

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 19<sup>th</sup> NOVEMBER 2024**

**PRESENT:** Cllrs; Harris, Lake, Norris, K Pilcher and S Pilcher, together with KCC Community Warden Jan Henry.

**1. APOLOGIES**

Apologies received from Cllrs; Alfsdotter, Leppard, Seager and Young, District Councillor Martin Hibbert and County Councillor David Beaney.

**2. DECLARATION OF PERSONAL INTERESTS:**

None.

**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.*

- Verge, pavement, drop-kerb parking. *Action/Resolution: Polite request to be posted on social media and in Grapevine Newsletter.*
- Highway obstruction Capel Street with building material. *Action/Resolution: Reported to Kent Highways and Kent Police.*
- Faded white markings in Old Dover Road. *Action/Resolution: Reported to Kent Highways.*

**MINUTES OF THE MEETING**

The Minutes of the Meeting held on 15<sup>th</sup> October 2024, were approved and signed as a correct record by the Vice-Chairperson, Cllr K Pilcher, proposed by Cllr. Harris, seconded by Cllr. Norris and agreed by all present.

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

- a) Flooding – Capel Street/Lancaster Avenue.  
*Action/Resolution: Email contact from National Flood Forum to be investigated further with reply.*
- b) Trees on B2011 – *Action/Resolution: As leaves have now fallen, visibility acceptable.*
- c) White Planters – Quote received, with report that one planter box in Old Dover Road has rotten wood.  
*Action/Resolution: Agreed by those present to remove the gates and planters in Old Dover Road. Add to “wish list” for future discussion on replacement. Working party (Cllrs: Harris, Lake and Pilcher) to check work required. Amended quotation to be sought to paint just ones in New Dover Road, when weather permits.*

Other

- Devolved Maintenance of KCC Verges etc. - *Action/Resolution: Waiting payment and completion report check.*
- Clifftop Land (Gifted in Will) – *Action/Resolution: On the advice of Kent Association of Local Councils (KALC) to employ a Solicitor, to ensure the land transfer was conducted legally, a quotation had been received from a KALC recommended one. It was proposed by Cllr. Lake, seconded by Cllr. Norris and agreed by all to accept quote and instruct Solicitor to continue with conveyance. When transfer has been completed, the future of land maintenance will be addressed.*

**6. PLANNING**

a) Applications:

- Status of applications pending, circulated as attached to minutes.
- Thanks, expressed to Peter Cocks for attending Dover District Council Planning Committee meeting, to deliver 3-minute speech on behalf of Parish Council and community, in relation to: 24/00257, Land South East of Great Cauldham Farm, Cauldham Lane, CT18 7HQ.

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

Hard copy of Plan received and will be used in reference to Policy documents.

