

**MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 21<sup>st</sup> JANUARY 2025**

**PRESENT:** Cllrs; Lake, Leppard, Norris, K Pilcher, S Pilcher, Seager and Young together with KCC Community Warden Jan Henry, District Councillor Martin Hibbert and County Councillor David Beaney.

**1. APOLOGIES**

Apologies received from Cllrs; Alfspotter and Harris.

**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.*

Councillors were addressed by member of public regarding housing developments in the Village. This was to inform the Parish Council that “rallying residents”, to fight the applications, was being undertaken, by inviting residents to action. How was not yet determined, but they would “give it go”. Councillors informed members of the public present, that they had followed the Planning Procedure, opposing both the Land Allocation Local Plan and subsequently, Planning Applications that had been forthcoming, in various ways and with a variety of items of concern.

**4. MINUTES OF THE MEETING**

The Minutes of the Meeting held on 19<sup>th</sup> November 2024, were approved and signed as a correct record by the Chairperson, Cllr Seager, proposed by Cllr. Lake, seconded by Cllr. S Pilcher and agreed by all present.

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

a) Flooding – Capel Street/Lancaster Avenue.

Investigations still ongoing, waiting Kent County Council response.

*Action/Resolution: Flood Forum meeting being held with affected residents.*

b) White Planters – Amended quote received. *Action/Resolution: When weather improves, the four on New Dover Road will be re-painted. The two in Old Dover Road to be removed, owing to wood and surrounds being rotten and beyond repair.*

c) Devolved Maintenance of KCC Verges/Playing Field - *Action/Resolution: Grounds Maintenance contract to be addressed with changes to term.*

d) White markings in Old Dover Road – *Action/Resolution: Programmed for repainting by Kent Highways.*

e) Clifftop Land (Gifted in Will) – *Action/Resolution: Waiting for land transfer and Solicitors communication accordingly.*

f) Award from Kent Associations of Local Councils (KALC) nominations for 2025 received and decided.

g) Other – None

**6. PLANNING**

a) Applications:

Status of applications pending, circulated as attached to minutes.

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.

**7. DELEGATES' REPORTS**

a) Neighbourhood Watch - Report from Community Warden

➤ No new issues.

Signed ..... Chairperson  
18<sup>th</sup> February 2025

- Ongoing issues being dealt with, some resolved.
  - Caravan on Old Dover Road, abandoned vehicle notice issued. Waiting removal by District Council.
- b) CCTV** – Nothing to report.
- c) Play equipment**
- Bi-monthly equipment report received by members.
  - Trees heights on boundaries – Meeting informed of charges that may be incurred from Dover District Council for legal work on checking Lease and Tree Survey. Quotes received from seven (7) contractors. Following discussion of quotes, it was decided to accept Keith Tait Tree Surgery estimate, proposed by Cllr. K Pilcher, seconded by Cllr. Young and agreed by all present. *Action/Resolution: Councillors agreed to try to get charges from DDC reduced. Tree works resulting from survey being programmed with selected contractor, together with reducing tree height on Elizabeth Drive boundary. Date still to be confirmed.*
  - Wet-pour surface – Quotes received from professional contractor to; a) repairs to cracks, or b) complete overlay of all surfaces. *Action/Resolution: it was decided to accept works to carry out patching repair of wet-pour surface for £690, in junior play area and to programme with contractor. Proposed by Cllr. Lakr, seconded by Cllr. K Pilcher and agreed by all present.*
- 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: Ongoing wait for Kent Highways Design Team on installation costs.*
  - Roundhill Tunnel closures - Notes received by member Cllr. K Pilcher of the online meeting with National Highway Officer and other parties, regarding lack of signage on M20/A20 for traffic diversions and vehicles using B2011. *Action/Resolution: Still waiting Kent County Council and other parties' responses and any action.*
  - Tactile paving on drop kerbs Beatrice Road tactile paving on drop kerbs (not a private driveway). *Action/Resolution: Retro fit passed to Kent Highways Design Team.*
- e) Public Rights of Way**  
All paths at present reported to be in “muddy” conditions.
- f) Speed Watch**  
Cllr. S Pilcher reported: No sessions held since last meeting due to cold and wet weather conditions. Police Van has been attending regularly  
All results of sessions are available on Parish Council Website LINK: [cappellefernepc.org.uk](http://cappellefernepc.org.uk)
- g) Events**  
80<sup>th</sup> VE Day Celebrations (8<sup>th</sup> May 2025)  
Village Hall Management Committee Members had responded to request as, not to hold event for 80<sup>th</sup> VE Day at Farmers' Market. *Action/Resolution: Raising a flag at Chair-person's house to be organised with coffee and cake. More details to follow.*
- h) Capel Cares**  
➤ Average of 40 + members reported as attending Coffee Morning sessions, with quizzes and raffles.
- i) Grapevine Newsletter and social media**  
Deliver change, due to round become available.
- 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 to attend a further planning workshop.
  - Cllr. Seager would like to attend Chair's Conference, if another member wished to also go.
- l) District Councillor Martin Hibbert and County Councillors David Beaney:**  
Government Devolution and the legislation involved. Both Councillors discussed with Parish Council members the proposition for Kent County Council. Detailed information of frequently asked questions circulated. A more in-depth meeting to be attended for more information. Issues to be raised on confusion of where this will end up.  
TAP (Traffic Assessment Project) – No reply received from MP on communication with District Cllr. Hibbert.

