

CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council - Maureen Leppard

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THE ANNUAL PARISH MEETING OF THE PARISH COUNCIL WILL BE HELD ON
TUESDAY, 15th APRIL 2025, AT 7.30PM
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE, CT18 7LX
AGENDA

1.	TO RECEIVE the Chairman of Kent Association of Local Councils, Mr Neville Hudson, to present Award
2.	To APPROVE Annual Parish Minutes, Chair and other reports from meeting held on 16 th April 2024 (<i>attached</i>)
3.	To DISCUSS matters arising from minutes not covered elsewhere on agenda
4.	To RECEIVE Chairman's report 2024/2025
5.	To RECEIVE and DISCUSS any other business
6.	To CONFIRM date of next Annual Parish Meeting (21 st April 2026)

A NORMAL MEETING OF THE PARISH COUNCIL WILL FOLLOW
AGENDA

1.	To RECEIVE Apologies for absence
2.	To DECLARE any personal interests in items on Agenda
3.	To RECEIVE any Public Address to Councillors & Feedback (<i>10-15 minutes</i>)
4.	To APPROVE a) <i>Minutes of the meeting held on 18th March 2025 (Draft already circulated)</i>
5.	To DISCUSS matters arising from minutes or, not covered elsewhere on agenda a) <i>Flooding update Capel Street/Lancaster Avenue</i> b) <i>White Planters B2011</i> c) <i>Gifted Land on Clifftop</i> d) <i>Health and Safety Policy and Risk Assessments</i> e) <i>Other</i>
6.	To RECEIVE and DISCUSS Planning Applications a) <i>Applications – receive updates</i> b) <i>Other</i>
7.	To RECEIVE Delegates and any other working parties or sub-committee reports not covered elsewhere a) <i>Neighbourhood Watch ▪ Community Warden report ▪ Police report</i> b) <i>CCTV</i> c) <i>Playing Field</i> ▪ <i>Recreational Bi-monthly Report ▪ Tree Work</i> d) <i>Highways / Improvement Plan (HIP) / Traffic Management.</i> ▪ <i>HIP Meeting. ▪ B2011 Activated Signs. ▪ Tactile drop kerbs (Beatrice Road). ▪ Roundhill Tunnel Closures</i> e) <i>Public Rights of Way</i> f) <i>Speed Watch</i> g) <i>Events ▪ 80th VE Day Celebrations</i> h) <i>Capel Cares</i> i) <i>Grapevine Newsletter/social media</i> j) <i>Village Hall</i> k) <i>Training/Workshops/Seminars</i> l) <i>District Councillor Martin Hibbert and/or County Councillor David Beaney</i> m) <i>Other</i>
8.	To RECEIVE and DISCUSS Correspondence
9.	To RECEIVE, APPROVE and AUTHORISE - BACS payments and SIGN Cheques
10.	To RECEIVE and DISCUSS Any Other Business concerning the Parish a) <i>Councillors' comments ▪ "Wish List" update</i> b) <i>Approve any resolutions for discussion in confidential items in agenda item 12</i>
11.	To CONFIRM date of next meeting - <i>Tuesday, 20th May 2025</i>
12.	To RECEIVE and DISCUSS confidential items approved by resolution in item 10b

Signed  (Parish Clerk)
Date 8th April 2024

DRAFT MINUTES OF THE ANNUAL PARISH MEETING
HELD ON 16TH APRIL 2024

PRESENT: Cllrs; Alfsdotter, Harris, Lake, Leppard, Pilcher, Seager and Young, together with Community Warden Jan Henry, District Councillor Martin Hibbert and three (3) members of the public.

APOLOGIES: Cllr: Norris, County Councillor David Beaney and PC Cheryl Ellis.

1. **PRESENTATION**

The Chairman of Kent Association of Local Councils, Mr Neville Hudson, presented the Kent Association of Local Council Community Award to Capel-le-Ferne Ukraine Working Party, stating it was for a worthwhile cause and in view of amount of work carried out.

Citation:

The working party team (Jan, Neil, Marilyn and Philippa), were presented with the KALC Community Award Certificate for 2024, in recognition of their dedicated work, for over a year, on fund-raising to help Ukraine.

- Starting with securing hosts for families and collecting donations, to providing welcome boxes, for refugees arriving in UK.
- Craft items were made and then along with other articles, sold and more donations received.
- An event evening of Ukraine music, dance, food, raffles and auctions raised little short of £4,000, which was a great success.

It was sufficient enough to purchase a second-hand 4x4 vehicle outright, have suitable tyres and technical alteration carried out and then shipped to Ukraine. This vehicle was delivered for humanitarian service use, to help transport and evacuate the wounded and civilians to safety. There was very good beneficial backing from villagers, supporters, suppliers and these volunteers, in order to raise countless sums.

Work continues by the Team, to help support the people of Ukraine.

2. **MINUTES**

The Minutes of the last Annual Parish Meeting, held on 19th April 2023, were agreed and approved as a correct record and signed by Cllr: Seager, as present Chairperson. Proposed by Cllr: Lake, seconded by Cllr: Young and agreed by all.

3. **MATTERS ARISING** None

4. **CHAIRMAN'S REPORT**

Cllr. Seager (Chairperson) reported for the year 2023/2024 to the meeting. Report attached to these Minutes of this meeting.

Reports from District Councillor Martin Hibbert forwarded and attached to Minutes of this meeting.

5. **ANY OTHER BUSINESS** None.

6. **DATE OF NEXT ANNUAL PARISH MEETING**

This was confirmed as Tuesday, 15th April 2025.