Signed ..... Chairperson  
21st January 2025

## 7. DELEGATES' REPORTS

- a) **Neighbourhood Watch** - Report from Community Warden - no new issues, just matters ongoing.
- Waste Bin on Old Dover Road cleared of surrounding Fireworks.
  - Abandoned BMW vehicle on New Dover Road to be chased with Kent Police.
  - Update report on Caravan Trailer parked on Old Dover Road. *Action/Resolution: Continues to be monitored by Kent Police and Porchlight regarding re-housing of occupants.*
- b) **CCTV** – Nothing to report, except very large spiders present!
- c) **Play equipment**
- **Rebound Ball Fencing** – Installation of 6 x further upright posts to try and lessen the noise of the ball hitting fencing. Work due to be carried out in next few days. *Action/Resolution: Grant from County Councillor Beaney confirmed.*
  - **Planting a memorial tree** - *Action/Resolution: Not approved by Dover District Council.*
  - **Trees heights on boundaries** – A professional tree survey, to determine requirements carried out. Report received and circulated. *Action/Resolution: Agreed by all present to make enquiries for tree surgeons to provide itemised quotations to carry out listed work from report. Clerk to check with Invicta Arboriculture Surveyor for recommendations.*
  - **Wet-pour surface** - Condition of wet-pour surface still being addressed. *Action/Resolution: Waiting a date for a site visit from a professional for advice.*
- d) **Highways and Traffic Management** - Faults as reported, logged for Kent Highways attention:
- Highway Improvement Plan (HIP)**
- Vehicle Activated Signs (VAS) on B2011 - *Action/Resolution: Waiting Kent Highways Design Team on installation costs.*
  - Roundhill Tunnel closures - lack of signage M20/A20 for diversions. *Action/Resolution: On-line meeting with National Highway Officer and other parties, arranged for 22nd November.*
  - Tactile paving on drop kerbs
  - Beatrice Road tactile paving on drop kerbs (not a private driveway). *Action/Resolution: Kent Highways Design Team responded: to relocate with a further charge attached. As this was not required, Clerk to contact Kent Highways on honouring decision, as discussed with County Councillor David Beaney at an on-site meeting, to install tactiles to existing.*
- e) **Public Rights of Way**
- Late cuts to paths have been carried out.
  - **ER252 New Dover Road to Beatrice Road** - *Action/Resolution: still waiting permanent fixing.*
  - **Old Dover Road to Albany Road** - *Action/Resolution: still waiting repairs to post flags.*
- f) **Speed Watch**
- Cllr. S Pilcher reported: 2 Sessions held since last meeting. Out of 430 vehicles passing, 18 offences in New Dover Road (B2011). All speeding vehicles reported to Kent Police. All results of sessions are available on Parish Council Website LINK: [capellefernepc.org.uk](http://capellefernepc.org.uk)
- g) **Events**
- Remembrance Day on Monday, 11th November** - Event went well, except for an inconsiderate driver.
- Christmas Tree Light-up on Sunday, 8<sup>th</sup> December, 4.30pm for 5pm switch-on**
- Action/Resolution:*
- *Tree Delivery on Wednesday 4<sup>th</sup> December.*
  - *Installation on Saturday, 7<sup>th</sup> December from 9.30am, by Council Working Party (Cllrs: Harris, Lake, Norris and Pilcher).*
  - *“Light-up” Event date, Sunday, 8<sup>th</sup> December (4.30pm for 5pm) confirmed. Check email poster.*
  - *Clerk to check with Village Hall Management Committee on availability of choir, and/or, music/PA system.*
- 80<sup>th</sup> VE Day Celebrations**
- Suggestion to have a low-key commemoration with a cake and flags, at the Farmers Market.
- Action/Resolution: Clerk to check with Village Hall Management Committee*
- h) **Capel Cares**
- 56 Members of community reported as attending at a recent Coffee Morning session.
  - Two (2) bookings for Christmas Dinner made at The Royal Oak.

Signed ..... Chairperson  
21st January 2025

**i) Grapevine Newsletter and social media**

Request to divide email attachments sent out, into separate ones, for Events, Messages and NHW.

**j) Village Hall Management Committee (VHMC)** – Nothing further to report

**k) Training/workshops/seminars**

➤ Details of forthcoming events, received and circulated to Councillors.

➤ Cllr. S Pilcher attended an event on “Introduction to Planning for Local Councils”, reporting it was very interesting with an insight on Neighbourhood Plans. Councillors commented on the reason Capel has no Plan as being, “time involved and relevance of producing one, but was not for lack of trying in past”.

**l) District Councillor Martin Hibbert and County Councillors David Beaney:**

Other than communications received on planning application for 90 houses, no further reports received.

**8. CORRESPONDENCE**

➤ KALC Annual Award Scheme. *Action/Resolution: Councillors to give consideration on nominations for 2025.*

➤ Changes to Stagecoach bus services – *Action/Resolution: Item to be referred to in newsletter.*

➤ Other items received and List of email items received were circulated. (*Attached*).

**9. CHEQUES/BACS PAYMENTS**

**a) Cheques and BACS payments** were approved and authorised (*Attached*).

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

Signed by the Vice-Chairperson Cllr. K Pilcher, having been confirmed by Clerk/Responsible Finance Officer.

**10. MATTERS CONCERNING THE PARISH**

**a) Councillors’ comments**

➤ Thanks, expressed to organiser of the Scarecrow Festival in the Village.

➤ 2 Benches on offer for use in Village, possibly suitable for Clifftop Land when Title Deeds received.

➤ Other Land on Old Dover Road, being monitored.

➤ Councillors “Wish-List” for next financial year updated.

➤ 3 Year business Plan received and noted.

**b) Approve resolution to discuss any confidential issues on agenda item 12** – None.

**11. DATE OF NEXT MEETING**

➤ Surgery on Tuesday, 3<sup>rd</sup> December 2024 at Farmers’ Market.

➤ Next Parish Councillors’ meeting will be Tuesday, 21<sup>st</sup> January 2025, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX. (*No December meeting*).

**12. CONFIDENTIAL ITEMS** - None.

**The meeting closed at 9.00pm.**

== END ==

Signed ..... Chairperson  
21st January 2025

**Associated Documents for Tuesday, 19<sup>th</sup> November 2024**

|          | <b>PLANNING APPLICATIONS – NOVEMBER MEETING</b>   | <b>AGENDA ITEM 6a</b>     |
|----------|---|---------------------------|
| 22/00143 | <b>Cilcain Winehouse Lane Capel Le Ferne CT18 7HU</b><br>Erection of a detached dwelling, new vehicular access and associated parking   | <b>GRANTED PERMISSION</b> |
| 24/00257 | <b>Land South East of Great Cauldham Farm Cauldham Lane CT18 7HQ</b><br>Outline planning application for the erection of up to 90 dwellings with associated parking and infrastructure following demolition of existing dwelling; with all matters reserved except access.  | Awaiting decision DDC     |
| 24/00263 | <b>32 Old Dover Road Capel Le Ferne CT18 7HN</b><br>Erection of a glamping pod with associated parking (amended plans)  | Awaiting decision DDC     |
| 24/00494 | <b>28 Cauldham Close Capel Le Ferne CT18 7HH</b><br>Erection of a two-storey side extension (existing to be demolished) and conversion of garage to ancillary accommodation including roof extension and alterations to fenestration (amended description, re-advertised)   | <b>GRANTED PERMISSION</b> |
| 24/00582 | <b>28 Cauldham Lane Capel Le Ferne Folkestone Kent CT18 7HG.</b><br>Erection of rear single storey extension  | <b>GRANTED PERMISSION</b> |
| 24/00797 | <b>Land Opposite 32 To 38 Cauldham Lane Capel Le Ferne CT18 7HG</b><br>Reserved Matters application for details of landscaping, layout, scale, and appearance and discharge of conditions 1, 5, 6, 7, 8, 13, 14, 16, 20, 21, 23, 26, 27 and 29 pursuant to outline permission 23/00401 (Outline application for the erection of up to 16 dwellings (with all matters reserved except access)) | Awaiting decision DDC     |
| 24/00920 | <b>Land South of Cauldham Lane Capel-Le-Ferne CT18 7HG</b><br>Variation of condition 4 (approved plans) of planning permission 23/00401 (Outline application for the erection of up to 16 dwellings (with all matters reserved except access)) to replace approved document 19064-H-03 P1 – Proposed Offsite Works, with 19064-H-04 P1 – Offsite Works  | Awaiting decision DDC     |
| 24/00984 | <b>Sunnyside 11 Albany Road Capel Le Ferne CT18 7JT</b><br>Erection of a dwelling, new vehicular access and parking (self-build) (existing garage to be demolished)   | <b>REFUSED PERMISSION</b> |
| 24/01141 | <b>Capel Court Park New Dover Road Capel Le Ferne CT18 7AZ</b><br>Certificate of Lawfulness (existing) for the continued use of land as a caravan site  | Awaiting decision PC      |
| 24/01173 | <b>164 Capel Street Capel Le Ferne CT18 7EY</b><br>Variation of condition 2 (approved plans) of planning permission 17/00201 for "Erection of 4no. detached dwellings, creation of new vehicular accesses and parking" to allow external material and design changes of plot A  | Awaiting decision PC      |

Signed ..... Chairperson  
21st January 2025

**Recreational Facility Report****Date Inspected 16/10/24****AGENDA item 7c**

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

**Some surface degradation on Red and Blue Wet pour. Cracks now found under toddler swings**

|                              | Item                       | Structure | Moving Parts | Paint | Surfacing | Free from Vandalism | Signage | Area Cleanliness | Fit for Use |
|------------------------------|----------------------------|-----------|--------------|-------|-----------|---------------------|---------|------------------|-------------|
| <b>Outdoor Gym Equipment</b> | 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        | √         | √            | √     | √         | √                   | √       | √                | √           |
|                              | Chest Press                | √         | √            | √     | √         | √                   | √       | √                | √           |
|                              | Seated Row                 | √         | √            | √     | √         | √                   | √       | √                | √           |
|                              | Leg Press & Oblique        | √         | √            | √     | √         | √                   | √       | √                | √           |
| Welcome Sign                 | √                          | N/A       | √            | N/A   | √         | √                   | √       | √                |             |

|                   | Item                     | Structure | Moving Parts | Paint | Surfacing | Free from Vandalism | Signage | Area Cleanliness | Fit for Use |
|-------------------|--------------------------|-----------|--------------|-------|-----------|---------------------|---------|------------------|-------------|
| <b>Skate Park</b> | 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 |
|----------------------------|-------------------------|-----------|--------------|-------|-----------|---------------------|---------|---------------------|-------------|
| <b>Surrounds</b>           | 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          | √     | √         | √                   | N/A     | √                   | √           |
|                            | Pétanque court          | X         | 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 |             |