Signed ..... Chairperson  
18<sup>th</sup> February 2025

**8. CORRESPONDENCE**

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

**9. DRAFT BUDGET and PRECEPT 2025-2026**➤ Review and confirm salaries 2025/2026

*Action/Resolution: Proposed by Cllr. Lake, seconded by Cllr. K Pilcher and agreed by all present to increase salaries in line with National Association of Local Councils scales.*

➤ Review and confirm Grapevine advert charges 2025/2026

*Action/Resolution: Proposed by Cllr. Young, seconded by Cllr. K Pilcher and agreed by all present to increase charges as follows:*

GRAPEVINE ADVERTISING - 1<sup>st</sup> April 2024

Size 9cm x 3.5cm £15.00

Size 9cm x 7cm £22.00

Size 9cm x 13cm £30.00

Size 20cm x 13cm £40.00 (½ page)

GRAPEVINE ADVERTISING - 1<sup>st</sup> April 2025

Size 9cm x 3.5cm £16.00

Size 9cm x 7cm £23.00

Size 9cm x 13cm £32.00

Size 20cm x 13cm £40.00 (½ page) – no change

➤ Agree Parish Precept 2025/2026

- Budget presented and reviewed. Three (3) Options on rate of Precept level to be requested, was discussed. Following a vote of 7 members present, (3 for option b, 4 for option c), it was agreed, following a majority decision, to request option c. i.e. Resource Requirement Expenditure estimate for 2025/2026, £60,660 i.e. Band D Council Tax from £71.76 to £86.93 - (Increase of £15.17 per annum).

- *Action/Resolution: Agreed by a majority decision on votes, to apply for precept of £60.660.00. Precept form signed by Chairperson Cllr. Seager and Clerk M Leppard.*

**10. CHEQUES/BACS PAYMENTS****a) Cheques and BACS payments were approved and authorised (*Attached*).**

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

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

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

➤ Addition street lighting in Old Dover Road.

➤ Incursion of grass onto highway in Old Dover Road.

➤ Sub-station, junction Avondale/Old Dover Road reported to be in poor state of repair.

➤ Glass replacement to bus shelters queried.

➤ Thanks, expressed by Cllr. K Pilcher to Cllrs. Harris and Norris, together with James from Youngs Ground Maintenance, for help in erecting Christmas Tree. Request next year to “choose” tree at suppliers.

➤ Enquiry on recent works Dover Hill, being a gas leak.

➤ Hedge overhanging highway in Capel Street reported.

**b) Approve resolution to discuss any confidential issues on agenda item 12 – None.****11. DATE OF NEXT MEETING**

➤ Surgery on Tuesday, 5<sup>th</sup> February 2025 at Farmers' Market.

➤ Next Parish Councillors' meeting will be Tuesday, 18<sup>th</sup> February 2025, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

**12. CONFIDENTIAL ITEMS - None.**

**The meeting closed at 9.10pm. == END ==**

Signed ..... Chairperson  
18<sup>th</sup> February 2025

Associated Documents for Tuesday, 21<sup>st</sup> January 2025

	<b>PLANNING APPLICATIONS - JANUARY MEETING</b>	<b>AGENDA ITEM 6a</b>
24/00257	Land South East Of Great Cauldham Farm Cauldham Lane Capel Le Ferne CT18 7HQ 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.	Grant of Outline Planning Awaiting decision notice DDC
24/00263	32 Old Dover Road Capel Le Ferne CT18 7HN Erection of a glamping pod with associated parking (amended plans)	Awaiting decision DDC
24/00797	Land Opposite 32 To 38 Cauldham Lane Capel Le Ferne CT18 7HG 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))	Grant of Reserved Matters
24/00920	Land South Of Cauldham Lane Capel-Le-Ferne CT18 7HG 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
24/01141	Capel Court Park New Dover Road Capel Le Ferne CT18 7AZ Certificate of Lawfulness (existing) for the continued use of land as a caravan site	Awaiting decision DDC
24/01173	164 Capel Street Capel Le Ferne CT18 7EY 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 DDC
24/01278	18 George Close Capel Le Ferne CT18 7UB Erection of a balcony with glass balustrade to first floor rear elevation	Awaiting decision DDC
24/01339	25 Avondale Road Capel-Le-Ferne CT18 7LJ Certificate of Lawfulness (Existing) for the stationing of a static caravan	Awaiting decision DDC

