

CAPEL PARISH COUNCIL

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The Parish Council meeting of CAPEL PARISH COUNCIL held in Capel Village Hall, Falmouth Place, Five Oak Green at 7.30pm on 29th April 2019. The meeting was be open to press and public.

In Attendance: Cllrs Hugh Patterson (Chair), Maggie Fenton (Vice Chair), Charles Mackonochie, Trevor Sawyer, Jim Young & Ashley Saunders.

MINUTES

Minute
No

- 397 1) **ADMINISTRATION** Fire Exits, Sign In Sheets, Assembly Point, Mobile Phones, intention to film or record the meeting.
- a) To resolve to go into closed session and to exclude the press and public during item 404.h.i Parish Development, local plan (Admissions to Meetings) Act 1960. **Proposed by Cllr Fenton Seconded by Cllr Young to go into a closed session.**
- 398 2) **APOLOGIES** – to receive and accept apologies for absence.
- 399 3) **DECLARATION OF INTEREST & CHANGES TO REGISTER OF INTEREST** - Declarations of Pecuniary interests on any item on the agenda. Where any councillor has a Disclosable Pecuniary Interest (as defined in the Members' Code of Conduct) in any matter to be considered at a meeting of the Council, a committee, sub-committee or joint committee, they must withdraw from the meeting room during the whole of the consideration of that matter and must not participate in any vote on that matter unless a dispensation has been obtained from the Monitoring Officer.
- 400 4) **CHAIRMAN'S ANNOUNCEMENTS**
- a) Resignation of Cllr Anthony from the parish council. The Chair read out his email to Cllr Anthony in response to his resignation thanking him for his contribution to the council. The official notice of a vacancy has been displayed throughout the parish and the Clerk has had communication with TWBC elections office.
- b) Website – The Chair spoke about the new website and its additional features, such as information on parish organisations. It was agreed the location of the three parish defibrillators would be added to the information.
- 401 5) **APPROVAL OF MINUTES**
- a) To consider the minutes of the Full Council Meeting of 25th March 2019 and if in order to authorise the Chair to sign as a true and accurate record. **The Chair signed the minutes as a true and accurate record with no amendments.**
- b) To receive the minutes of the Planning Committee 25th March 2019. **Noted.**
- 402 6) **MATTERS ARISING FROM PREVIOUS MINUTES NOT COVERED IN CURRENT AGENDA –**
- a) **The Clerk read the response to from Estelle Culligan, Principal Solicitor, Contentious and Corporate Governance, Deputy Monitoring Officer for MBC which read in summary read “if your parish is not holding elections for the parish, you are not bound by the rules. However, any rules on pre-election publicity do not prevent business as usual. Therefore, I cannot see how your ward councillor would not be able to give the usual update to the parish because of it.”.**
- b) **The Clerk has spoken with Chair of the CCA and agreed a meeting will be arranged to discuss the legal recommended insurance alterations. Clerk to arrange meeting.**
- c) **The replacement bench in Tudeley will be advertised in the next monthly parish**

magazines to invite interested individuals and companies who may wish to sponsor the new bench.

403 7) **EXTERNAL REPORTS**

- a. **Borough Councillors Report – Borough Cllr Carol Mackonochie reported on CSU crime figures for TWBC & Capel. Cllr also stated the content of the report for 25.3.19, would have related to our KCC Cllr, who is standing as TWBC and Town Cllr for Paddock Wood. As a Paddock Wood resident was present, under Purdah the Cllr judged it inappropriate to report.**
- b. **County Councillors Report – Update on weight limit enquiry to KCC of Whetsted Bridge. KCC Cllr Hamilton gave apologies for the matter not yet reaching a conclusion following the earlier statement “Network Rail have advised they are happy to support an environmental ban of heavy and long vehicles using the bridge”. Cllr Hamilton supports CPC’s request to continue the pursue the implementation of an environmental weight limit.**

404 8) **COMMITTEE AND PORTFOLIO REPORTS**

a) **Finance & Resources Committee –**

- i) To make payments from 25.03.19 –28.04.19. **Noted**
- ii) To receive Income and Expenditure Report for March **Noted**
- iii) To note Account Balances. **Noted**
- iv) **Cllr Fenton has been in contact with HSBC regarding councillor signatories on the bank accounts. Cllr Fenton made councillors aware if may be necessary for all signatories to visit a branch of HSBC and provide photograph ID.**

b) **Staff & Administration (Subcommittee of F&R) –**

- i) To authorise an additional 20 hours, this being 10 hours in April & 10 hours in May for RFO to complete the end of year accounts. **Only 13.5 hours was needed by the RFO to complete the end of year accounts, all councillors agreed the authorisation of the extra hours. Cllr Mackonochie commented the existing software was not compatible with reports, this led to some reports needing to be completed by hand. It was requested software be discussed at the next finance and resources meeting.**

