

# CAPEL PARISH COUNCIL

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Parish Council meeting of CAPEL PARISH COUNCIL held in Capel Village Hall, Falmouth Place, Five Oak Green at 7.30pm on 29th July 2019.

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

## MINUTES

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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. **All councillors Resolved to go into closed session.**

444 2) **APOLOGIES** – to receive and accept apologies for absence. **Cllr Parker gave apologies for family reasons; apologies accepted by all councillor's present.**

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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. Cllr Young declared an interest in item **8f1 Memorial Cottages – quotes for replacement guttering.**

446 4) **CHAIRMAN'S ANNOUNCEMENTS** – Clerk is unable to stay for entire meeting, leaving after closed session due to illness.

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. **It was noted there were is a second of reports from the SaveCapel subgroups, Clerk to amend. Minutes signed the Chair.**
- b) To receive the minutes of the Planning Committee 24th June 2019. **Received and noted.**
- c) To receive the minutes of the Staff, Office & Administration Committee meeting of 24<sup>th</sup> June & 15<sup>th</sup> July 2019 and to Resolve the recommendations under agenda item 8.b.ii & iii. **Received and noted.**
- d) To receive the minutes of the Housing & Memorial Cottages meeting of 11<sup>th</sup> July and to Resolve the recommendations under agenda item 8.f.i **Received and noted.**

**The Clerk left the meeting at 20.05 and from this item forward minutes taken by Cllr Fenton.**

448 6) **MATTERS ARISING FROM PREVIOUS MINUTES NOT COVERED IN CURRENT AGENDA**

**Item 7 Reply from Greg Clark received? Clerk to respond**

**Item 9bi New Laptop purchased? Clerk to respond**

**Item 9e History Group - Clerk to respond**

**Item 14a Email addresses? Noted that Cllr SR had added hers successfully to iPad, perhaps she could aid others.**

**Noted by Cllr Fenton that the server has been down on the website for some time. Cllr Patterson to look investigate further.**

449 7) **EXTERNAL REPORTS**

- a. **Borough Councillors Report – Borough Councillor (BC) queried order of minutes as opposed to Agenda. The Chair gave an explanation. BC added that minutes needed altering. Offer of £42 on Garden waste refuse bin due to end on 2nd August. BC is now the new Armed Forces Champion & will undergo a days training for the role. BC had attended the KCC Flood Risk Management meeting but would allow Cllr C Mackonochie to deliver feedback. Cllr Young asked how big the uptake had been on the bins. BC confirmed TWBC expect to reach target as response was good. Cllr Saunders asked about the cost difference with TMBC. BC responded that TMBC residents had a greater loss in service as previously they had 2 bins or 1 bin & bin liners for garden waste.**
- b. **County Councillors Report – Update on Whetsted Bridge Five Oak Green. KCC Member had had a meeting with Head of Services and Cllr Mike Whiting. They have offered to come to Capel & walk with CPC to see the issues and/or the police to visit. Cllr HP Thought a meeting & walk very valuable but declined a police visit due to incidents being rare but catastrophic when they happen. As Moat Farm traffic is managed to avoid the bridge, so should any other HGVs.**

450 8) **COMMITTEE AND PORTFOLIO REPORTS**

- a) **Finance & Resources Committee – Items i) iii) & iiiii) deferred as queries on all. Item ii) payments made & noted. Cllr CM to try to identify on RFO laptop**
  - i) Receive and note Internal Auditors Report not previously received for the meeting held on 24<sup>th</sup> 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. **Noted and Ratified by all councillors.**
  - ii) Resolve recommendation to reinstate two days annual leave for the Clerk (8th & 9th July 2019). **Resolved by all councillors.**
  - iii) Resolve to accept the recommendation of the Staff and Office Committee to pay the outgoing RFO's holiday claim in full. **Closed session. Michelle Rumble was present at the beginning of the closed session, Mrs Rumble was given the opportunity to make comment. Considering further new information in the previous few days councillors wish to seek legal advice before any further financial payments are made. Council to seek further advice from HR Services.**
  - iv) To discuss and Resolve to pay outstanding overtime and expenses to previous RFO. **Deferred.**
  - 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. **Contract for cover RFO queried. Cllr SR stated this should be a fixed term contract.**
- 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. **Resolved by all councillor's present. Proposed by Cllr Hollamby, Seconded by Cllr Fenton.**
  - ii) To note the plastering at cottage No 9 will take place in August 2019. **Noted.**
- 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. **Noted.**
  - ii) To discuss issues with repairs to track on recreation ground. **Recent outfield repairs on Recreation ground contain an unacceptable amount of large stones/rumble. These would be a health and safety issue for the Groundsman when mowing. Steve Hyde from HAGS agreed topsoil quality unacceptable, he will contact the Clerk to remedy.**

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. Resolved. **Proposer Cllr CM, Seconder Cllr JY**

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. **Resolved. Proposer Cllr RH, Seconder Cllr JY**

- c) WW1 Commemoration report from Cllr Hollamby. **Last remembrance for WW1, 19th November 2019.**
- d) Speedwatch update -
- e) Stone Castle Liaison Committee meeting update – **No further meeting have taken place since the last report.**

- 452 10) **CORRESPONDENCE RECEIVED - None**
- 453 11) **REPRESENTATION AT MEETINGS - Cllr CM had attended the JTB. Lisa Gilham was on maternity leave. A228 being replaned/resurfaced etc Closure for 13 nights. It was unclear as to the extent of the A228 affected by works. Also attended the KCC FRM Committee where Climate Change & also neighbourhood plans discussed.**
- 454 12) **QUESTIONS FROM MEMBERS – None.**
- 455 13) **CLERK’S REPORT – None.**
- 456 14) **ADJOURNMENT TO HEAR FROM MEMBERS OF THE PUBLIC – brought forward. It was reported that a tree had fallen across the penthouse footpath.**
- ACTION; Clerk to contact KCC PROW Officer. Tree overhanging at Stream Cottage by Forest Farm.**
- ACTION: Cllr RH to inform the Clerk of PROW numbers. Buddleia overhanging at Cllr JYs property needs cutting back.**
- ACTION: Cllr JY. Drains by the Green (Whetsted Rd) and outside 2 Oak Rd need attending.**
- ACTION: Cllr CM has already reported the Whetsted Rd one and will report the other.**
- 457 15) **DATE OF NEXT MEETING – 2nd September 2019**

With no further business the meeting closed at 20.55

Signed : ..... Dated: .....