Signed ..... Chairperson  
18<sup>th</sup> February 2025

24/01243	136 New Dover Road Capel Le Ferne CT18 7JZ <b>Erection of garden room</b>	Awaiting decision PC
25/00010	The Lighthouse Inn 111 Old Dover Road Capel Le Ferne Kent CT18 7HT <b>Partial change of use and conversion to care home</b>	Awaiting decision PC
25/00037	Frajolan 21 Albany Road Capel Le Ferne CT18 7JT <b>Erection of a single storey side/rear extension for use as an annexe</b>	Awaiting decision PC

**AGENDA ITEM 7c****Tree Work - Quotes received (excl VAT)**

Ben Wraight – Wraights Tree Care Denton,	Tree works as set out in survey, excluding T8 Works to T8, To reduce nut trees by 2m in height.	£1,180.00 £250.00 £1,450.00 <b>£2,880</b>
Gavin Coles Heartwood Tree Services Nonington, Dover, CT15 4ET	T1, T2, T3, T4, T5, T6, T7 and T8: Extra work near T8, pruning to trees encroaching on gardens of Elizabeth Drive.	£1,100 £680 <b>£1,780</b>
Keith Tait Tree Surgery Folkestone	T1 20.00 T2-15.00 T3-25.00 T4-20.00 T5- No work. T6-195.00 T7-250.00 T8 150.00 Trees on boundary with Elizabeth drive cut back mature trees by 2metres.	£675 £400 - 450 <b>£1,075 - £1,125</b>
Tom Ledger Leaf Tree Services Sandwich	T1- £60, T2- £60, T3- £60, T4- £60, T5- £150, T6- £150, T7- £300 Trees on boundary with Elizabeth drive cut back mature trees by 2metres over entire crown.	£840 £1,000 <b>£1,840.00</b>
Harmer & Sons Ground Maintenance Acrise Folkestone	T1- £55, T2- £20, T3- £30, T4- £24, T5- £150, T6- £230, T7- £270, T8 - £170 Elizabeth drive cut back mature trees by 2metres over entire crown	£949 £ 425 - £485 <b>£1,374 – £1,434</b>
Dave Lowe – TGM Ltd Ashford	Carry out tree maintenance at Capel le Ferne Recreation Ground, as outlined in tree condition report Ref: IA24/987 Additional to report, cut back over hang into gardens as noted on image Elizabeth Drive boundary.png	<b>Not itemised ... £1,200</b>
N J Apps Tree Surgery and Fencing Hythe	All works as in tree report Elizabeth Drive boundary trees	£780 ?????

**AGENDA ITEM 7c****Wet-pour Quotes (excl VAT)**

EEZEEGRIP (UK) LTD Bromley	Carry out approximately four separate repairs to two areas. Roundabout area and baby swing area.	£690
EEZEEGRIP (UK) LTD Bromley <i>Note: Parish Council to arrange installation of protective fencing around the site.</i>	Prepare existing surface for overlay. Carry out overlay on top of existing surface. Take away all waste, leaving site clean and tidy.	£3,252

Signed ..... Chairperson  
18<sup>th</sup> February 2025

## Recreational Facility Report

Date Inspected 20/12/24

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Childrens Play Area	Roundabout	√	√	√	X	√	N/A	√	√
	Todler Swings	√	√	√	√	√	N/A	√	√
	Junior Swings	√	√	√	√	√	N/A	√	√
	Alpine Crossing	√	√	√	√	√	N/A	√	√
	Multiplay	√	√	√	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 Wetpour

	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	√	√	√	√	√	√	√	√
	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
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	√	√	√	N/A	√	√
	Petanque court	√	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		

## BMX DOUBLE RAMP Surface worn on double ramp but not serious.

	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	√
	Groud Mats	√	N/A	√	√	√	√	√	√
	Petanque Court	N/A	N/A	N/A	√	√	N/A	√	√

Signed ..... Chairperson  
18<sup>th</sup> February 2025

## National Highways Meeting. 22/11/24 3.00 pm

The meeting was held with the National Highways team, Kent and Medway Resilience Forum, Hawkinge Town Council and Capel Parish Council.

