

CAPEL PARISH COUNCIL

Emma Ivory – Clerk
Falmouth Place, Five Oak Green
TN12 6RD clerk@capelpc.co.uk

ALL COUNCILLORS ARE HEREBY SUMMONED to attend the Parish Council meeting of CAPEL PARISH COUNCIL to be held in Capel Village Hall, Falmouth Place, Five Oak Green at 7.30pm on 29th July 2019 when it is proposed to transact the business shown on the agenda below. The meeting will be open to press and public.

Cllrs Hugh Patterson, Maggie Fenton, Charles Mackonochie, Trevor Sawyer, Robin Hollamby, Chris Parker, Jim Young, Suzi Rich & Ashley Saunders.

AGENDA

Minute
No

- 443 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 450.8.b Staff, Office & Administration (Admissions to Meetings) Act 1960.
- 444 2) **APOLOGIES** – to receive and accept apologies for absence.
- 445 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.
- 446 4) **CHAIRMAN'S ANNOUNCEMENTS**
- 447 5) **APPROVAL OF MINUTES**
- a) To consider the minutes of the Full Council Meeting of 24th June 2019 and if in order to authorise the Chair to sign as a true and accurate record.
- b) To receive the minutes of the Planning Committee 24th June 2019.
- c) To receive the minutes of the Staff, Office & Administration Committee meeting of 24th June & 15th July 2019 and to Resolve the recommendations under agenda item 8.b.ii & iii.
- d) To receive the minutes of the Housing & Memorial Cottages meeting of 11th July and to Resolve the recommendations under agenda item 8.f.i
- 448 6) **MATTERS ARISING FROM PREVIOUS MINUTES NOT COVERED IN CURRENT AGENDA**
- 449 7) **EXTERNAL REPORTS**
- a. **Borough Councillors Report**
- b. **County Councillors Report** – Update on Whetsted Bridge Five Oak Green

450 8) **COMMITTEE AND PORTFOLIO REPORTS**

a) **Finance & Resources Committee –**

- i) Receive and note Internal Auditors Report not previously received for the meeting held on 24th June 2019 meeting.
- ii) To make payments from 24.06.19 –28.07.19.
- iii) To receive Income and Expenditure Report for June & July
- iv) To note Account Balances for May & June.

b) **Staff, Office & Administration**

- i) To Ratify the decision of the Chair of the Council and Chair of the committee to seek emergency employment advice from HR Services and the decision to purchase a block of five hours employment advice at a total cost of £426. HR Services were recommended by KALC.
- ii) Resolve recommendation to reinstate two days annual leave for the Clerk (8th & 9th July 2019).
- iii) Resolve to accept the recommendation of the Staff and Office Committee to pay the outgoing RFO's holiday claim in full.
- iv) To discuss and Resolve to pay outstanding overtime and expenses to previous RFO.
- v) To Resolve to employ a part-time temporary member of staff to cover the role of RFO for a minimum of 6 weeks, maximum of 3 months to review the current RFO job description and role.

c) **Planning Committee – Kings Head -** to note email exchange between Clerk and TWBC planning regarding the possibility of issuing a Section 215 to the owner.

d) **Flooding Committee**

e) **Highways & Traffic Committee**

f) **Housing & Memorial Cottages Committee**

- i) To Resolve the recommendation to instruct J Young Services to carry out the reinstatement of cast iron guttering at both cottages.
- ii) To note the plastering at cottage No 9 will take place in August 2019.

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

- i) To note the order has been placed for the zip wire with Wicksteed, currently awaiting a date for site visit.
- ii) To discuss issues with repairs to track on recreation ground.

451 9) **PARISH MATTERS**

- a) To Resolve: Capel Parish Council requests Tunbridge Wells Borough Council that the whole of the Civil Parish of Capel to be designated under the Localism Act for the purposes of a Neighbourhood Plan.

The Parish of Capel Neighbourhood Plan Working Group to come into existence following the end of the Reg 18 consultation on November 1st.

- b) Resolve: CPC contribute half the cost of the Planning Advisor (£1000) engaged to prepare the case for the Cabinet and CAB in August. This is in line with the resolution passed to contribute up to £5000 in the year 2019/20. The advisor has agreed to work to CPC and the registered charity Capel Green Belt Protection Society.

[A briefing note on the envisaged relationship between CPC, the Neighbourhood Plan WG and the Save Capel campaign:

Save Capel and the present structures continue until the end of the Reg 18 process in the autumn (i.e. 3 parish councillors on Strategy Group but working groups independent of pc). After that: The Neighbourhood Plan Working Group will be the

overarching body for the following groups: Housing and planning; highways and transportation; flooding; landscape and ecology – these groups will contain at least one parish Cllr. - the Parish Council have the legal responsibility for Neighbourhood Planning. These will report initially to CPC.

These groups will work on Reg 19 when the consultation re-starts in 2020; formulate policies towards a Neighbourhood Plan assuming the Strategic Sites are not finally adopted and/or formulate policies to ameliorate the impact of the Strategic sites should the worst happen.

The Save Capel organisation will continue as a campaigning body containing legal; campaigns and strategy; fundraising; press and lobbying through Reg 19 and a possible public enquiry. These groups will report to the Strategic Group.

The Strategic Group will continue to co-ordinate the activities of both branches and contain representatives of all groups and up to 3 Parish Councillors as at present. Neighbourhood plan groups should feel to ask advice/ input from relevant Save Capel groups and vice versa as necessary.

Both branches will financially support the process within and outside the Capel Green Belt Protection Society which will also work to support both branches.]

- c) WW1 Commemoration report from Cllr Hollamby
- d) Speedwatch update
- e) Stone Castle Liaison Committee meeting update

452 10) **CORRESPONDENCE RECEIVED**

453 11) **REPRESENTATION AT MEETINGS**

454 12) **QUESTIONS FROM MEMBERS**

455 13) **CLERK'S REPORT**

456 14) **ADJOURNMENT TO HEAR FROM MEMBERS OF THE PUBLIC**

457 15) **DATE OF NEXT MEETING – 2nd September 2019**

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.