**Some corrosion stains on goal uprights****BMX DOUBLE RAMP Surface worn on double ramp but not serious.****Some undergrowth intrusion on BMX course**

|                                | Item                | Structure | Moving Parts | Paint | Surfacing | Free from Vandalism | Signage | Area Cleanliness | Fit for Use |
|--------------------------------|---------------------|-----------|--------------|-------|-----------|---------------------|---------|------------------|-------------|
| <b>Zip Wire Pétanque Court</b> | 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          | √     | √         | √                   | √       | √                | √           |
|                                | Pétanque Court      | N/A       | N/A          | N/A   | √         | √                   | N/A     | √                | √           |

**Emails, Brochures, magazines, etc., correspondence item - AGENDA item 8**Signed ..... Chairperson  
21st January 2025



*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.*

|                              |   |                  |
|------------------------------|---|------------------|
| My Community Voice Kent      | VAWG Press Office Update [#343969546] - VAWG ...            | 14/11/2024 10:00 |
| Jasmine Smith                | Order Your Free Kent Care Services Directories - Hell...    | 13/11/2024 15:27 |
| My Community Voice Kent      | ASB Week 2024 Survey [#342528817] - ASB Wee...              | 11/11/2024 13:35 |
| makingadifference@kent.go... | All-age Kent and Medway Learning Disability and A...        | 08/11/2024 13:38 |
| Gallagher Community          | Would £500 help your organisation? - Gallagher's C...       | 29/10/2024 10:01 |
| My Community Voice Kent      | Hartlip Village Hall [#332057642] - Hartlip Village ...     | 25/10/2024 14:15 |
| My Community Voice Kent      | Meeting [#332040617] - Meeting Maureen Please ...           | 25/10/2024 14:01 |
| My Community Voice Kent      | VAWG Press Office Update [#331360343] - VAWG ...            | 24/10/2024 14:01 |
| My Community Voice Kent      | Crime Reduction Scheme [#330170633] - Crime R...            | 22/10/2024 13:11 |
| My Community Voice Kent      | Women Together Event [#330048942] - Women Tog...            | 22/10/2024 11:44 |
| Cllr- Martin Hibbert         | FW: The RAC Report on Motoring 2024 Featuring Stan...       | 19/10/2024 10:50 |
| My Community Voice Kent      | COMMUNITY GRANTS FUND OPEN FOR APPLICATIONS...              | 15/10/2024 18:27 |
| Alison Stevens               | Annual Clerk's Conference - please also forward this to ... | 15/10/2024 09:46 |

### **FORWARDED**

|                                |   |                  |
|--------------------------------|---|------------------|
| clerkcapellefernepc@btinter... | Fwd: Land Gifted in a Will - Capel-le-Ferne - FORW...   | 14/11/2024 12:40 |
| clerkcapellefernepc@btinter... | Fwd: Chief executive's bulletin - 14 November 202...    | 14/11/2024 10:29 |
| clerkcapellefernepc@btinter... | Fwd: Dover District Council- Planning Committee 24...   | 13/11/2024 13:07 |
| clerkcapellefernepc@btinter... | Fwd: KALC Weekly Bulletin for the week ended 15th...    | 13/11/2024 11:24 |
| clerkcapellefernepc@btinter... | Fwd: Fwd: VE DAY 80 - 8TH MAY 2025 - EXTREMEL...        | 13/11/2024 08:18 |
| clerkcapellefernepc@btinter... | Fwd: Events newsletter - FORWARDING FOR INFOR...        | 12/11/2024 12:46 |
| clerkcapellefernepc@btinter... | Fwd: Chief executive's bulletin - 7 November 2024 ...   | 07/11/2024 11:30 |
| clerkcapellefernepc@btinter... | Fwd: KALC Weekly Training Bulletin - please forward...  | 06/11/2024 14:17 |
| clerkcapellefernepc@btinter... | Fwd: KALC Weekly Bulletin for week ended 8th Nov...     | 06/11/2024 14:17 |
| clerkcapellefernepc@btinter... | Fwd: Events newsletter - FORWARDING FOR INFOR...        | 05/11/2024 13:22 |
| clerkcapellefernepc@btinter... | Fwd: National Highways - Customer Feedback Surve...     | 05/11/2024 13:21 |
| clerkcapellefernepc@btinter... | Re: Latest TAP Data - Thank you Martin for email to...  | 05/11/2024 13:14 |
| clerkcapellefernepc@btinter... | Fwd: Town and Parish Event Agenda - Thursday 28 ...     | 04/11/2024 11:31 |
| clerkcapellefernepc@btinter... | Fwd: KALC News - November 2024 - FORWARDING...          | 01/11/2024 14:36 |
| clerkcapellefernepc@btinter... | Fwd: Chief executive's bulletin - 31 October 2024 - ... | 31/10/2024 14:11 |
| clerkcapellefernepc@btinter... | Fwd: KALC Weekly Training Bulletin - please forward...  | 29/10/2024 16:27 |
| clerkcapellefernepc@btinter... | Fwd: Hi check out our upcoming events - FORWARD...      | 29/10/2024 13:07 |
| clerkcapellefernepc@btinter... | Re: RE: Roundhill Tunnel closures - A20 NHHC:0880...    | 28/10/2024 12:58 |