The discussions revolved around how badly Capel and Hawkinge were affected when there were problems on to A20 and/or the Roundhill Tunnels.

The two main problems being TAP and the closure of the East bound tunnel.

The closure of the East bound Tunnel whether planned or otherwise, causes major problems in the surrounding area.

This is because of the lack of driver information when the tunnel is closed.

During October TAP was triggered for 20 days.

KCC carried out a traffic survey on the B2011 through Capel for a week in June.

The daily average for vehicles passing through the village was 15,400, many drivers using the B2011 to avoid TAP.

Whilst there may be warnings on gantry signs of the M20 when there are problems on the A20 Roundhill Tunnel east bound, there is a total lack of signage from J13 of the M20 onwards via the A259 (Churchill Avenue) the A260 towards Hawkinge and A20.

The main questions for the meeting were: -

1. When the east bound tunnel is closed due to a backup of TAP could the trucks be stopped before they reach J10 on the M20?
- 2, When the east bound tunnel is closed for other reasons, could digital signage be installed at each end of Churchill Avenue (A259) to divert traffic to the A260 and A20?

The meeting was informative and in answer to question 1, Highways do implement Brock Zero, which is designed to operate when the tunnel is closed due to TAP. Brock Zero is designed to stop the trucks before they reach the Roundhill Tunnels, but due to time lag, it's success at times, may be limited.

In answer to question 2, steps are going to be taken to ensure adequate diversionary signage is in place on the A259 and A260.

Highways will also look into the installation of more permanent signage, but this could take some time and there is no guarantee that it would happen.

Highways have installed yellow hatched lines on the roundabout at the bottom of Jubilee Way to stop trucks blocking the roundabout.

Highways will also look at the information provided to sat nav companies, to see if appropriate updates can be relayed to HGV and other commercial vehicle drivers prior to the tunnel being closed.

However, it was stated that there can always be road traffic incidents that happen where instant solutions are not readily available.

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

My Community Voice Kent	Volunteer News January 2025 [#378962827] - Volunteer News...	18/01/2025 11:04
Tricia Casey-Green	Burial and Law Workshop - 6 February 2025 - Let's get together!	17/01/2025 14:51
Jenny Moss	Parish Council and Local Government Training Dates 2025 - He...	09/01/2025 10:08
Lucy.Rout@kent.gov.uk	Current Funding Opportunities from Active Kent & Medway - G...	08/01/2025 16:03
makingadifference@kent.go...	Adult Social Care 'Your Voice Network' update for December - I...	12/12/2024 15:31
My Community Voice Kent	Take part in our Cybercrime Survey! [#356953864] - Take par...	03/12/2024 19:38
kccnbs@kent.gov.uk	2024-25 Community Transport Grant Scheme - Good afterno...	02/12/2024 14:35
youthresearch@kent.gov.uk	Funding platform - Hello, Thank you for completing the Parish ...	29/11/2024 14:24
Lucy.Rout@kent.gov.uk	Active Kent & Medway Small Grant and Workforce Developmen...	20/11/2024 13:55
Louise.Butfoy@kent.gov.uk	KCC Historic Treescape Grant Dover - Good afternoon, I was wo...	18/11/2024 12:58
<b>FORWARDED</b>		
clerkcapellefernepc@btinter...	Fwd: Chief executive's bulletin - 16 January 2025 - FORWARD...	16/01/2025 15:35
clerkcapellefernepc@btinter...	Fwd: KALC News - FORWARDING FOR INFORMATION ----- O...	15/01/2025 18:30
clerkcapellefernepc@btinter...	Fwd: Parish Council Support Scheme - deadline 31st January 2...	15/01/2025 13:56
clerkcapellefernepc@btinter...	Fwd: KALC Weekly Bulletin for the Week Ending 17th January ...	15/01/2025 13:54
clerkcapellefernepc@btinter...	Fwd: Events newsletter - FORWARDING FOR INFORMATION --...	14/01/2025 14:50
clerkcapellefernepc@btinter...	Fwd: Bus Shelter - FORWARDING FOR INFORMATION Noted co...	13/01/2025 16:09
clerkcapellefernepc@btinter...	Fwd: Re: Local Government - FORWARDING FOR INFORMATIO...	12/01/2025 18:47
clerkcapellefernepc@btinter...	Fwd: Devolution Background Information - Thank you Martin f...	10/01/2025 14:39
clerkcapellefernepc@btinter...	Fwd: Sponsoring a Community Warden - Free Online One Hour ...	10/01/2025 14:36
clerkcapellefernepc@btinter...	Fwd: Chief executive's bulletin - 9 January 2025 - FORWARDI...	09/01/2025 14:19
clerkcapellefernepc@btinter...	Fwd: Events newsletter - FORWARDING FOR INFORMATION --...	07/01/2025 17:36
clerkcapellefernepc@btinter...	Fwd: Weekly Bulletin - Week Ending 10th January 2025 - FOR...	07/01/2025 17:35
clerkcapellefernepc@btinter...	Fwd: FW: Appendix D - Externally Funded Schemes - 23-DO -...	06/01/2025 18:49
clerkcapellefernepc@btinter...	Fwd: Hey MAUREEN, our chair has penned an open letter to pa...	06/01/2025 16:45
clerkcapellefernepc@btinter...	Fwd: FW: Southern Water - Kent groundwater infiltration upda...	30/12/2024 09:37
clerkcapellefernepc@btinter...	Fwd: FW: Less crime, better outcomes - FORWARDING FOR IN...	30/12/2024 09:36
clerkcapellefernepc@btinter...	Fwd: RE: 2024-25 Community Transport Grant Scheme - FOR...	30/12/2024 09:33
clerkcapellefernepc@btinter...	Fwd: Events newsletter - FORWARDING FOR INFORMATION --...	30/12/2024 09:23
clerkcapellefernepc@btinter...	Fwd: North Falls Offshore Wind Farm - Rule 13 letter publishe...	30/12/2024 09:21
clerkcapellefernepc@btinter...	Fwd: Road Safety and Active Travel Group Newsletter - FORWA...	30/12/2024 09:19
clerkcapellefernepc@btinter...	Fwd: OLD VILLAGE HALL FILES UPDATE - FORWARDING FOR I...	19/12/2024 10:15
clerkcapellefernepc@btinter...	Fwd: OLD VILLAGE HALL FILES UPDATE - FORWARDING FOR I...	19/12/2024 10:15
clerkcapellefernepc@btinter...	Fwd: Chief executive's bulletin - 19 December 2024 - FORWA...	19/12/2024 10:12