- c) **Planning Committee – The clerk is trialling downloading planning applications to a memory stick for discussion at committee. Borough Councillor Mackonochie to investigate the option of fast download from the TWBC planning portal and will report back to the Clerk.**

- d) **Flooding Committee – Cllr Mackonochie, chair of committee, reported the recent flood committee meeting was brief as there had been no reported flooding in the parish due to the unseasonably dry winter.**

- e) **Highways & Traffic Portfolio – Nothing to report.**

- f) **Housing & Memorial Cottages Committee - Nothing to report.**

g) **Recreation Ground Improvements and Regeneration Committee**

- i) To RESOLVE the recommendation by the committee recommendation to install a 30meter metal framed aerial zipwire and natural mound. The installation to be coordinated with the roundabout which is being donated by the charity The Friends of Five Oak Green Recreation Ground. **Cllr Young asked for clarity regarding a health and safety overview of all the overall positioning of the equipment. Cllr Fenton confirmed Wicksteed have a total overview and liability of all the equipment and the recreation ground committee are confident this has been addressed. The Chair reminded councillors to note the play area will be installed and donated to CPC by the charity Friends of Five Oak Green Recreation Ground piecemeal. Resolution proposed by Cllr Fenton, seconded by Cllr Sawyer. Cllr Mackonochie abstention. All others councillors present in favour. Cllr Mackonochie queried the positioning of the proposed zip wire because it may be detrimental to assigning an area for additional parking.**

- ii) Update on attendees to official opening of MUGA on 18th May. **Capel Fair will be held on the same day. Cllr Fenton will be approaching the Co-op to ask them to consider providing refreshments.**

h) **Parish Development - Recreation, Amenities, Allotments & Open Spaces**

- i) To discuss the principal of a collaborative approach to the Tunbridge Wells Local Plan with Paddock Wood Town Council and if appropriate other neighbouring parishes – *closed session*. **Agreed in principle pending further details.**
- ii) Request by Capel Cricket Club to use the large bin in the recreation ground carpark when playing at home during the season. The Chair registered an interest in this item as representative of CCC. Vice Chair, Maggie Fenton, Chair the item. As Capel Community Association hold the contract for the bin it was agreed the cricket club should approach them directly.
- iii) To **RESOLVE** to instruct a specialist company to complete a full survey of all trees in the parish. **The Clerk to contact insurance company and report back on the minimum necessary checks in order to meet requirements in the event of a claim.**

405 9) **PARISH MATTERS (not covered under Parish Development above)**

- a) WW1 Commemoration report from Cllr Hollamby – **Cllr Hollamby absent, no report.**
- b) Speedwatch update – **Kent Police have been asking for additional Speedwatch volunteers.**
- c) Stone Castle Liaison Committee meeting update. **Next meeting is being held on 12th June. The key concerns regarding noise pollution remains.**
- d) Request from Capel Fete Committee to use the recreation ground on the evening of Friday 5th and Saturday 6th July. **Cllr Mackonochie declared interest as a member of the fete committee and did not participate in the discussion. All councillors present agreed the fete are able to use the recreation ground on the dates requested.**
- e) To discuss security of the pavilion now heras fencing has been removed for the cricket season. **The Chair declared an interest and did not participate in the discussion – item deferred awaiting views from Capel Cricket Club.**

406 10) **CORRESPONDENCE RECEIVED – Nothing to report.**

407 11) **REPRESENTATION AT MEETINGS –**

- a) **The Chair attended the hearing for vehicle operating licence Seychem Lane operators' yard as an observer – permission was granted to Mid Kent scaffolding, with conditions. These are to use Alders Road and working hours to be 07.00 – 18.00 (lorries must be loaded in afternoon, not early morning).**
- b) Cllr Mackonochie attended JTB but nothing to report which affects the parish. Cllr Fenton confirmed – the new warning signs at Whetsted Road are now in place.

408 12) **QUESTIONS FROM MEMBERS – None.**

409 13) **CLERK'S REPORT – A third defibrillator has been installed on the wall outside the public toilet at the recreation ground. The Clerk to contact Paddock Wood retained firefighters about attending the MUGA open day on 18th May to give a demonstration.**

410 14) **ADJOURNMENT TO HEAR FROM MEMBERS OF THE PUBLIC –**

- a) Member of the public raised their concerns regarding the installation of the zip wire and the recreation ground being disturbed again by large vehicles.

411 15) **DATE OF NEXT MEETING – 22nd May 2019**

With no further business the meeting closed at 21.04 including closed session.

Signed: Dated:

