15.00	R	BACS		
31.05.24	Nat West	Interest May Reserve A/c	40.38			40.38	R	INT		
31.05.24	Nat West	Interest May Manager A/c	214.16			214.16	R	INT		
31.05.24	Staff	Wreath - BoB Memorial	24.79	4.96	29.75		R	BACS		
31.05.24	Amazon	Battery charger	19.98	4.00	23.98		R	BACS		
03.06.24	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD	<b>In Hand</b>	<b>5.06</b>
07.06.24	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD	<b>Current A/c</b>	<b>4,069.33</b>
13.06.24	Streetz2Streetz	Advert	18.00			18.00	R	BACS	<b>Reserve A/c</b>	<b>26,665.95</b>
15.06.24	Streetz2Streetz	30 Police Cadet Meals	150.00		150.00			BACS	<b>Liquid A/c</b>	<b>60,684.27</b>
18.06.24	Staff	Salaries May	615.48		615.48			BACS		<b>91,424.61</b>
				154.21	4,305.19	94,964.32			<b>Less Un-Reconciled</b>	<b>765.48</b>
						<b>90,659.13</b>				<b>90,659.13</b>

Signed .....Chairperson  
16<sup>th</sup> July 2024