

CAPEL PARISH COUNCIL

Emma Ivory – Clerk
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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 30th September 2019 when it is proposed to transact the business shown on the agenda below. The meeting will be open to press and public.

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

AGENDA

Minute No		Action Required
473	1) ADMINISTRATION Fire Exits, Sign In Sheets, Assembly Point, Mobile Phones, intention to film or record the meeting.	
474	2) APOLOGIES – to receive and accept apologies for absence. Apologies given from Cllr Parker and Cllr Young due to work commitments.	
475	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.	
476	4) CHAIRMAN'S ANNOUNCEMENTS	
477	5) APPROVAL OF MINUTES a) To consider the minutes of the Full Council Meeting of 2nd September 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 2nd September 2019. c) To receive the minutes of the Staff, Office & Administration Committee meeting 23 rd September 2019. d) To receive the minutes of the Housing & Memorial Cottages meeting 23 rd September 2019.	
478	6) MATTERS ARISING FROM PREVIOUS MINUTES NOT COVERED IN CURRENT AGENDA	
479	7) EXTERNAL REPORTS a. Borough Councillors Report b. County Councillors Report	
480	8) COMMITTEE AND PORTFOLIO REPORTS a) Finance & Resources Committee – i) • Payments to 30 Sept ii) • Accounts to August iii) • Bank statements & Bank recs to August iv) • To note completed Accountability and Governance Statement 2018-19.	

- b) **Staff, Office & Administration**
 - i) To note the Resolution to pay a home working allowance to the Clerk, including back payment, as per the calculations quoted in the Arnold-Baker local council administration guide.
 - ii) To note the standing down of Cllr Patterson from the committee, this is to allow the committee Chair and Clerk to refer to the Chair of the Council should it be needed.
 - iii) To note the requirement for a blind to be fitted to the office window and locks to be fitted on cupboard door, as per the GDPR audit, is still outstanding. Cllr Young to address the works as a matter of urgency.
- c) **Planning Committee – Update - Kings Head -** to note email exchange between Clerk and TWBC planning regarding the possibility of issuing a Section 215 to the owner. Update – Clerk has requested further information from TWBC regarding the potential issue of Section 215 but is yet to receive a response to two further emails.
- d) **Flooding Committee**
- e) **Housing & Memorial Cottages Committee**
 - i) To note the emergency works which are required to the guttering and downpipe.
- f) **Recreation Ground Improvements and Regeneration Committee –**
 - i) Update on remaining issues regarding the installation of MUGA and associated access track across recreation ground.
 - ii) To Resolve quote of £939.28 from Capel Ground Care to carryout play equipment repairs, as per recent ROSPA report.

481 9) **PARISH MATTERS**

- a) National Highways & Transport Network – To note Public Satisfaction Surveys request.
- b) Update on Tunbridge Wells Borough Council Draft Local Plan and meeting held on 4th Sept at TWBC offices. TWBC plan to hold the next meeting on Wed 2nd Oct, council to discuss who from CPC will attend.
- c) To discuss and Resolve a formal response from CPC which will be ratified at the next full council meeting on 28th October. Councillors encouraged to submit individual responses also.
- d) Report back from Cllrs Fenton, Mackonochie and Saunders on recent meeting September 3rd with Highways Officers and KCC on Whetsted Bridge.
- e) WW1 Commemoration report
- f) Speedwatch update
- g) Stone Castle Liaison Committee update
- h) To note update from recent resolution to donate a memorial bench in memory of Celia Worraker. – Clerk spoken with Mr Worraker and he would like to express his thanks to the council and will be in touch again shortly with regards to the proposed memorial bench.
- i) To discuss the potential to install electric car charging points at recreation ground.
- j) To discuss and Resolve suggested alternative spending for remaining Capel Energy Fund currently held with Paddock Wood Advice Centre.
- k) To discuss and Resolve response to request for High Way Improvement Plan details for the parish by KCC.

482 10) **CORRESPONDENCE RECEIVED**

- a) To note request for CPC to instruct TWBC to impose a blight notice.

483 11) **REPRESENTATION AT MEETINGS**

484 12) **QUESTIONS FROM MEMBERS**

485 13) **CLERK’S REPORT –**

- a) Report from recent KALC Annual Clerk’s meeting

- b) To note request from councillors by email for Clerk to request existing clothes recycle bin at recreation ground car park to be removed
- c) To note TWBC will be removing recycling banks during October 2019.

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

487 15) **DATE OF NEXT MEETING** – 28th October 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.