Signed ..... Chairperson  
21st January 2025

|                                   |   |                  |
|-----------------------------------|---|------------------|
| clerkcapellefernepc@btinter...    | Fwd: Amended Minutes 2 – ----- Original Message...        | 28/10/2024 09:35 |
| clerkcapellefernepc@btinter...    | Fwd: Minutes and presentation notes – FORWARDIN...        | 26/10/2024 17:33 |
| clerkcapellefernepc@btinter...    | Fwd: read our special edition of the chief executive's... | 25/10/2024 14:49 |
| National Association of Local ... | Hi MAUREEN, read our special edition of the chief ex...   | 25/10/2024 14:45 |
| clerkcapellefernepc@btinter...    | Fwd: Hi MAUREEN, read our latest chief executive's ...    | 24/10/2024 10:59 |
| clerkcapellefernepc@btinter...    | Fwd: Community Roots Van – Informal Drop In Event...      | 23/10/2024 12:04 |
| clerkcapellefernepc@btinter...    | Fwd: Weekly Bulletin for Week Ended 25 October 2...       | 22/10/2024 14:22 |
| clerkcapellefernepc@btinter...    | Fwd:, check out our upcoming events – FORWARDIN...        | 22/10/2024 10:44 |
| clerkcapellefernepc@btinter...    | Fwd: NOTICE OF THE 77th ANNUAL GENERAL MEET...            | 21/10/2024 18:01 |
| clerkcapellefernepc@btinter...    | Re: Agenda Items for DDC/Townand Parish Council ...       | 20/10/2024 09:56 |
| clerkcapellefernepc@btinter...    | Fwd: You're invited to the KALC Climate Change Conf...    | 19/10/2024 18:27 |
| clerkcapellefernepc@btinter...    | Fwd: An Introduction to Neighbourhood Planning - ...      | 18/10/2024 12:07 |
| clerkcapellefernepc@btinter...    | Fwd: Join us for our Introduction to Neighbourhood ...    | 18/10/2024 10:34 |
| clerkcapellefernepc@btinter...    | Fwd: PARISH SEMINAR INVITATION – IN PERSON, 2...          | 17/10/2024 11:56 |
| clerkcapellefernepc@btinter...    | Fwd: Dover District Local Plan formally adopted – FO...   | 17/10/2024 11:41 |
| clerkcapellefernepc@btinter...    | Fwd: Hi MAUREEN, read our latest chief executive's ...    | 17/10/2024 11:39 |
| Capel-le-Ferne Parish Counci...   | Fwd: Agenda Items for DDC/Townand Parish Council ...      | 16/10/2024 15:22 |
| Capel-le-Ferne Parish Counci...   | Fwd: NALC GRAVE RE-USE SURVEY – FORWARDING...             | 16/10/2024 09:28 |
| Capel-le-Ferne Parish Counci...   | Fwd: PARISH SEMINAR INVITATION – IN PERSON, 20T...        | 15/10/2024 17:18 |
| Capel-le-Ferne Parish Counci...   | Fwd: Hey MAUREEN, check out our upcoming events – ...     | 15/10/2024 11:37 |
| Capel-le-Ferne Parish Counci...   | Fwd: Agenda for 23 October /Additional information – ...  | 14/10/2024 15:23 |
| Capel-le-Ferne Parish Counci...   | Fwd: Re: Capel PC Meeting – 15th Oct 2024 – FORWA...      | 14/10/2024 14:50 |
| Capel-le-Ferne Parish Counci...   | Fwd: KALC Climate Change Conference 5th November ...      | 14/10/2024 09:42 |