Signed ..... Chairperson  
18<sup>th</sup> February 2025

clerkcapellefernepc@btinter...	Fwd: Bulletin for week ended 20th December 2024 - For clerk...	18/12/2024 16:17
clerkcapellefernepc@btinter...	Fwd: Public Spaces Protection Order 2025 - FORWARDING FO...	18/12/2024 12:43
clerkcapellefernepc@btinter...	Fwd: Re: Christmas Tree - FORWARDING FOR INFORMATION --...	18/12/2024 12:37
clerkcapellefernepc@btinter...	Fwd: Parish Council Support Scheme - deadline 31st January 2...	18/12/2024 12:32
clerkcapellefernepc@btinter...	Fwd: Events newsletter - FORWARDING FOR INFORMATION --...	17/12/2024 10:37
clerkcapellefernepc@btinter...	Fwd: Free Webinars from Aubergine for KALC - FORWARDING ...	13/12/2024 19:23
clerkcapellefernepc@btinter...	Fwd: RE: National Highways Meeting - FORWARDING FOR INF...	13/12/2024 19:10
clerkcapellefernepc@btinter...	Fwd: Remote Meetings and Proxy Votes - Also for circulation - ...	12/12/2024 14:08
clerkcapellefernepc@btinter...	Fwd: KALC Weekly Training Bulletin - for clerks and for circulati...	12/12/2024 14:06
clerkcapellefernepc@btinter...	Fwd: Chief executive's bulletin - 12 December 2024 - FORWA...	12/12/2024 10:17
clerkcapellefernepc@btinter...	Fwd: Bulletin for the Week Ended 13th December 2024 - FOR...	11/12/2024 22:36
clerkcapellefernepc@btinter...	Fwd: Events newsletter - FORWARDING FOR INFORMATION --...	10/12/2024 12:49
clerkcapellefernepc@btinter...	Fwd: Hey MAUREEN, we've announced this year's Star Councils...	09/12/2024 14:23
clerkcapellefernepc@btinter...	Fwd: KALC News - FORWARDING FOR INFORMATION ----- O...	06/12/2024 19:00
clerkcapellefernepc@btinter...	Fwd: Chair's Networking Forum - 27th January at 6.30pm - Pl...	06/12/2024 14:29
clerkcapellefernepc@btinter...	Fwd: Chief executive's bulletin - 5 December 2024 - FORWAR...	05/12/2024 11:43
clerkcapellefernepc@btinter...	Fwd: Quotations for play area wet-pour - FORWARDING FOR I...	05/12/2024 07:36
clerkcapellefernepc@btinter...	Fwd: Parish Council Event Slides - FORWARDING FOR INFORM...	04/12/2024 12:34
clerkcapellefernepc@btinter...	Fwd: Events newsletter - FORWARDING FOR INFORMATION --...	03/12/2024 12:34
clerkcapellefernepc@btinter...	Re: RE: Capel-le-Ferne, Section 19 Flood Investigation report ...	02/12/2024 17:22
clerkcapellefernepc@btinter...	Fwd: Letter From Chief Constable Jo Shiner. - FORWARDING F...	02/12/2024 17:10
clerkcapellefernepc@btinter...	Fwd: RE: Clifftop Land, opposite 63A Old Dover Road. - FORW...	02/12/2024 11:08
clerkcapellefernepc@btinter...	KENT ONLINEreport - FORWARDING FOR INFORMATION KENT...	01/12/2024 17:53
clerkcapellefernepc@btinter...	Fwd: Please note one date is 3rd December. Please see below a...	29/11/2024 11:36
clerkcapellefernepc@btinter...	Fwd: Chief executive's bulletin - 28 November 2024 - FORWA...	28/11/2024 10:13
clerkcapellefernepc@btinter...	Fwd: Local Government - FORWARDING FOR INFORMATION --...	28/11/2024 08:21

Signed ..... Chairperson  
18<sup>th</sup> February 2025

clerkcapellefernepc@btinter...	Fwd: DDC Town and Parish Event - Thursday 28 November 20...	27/11/2024 16:01
clerkcapellefernepc@btinter...	Fwd: Order Confirmation for Mastering Planning Application R...	27/11/2024 07:39
clerkcapellefernepc@btinter...	Fwd: Southern Water - Bathing Water Updates - FORWARDIN...	27/11/2024 07:24
clerkcapellefernepc@btinter...	Fwd: RE: Enquiry 842265 - FORWARDING FOR INFORMATION...	27/11/2024 07:23
Clr-Martin Hibbert	Southern Water - Bathing Water Updates - Colleagues, Attach...	26/11/2024 17:16
clerkcapellefernepc@btinter...	Fwd: Events newsletter - FORWARDING FOR INFORMATION --...	26/11/2024 15:35
clerkcapellefernepc@btinter...	Fwd: KALC'S 77TH ANNUAL GENERAL MEETING - 30TH NOVE...	26/11/2024 15:33
clerkcapellefernepc@btinter...	Fwd: Re: Several items - FORWARDING FOR INFORMATION ---...	23/11/2024 08:33
clerkcapellefernepc@btinter...	Fwd: Fwd: Active Kent & Medway Small Grant and Workforce D...	22/11/2024 18:45
> clerkcapellefernepc@btinter...	Fwd: Active Kent & Medway Small Grant and Workforce Develo...	22/11/2024 18:43
clerkcapellefernepc@btinter...	Re: RE: RE: EXTERNAL - Fwd: Highways and Transportation En...	21/11/2024 15:23
clerkcapellefernepc@btinter...	Fwd: KALC Weekly Training Bulletin - please forward to all your...	21/11/2024 14:08
clerkcapellefernepc@btinter...	Fwd: Highways Managers/Stewards - FORWARDING FOR INFO...	21/11/2024 12:06
clerkcapellefernepc@btinter...	Fwd: Chief executive's bulletin - 21 November 2024 - FORWA...	21/11/2024 09:57
clerkcapellefernepc@btinter...	Fwd: Active Kent & Medway Small Grant and Workforce Develo...	21/11/2024 09:56
clerkcapellefernepc@btinter...	Re: Ball Rebound Fencing - FORWARDING FOR INFORMATION ...	20/11/2024 18:40
clerkcapellefernepc@btinter...	Fwd: Re: Tree height back of 9 Elizabeth Drive - FORWARDING ...	20/11/2024 18:39
clerkcapellefernepc@btinter...	Re: Tree condition report - Capel Recreation Ground - FORWAR...	20/11/2024 18:38
clerkcapellefernepc@btinter...	Fwd: FW: Enforcement meet and greet slides - FORWARDING FO...	20/11/2024 09:43
clerkcapellefernepc@btinter...	Fwd: KALC Weekly Bulletin for the week ended 22nd November ...	19/11/2024 13:07
clerkcapellefernepc@btinter...	Fwd: Join our crime prevention & safety online webinars this wee...	19/11/2024 12:46
clerkcapellefernepc@btinter...	Fwd: Events newsletter - FORWARDING FOR INFORMATION ----...	19/11/2024 12:40
clerkcapellefernepc@btinter...	Fwd: KALC Community Awards Scheme 2025 - FORWARDING FO...	18/11/2024 15:05

### **Other items received**

1. **Emails/Cards - Festive wishes** from: Neighbourhood Watch Network; Harper Office; Kent Film Office; Jerry and Jackie Watson; Chairman Dover District Council; Royal British Legion.
2. Publication Space Protection Order 2025 – Expiry (Peoposals to renew/vary).
3. KALC Public Support Scheme funding available – Forwarded to Village Hall for information
4. Devolution Background Information – KCC Debate notification.
5. Hawkinge & Capel-le-Ferne Community Magazine.
6. Clerks & Councils Direct Magazine

Signed ..... Chairperson  
18<sup>th</sup> February 2025

**AGENDA ITEM 9a Review and confirm salaries 2025/2026**

Date	Description	Amount per annum	Hours per week
2024-2025	Litter Clearer	1,587.36	2.5 hours per week – SCP 06
2025-2026	Litter Clearer	1,670.52	2.5 hours per week – SCP 07
Date	Description	Amount per annum	Hours per week
2024-2025	Clerk	7,644.00	10 hours per week – SCP 17
2025-2026	Clerk	7,971.60	10 hours per week – SCP 18

**AGENDA ITEM 9b Review and confirm Grapevine advert charges 2025/2026****GRAPEVINE ADVERTISING from 1<sup>st</sup> April 2024**

Size 9cm x 3.5cm	£15.00
Size 9cm x 7cm	£22.00
Size 9cm x 13cm	£30.00.
Size 20cm x 13cm	£40.00 (½ page)

**GRAPEVINE ADVERTISING from 1<sup>st</sup> April 2025**

Size 9cm x 3.5cm	£15.00
Size 9cm x 7cm	£22.00
Size 9cm x 13cm	£30.00.
Size 20cm x 13cm	£40.00 (½ page)

**AGENDA ITEM 9c Agree Budget and Parish Precept 2025/2026**

EXPENSES	ESTIMATE 2024/2025	PROBABLE 2024/2025	ESTIMATE 2025/2026
<b>ADMINISTRATION</b>			
Salaries	9,231	9,231	9,660
Expenditure <i>Ink cartridges, paper, gifts, computer repairs &amp; anti-virus, website etc, Election and Members' Expenses, Hall Rent, Audit Fee, Insurance Premium, Training, Legal, Other.</i>	11,000	6,971	10,000
<b>SUB-TOTAL</b>	<b>20,231</b>	<b>16,202</b>	<b>19,660</b>
<b>LAND HOLDINGS</b>			
Playing Field - rent	450	450	450
Playing Field & B2011 Mowing /bulb raking	6,500	5,500	7,000
Cut back/removal of trees and other	3,000	3,000	3,000
<b>SUB-TOTAL</b>	<b>9,950</b>	<b>8,950</b>	<b>10,450</b>
<b>PLAY EQUIPMENT, SEATS, HIGHWAY, ETC</b>			
Repairs and improvements <i>2024-25 Traffic Survey, Skatepark refurbish, Fencing, Double yellow lines, MUGA lining, Zip wire repairs, Tree survey and work, wet-pour renovation.</i>	20,000	44,500	25,000
Annual Inspection	350	350	350
<b>SUB-TOTAL</b>	<b>20,350</b>	<b>44,850</b>	<b>25,350</b>
<b>OTHER</b>			
<b>Annual Waste Bin (Albany Road)</b>	50	200	200
<b>Grants - global sum (S137) (Wreaths and donations)</b>	1,000	1,500	1,000
<b>Village Newsletter</b>	7,000	5,500	7,000
<b>Events (Christmas Tree)</b>	2,500	400	2,000
<b>SUB-TOTAL</b>	<b>10,550</b>	<b>7,600</b>	<b>10,200</b>
<b>EXPENSES TOTAL</b>	<b>61,081</b>	<b>77,602</b>	<b>66,660</b>
<b>INCOME</b>			
History Book Sales	0	0	0
Bank Interest	1,000	1,700	2,000
Grapevine Paid Adverts	4,000	3,500	4,000
Other	0	0	0
<b>LESS INCOME TOTAL</b>	<b>5,000</b>	<b>5,200</b>	<b>6,000</b>
<b>TOTAL</b>	<b>56,081</b>	<b>72,402</b>	<b>60,660</b>
	<b>ESTIMATE 2024/2025</b>	<b>PROBABLE 2024/2025</b>	<b>ESTIMATE 2025/2026</b>

Signed ..... Chairperson  
18<sup>th</sup> February 2025

	Balance b/fwd 2023/2024	60,747
	Rate Precept 2024/2025	47,993
	<b>TOTAL INCOME</b>	<b>108,740</b>
LESS	Expenditure (probable) in 2024/2025	72,402
	<b>Balance carried forward to 2025/2026</b>	36,338
LESS	Expenditure (estimate) for 2025/2026	60,660
	<b>Project Balance in hand</b>	<b>-24,322</b>