Chairperson's Report May 2023 – April 2024

Play Equipment and Recreation Field.

Many thanks to Keith and Jamie for regularly checking the play equipment and recreation area. This means that any issues are dealt with, as and when, they arise.

Speed Watch.

Sessions have continued to take place throughout the year, although fewer during the winter months because of the weather. All results of sessions are available on Parish Council Website.

Grapevine Newsletter.

This is produced every month except in January. Thank you to Maureen for all the work that it requires to make sure it is out on time. Also, to all those who are involved in the distribution.

Highways Improvement Plan.

The working party is ongoing. Drop kerbs in Alexandra Road, Lancaster Avenue and Beatrice Road junctions have been completed but without tactile paving which is now being added to some of them where driveways are not installed. The 2024 plan is now being discussed to identify what needs to be included, and an online meeting with Community Engagement Officer, Kent Highways has just taken place.

Resilience Plan.

The plan is available on the website. It was agreed to review the information on a regular basis, and that this could be amended whenever necessary.

Coronation.

A well-attended event which took place on Sunday 7th May 2023 at the Village Hall to celebrate the Coronation of King Charles 111. A big thank you to everyone involved who helped make it a successful event enjoyed by all.

D-Day 80th Anniversary.

A working party has been set up to organise this to take place on Thursday 6th June, 2024. A fish and chip supper at the Village Hall followed by a procession to the Battle of Britain Memorial for the beacon lighting at 21.15hrs.

Consultation

The recent planning application for the land to the east of Cauldham Farm has resulted in the Parish Council holding drop-in sessions to help local residents with submitting their comments to Dover District Council. This has only been possible in such a short time because of the dedication of Keith, Chris and Tony, ably assisted by Maureen on the administration front. A big thank you to you all for your hard work.

Not forgetting....

I would like to thank all of our Parish Councillors for their continuing support over the past year. Also, Maureen and Keith for all their knowledge, advice and guidance whenever it is needed.

On behalf of the Parish Council, appreciation goes to the Community Warden, Jan Henry, and PC, Cheryl Ellis, for their continued input in the village.

Philippa Seager

PC Networking

Good to start off on a positive note.

Following the yearly ROSPA inspection some of the Alkham playground equipment was found not fit for purpose and needed replacing. The Alkham PC is now seeking solutions via a new working party (task and finish). As a first step I suggested that they approached the Capel PC Clerk knowing that Capel has a great playground area managed by an experienced councillor team who have gained the appropriate skills and knowledge something that they may wish to tap into to help them to get the best results.

I am pleased to report that this approach was successful and both PC clerks working together have set up contacts between Cllr Keith Pilcher for Capel, and Cllr Catie Webber, who is the Alkham lead for this project, to take this forward.

My thanks to all involved and particularly to Keith for volunteering to assist and Catie for her given thanks for this help. To me this a splendid example of ward PCs reaching out to each other with the aim to work together, sharing gained experience and knowledge, towards resolving common ward community matters. Well done.

TAP

Cllr Martin Bates will be meeting Cllr Shaun Taylor, current Cabinet Portfolio for Transport on the 8th of Dec to talk about TAP and Keep Dover Moving associated issues. The points and concerns already raised will form part of that discussion as will questions about any Dover Port infrastructure scheduled developments following recent Gov grants.

Capel Flooding

There has been much PC correspondence circulated relating to this tragic incident, and the content of the letter sent to our local MP by residents says it all. As you are all aware, the Capel PC Clerk has responded to the residents (16th Nov), outlining in the second paragraph the action of forwarding the letter to all other interested parties for their information, ending in the last paragraph with the hope that the problem will be addressed accordingly by the relevant authorities. It will be interesting to see what responses are forthcoming.

Whilst waiting for responses I would recommend Capel PC asking the KCC drainage and flooding team for copies of any routine maintenance schedules for the area that was subject to flooding. Also copies of the work records for the cleaning of the drains and storm drain, and when they were last inspected. Coupled with this any records they may have of any correspondence they have had between local farmers regarding advice and concerns on local field drainage impacting on the highways. Any information gained may well be useful to share with constituents who have suffered flood damage and help towards them deciding the direction of travel to take for any personal insurance claims.

I have suggested councillors consider appointing a local Flood Warden role as well as becoming a KCC trained flood warden. The local role is more focused on direct liaison and building workable networking relationships with the KCC flood engineers' team to help towards compiling details of locations/plans of all drainage/sumps and known maintenance schedules for the local area. This will be an initiative-taking move and ensure a finger is kept on the pulse to help minimise any future flooding risk. The KCC training is a useful addition as it gives a complete overview of flooding per se and the role of the warden (as Jan says -in application call for help and stand out of the way!). I have done both roles in Alkham over many years and I am still providing a support role to the new Alkham Flood Wardens as and when requested – I am willing to share that support and experience to Capel PC.

Lorries Capel Street

I recently emailed (15th Nov) Gary Bootes, Senior Investigation Officer (Enforcement) requesting an update on the ENF/22/00383 complaint, copying in the PC Clerk. He responded by telephoning me offering to talk through the matter again. I referred him to the content of my email (18th Oct) where I outlined that it would be most useful that I met with him to discuss the collected evidence to seek what can be done to move this matter forward, particularly so as the complaint was highlighted by him as a priority back in May this year. I am pleased to report that I will be attending a meeting with Gary and his manager Lesley Jarvis at the DDC Offices on Tuesday, 21st Nov, to discuss this ongoing matter. I will report back the outcomes to the Capel Clerk as soon as I am able to.

Many thanks

Cllr Martin Hibbert

Alkham & Capel Le Ferne Ward