### Other items received

1. KALC Community Award Scheme 2025 – Nominations
2. Stagecoach – Bus service changes
3. Hawkinge and Capel-le-Ferne Community Ad Magazine
4. Food recycling leaflet
5. Broxap Street Furniture Brochure
6. Viking Direct Brochure
7. Clerks and Councils Direct Magazine

Signed ..... Chairperson  
21st January 2025

**AGENDA item 9****INCOME/EXPENSE 19.11.24. 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>50,191.00</b> |                      |                           |                  |
| 21.10.24 | J Duncan (Deposit)     | Rebound Fencing Posts                     | 1,031.29 | 206.26 | 1,237.55       |                  | R BACS               |                           |                  |
| 22.10.24 | B Young Grounds        | Bedding Plants - Gates                    | 45.00    | 9.00   | 54.00          |                  | R BACS               |                           |                  |
| 24.10.24 | HMRC                   | PAYE                                      | 461.40   |        | 461.40         |                  | R BACS               |                           |                  |
| 28.10.24 | Harmer and Sons        | Grass Cutting                             | 668.75   | 133.75 | 802.50         |                  | R BACS               |                           |                  |
| 28.10.24 | Staff Expenses         | Broadband & Energy                        | 25.00    | 3.29   | 25.00          |                  | R SO                 |                           |                  |
| 30.10.24 | Kent Cables            | Monthly SIM                               | 37.50    | 7.50   | 45.00          |                  | R DD                 |                           |                  |
| 31.10.24 | Nat West               | Manager A/c Interest                      | 79.04    |        |                | 79.04            | R INT                |                           |                  |
| 31.10.24 | Nat West               | Reserve A/c Interest                      | 22.75    |        |                | 22.75            | R INT                |                           |                  |
| 06.11.24 | Staff Expenses         | Tree Star, Lights, switches and fence etc | 153.29   | 30.66  | 183.95         |                  | R BACS               |                           |                  |
| 07.11.24 | Kent Cables            | Monthly Contract                          | 20.00    | 4.00   | 24.00          |                  | R DD                 |                           |                  |
| 11.11.24 | Dover District Council | Grapevine Printing                        | 462.50   | 92.50  | 555.00         |                  | R BACS               |                           |                  |
| 14.11.24 | Invict Arboriculture   | Tree Survey                               | 595.00   |        | 595.00         |                  | R BACS               | <b>In Hand</b>            | <b>5.06</b>      |
| 19.11.24 | Various                | Adverts                                   | 853.00   |        |                | 853.00           | R BACS               | <b>Current A/c</b>        | <b>1,256.62</b>  |
| 19.11.24 | Various                | Wreaths                                   | 60.00    |        |                | 60.00            | R BACS               | <b>Reserve A/c</b>        | <b>15,705.15</b> |
| 19.11.24 | Staff Pay Award        | Back Pay Apr-Oct 2024                     | 191.81   |        | 191.81         |                  | BACS                 | <b>Manager A/c</b>        | <b>30,255.56</b> |
| 19.11.24 | Staff                  | Salaries November                         | 642.91   |        | 642.91         |                  | BACS                 |                           | <b>47,222.39</b> |
|          |                        |   |          | 271.70 | 4,818.12       | 51,205.79        |                      | <b>Less Un-Reconciled</b> | <b>834.72</b>    |
|          |                        |   |          |        |                | <b>46,387.67</b> |                      |                           | <b>46,387.67</b> |

| <b>CHRISTMAS TREE EXPENSES TO DATE</b> | £                     |
|--|-----------------------|
|  | <b>AGENDA item 7g</b> |
| Christmas Tree with block              | 120.00                |
| 1,000 Lights                           | 28.32                 |
| Star with 100 lights                   | 18.05                 |
| Time switches x 2                      | 14.92                 |
| Fencing and posts                      | 110.40                |
| <b>TOTAL</b>                           | <b>291.69</b>         |

| <b>AGENDA ITEM 10a</b>   |
|--|
| <b>WISH LIST TO DATE</b>                                       |
| Bus Shelters and Seats – Alexandra Road/New Dover Road (B2011) |
| 5 a-side flood lighting  |
|  |
|  |

Signed ..... Chairperson  
21st January 2025