<b>a) Council Tax charge 2025/26</b>	<b>No change from last year</b>	<b>£47,993</b>
<b>Band D Council Tax Charge decrease from £71.76 to £68.77 (Decrease of £2.99 per annum)</b>		

<b>b) PART Resource Requirement Expenditure estimate for 2025/2026</b>	<b>£55,000</b>
<b>Band D Council Tax Charge increase from £71.76 to £78.82 (Increase of £7.06 per annum)</b>	

<b>c) TOTAL Resource Requirement Expenditure estimate for 2025/2026</b>	<b>£60,660</b>
<b>Band D Council Tax Charge increase from £71.76 to £86.93 (Increase of £15.17 per annum)</b>	

<b>WISH LIST</b>	<b>AGENDA item 11a</b>
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Bus Shelters and Seats – Alexandra Road/NDR
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5 a-side flood lighting
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Signed ..... Chairperson  
18<sup>th</sup> February 2025

NCOME/EXPENSE 21.01.25. To be confirmed and agreed **AGENDA item 10**

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>46,387.67</b>				
15.11.24	Staff	Salary (typo error)	0.06		0.06					
15.11.24	Various	Adverts	176.00			176.00	R	BACS		
20.11.24	Dover District Council	Grapevine Printing	462.50	92.50	555.00		R	BACS		
20.11.24	Viking	Ink Cartridges	76.40	15.28	91.68		R	BACS		
27.11.24	K Pilcher	Expenses Gift	10.00		10.00		R	BACS		
27.11.24	KALC	Training	50.00	10.00	60.00		R	BACS		
28.11.24	J Duncan CS52	6 x Rebound fencing posts	639.13	127.82	766.95		R	BACS		
28.11.24	Staff Expenses	Broadband & Energy	25.00		25.00		R	SO		
29.11.24	Nat West	Liquid A/c Interest	71.15			71.15	R	INT		
29.11.24	Nat West	Reserve A/c Interest	16.70			16.70	R	INT		
02.12.24	Kent County Council	Maintenance Devolved	1,209.32			1,209.32	R	BACS		
02.12.24	Kent Cables	Monthly SIM	37.50	7.50	45.00		R	DD		
04.12.24	E J Clough	Christmas Tree and block	120.00	24.00	144.00		R	BACS		
09.12.24	Kent Cables	Monthly Contract	20.00	4.00	24.00		R	DD		
10.12.24	Village Hall	Poppy Wreath	20.00			20.00	R	BACS		
13.12.24	K Pilcher	Expenses Gift	8.50		8.50		R	BACS		
16.12.24	Dover District Council	Grapevine Printing	462.50	92.50	555.00		R	BACS		
17.12.24	Kent County Council	Grant Rebound fencing	1,509.00			1,509.00	R	BACS		
18.12.24	Staff	Salaries December	642.91		642.91		R	BACS		
30.12.24	Dover District Council	Ground Rent Lease	112.50		112.50		R	BACS		
30.12.24	Staff Expenses	Broadband & Energy	25.00		25.00		R	SO		
30.12.24	Kent Cables	Monthly SIM	37.50	7.50	45.00		R	DD		
31.12.24	Nat West	Liquid A/c Interest	78.70			78.70	R	BACS		
31.12.24	Nat West	Reserve A/c Interest	16.24			16.24	R	BACS		
02.01.25	Youngs	Grounds Maintenance	80.00	16.00	96.00		R	BACS		
02.01.25	Mazars	Audit Fee 2023-2024	315.00	63.00	378.00		R	BACS	<b>In Hand</b>	<b>5.06</b>
07.01.25	Kent Cables	Monthly Contract	20.00	4.00	24.00		R	DD	<b>Current A/c</b>	<b>1,194.22</b>
15.01.25	Primary Technologies	Website Domain/Hosting	304.50	60.90	365.40		R	BACS	<b>Reserve A/c</b>	<b>13,738.09</b>
16.01.25	Village Hall	Hall Rent Jan-Dec 2025	168.00		168.00		R	BACS	<b>Liquid A/c</b>	<b>30,405.41</b>
20.01.25	Staff	Expenses	23.50		23.50			BACS		<b>45,342.78</b>
20.01.25	Staff	Salaries January	642.91		642.91			BACS	<b>Less</b>	
			7,380.46	525.00	4,808.41	49,484.78			<b>Un-Reconciled</b>	<b>666.41</b>
	Land registry Checks £12, Gift £11.50					<b>44,676.37</b>				<b>44,676.37</b>

Signed ..... Chairperson  
18<sup>th</sup> February 2025