Parish Council meeting of CAPEL PARISH COUNCIL held in Capel Village Hall, Falmouth Place, Five Oak Green at 7.30pm on 30th September 2019.

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

Clerk – Emma Ivory

MINUTES

<table>
<thead>
<tr>
<th>Minute No</th>
<th>Description</th>
<th>Action Required</th>
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<tbody>
<tr>
<td>473</td>
<td>1) ADMINISTRATION Fire Exits, Sign In Sheets, Assembly Point, Mobile Phones, intention to film or record the meeting.</td>
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<td>474</td>
<td>2) APOLOGIES – to receive and accept apologies for absence. Apologies given from Cllr Parker family matter and Cllr Young due to work commitments. Accepted.</td>
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<td>475</td>
<td>3) DECLARATION OF INTEREST &amp; 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 Rich declared an interest in item 9. j) To discuss and resolve suggested alternative spending for remaining Capel Energy Fund currently held with Paddock Wood Advice Centre. Cllr Rich did not participate in the resolution.</td>
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<td>476</td>
<td>4) CHAIRMAN’S ANNOUNCEMENTS – No items to announce nor discuss which are not already on the agenda for the meeting.</td>
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<td>5) APPROVAL OF MINUTES</td>
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<td>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. Signed as a true and accurate record by the Chair, with no amendments.</td>
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<td>b) To receive the minutes of the Planning Committee 2nd September 2019. Noted.</td>
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<td>c) To receive the minutes of the Staff, Office &amp; Administration Committee meeting 23rd September 2019. Noted.</td>
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<td>d) To receive the minutes of the Housing &amp; Memorial Cottages meeting 23rd September 2019. Noted.</td>
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<td>478</td>
<td>6) MATTERS ARISING FROM PREVIOUS MINUTES NOT COVERED IN CURRENT AGENDA</td>
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<td>a) There remains no response from Greg Clarke to the Clerks emails with an invitation to attend a Capel Parish Council meeting. Clerk to email again giving further parish council meeting dates in November and December 2019.</td>
<td>Clerk MF,CM,TR,CP &amp; JY</td>
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<td>b) An update on all Councillors adopting the new council email addresses – Five councillors are yet to access the new council emails address - Cllrs Fenton, Mackonochie, Sawyer, Parker and Young adopt the new email address. The Chair to resend email set up instructions. The new email addresses are on the advice of KALC regarding GDPR.</td>
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<td>479</td>
<td>7) EXTERNAL REPORTS</td>
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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.

All items noted and no queries by those councillor’s present.

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. Resolved. Proposer by Cllr Fenton and seconded by Cllr Sawyer

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. Noted.

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. It was noted Cllr Young would carry out the works, charging £30 per hour. The Clerk has been unable to find someone who is willing to carry out such a small job. Resolved by Cllr Fenton, seconded by Cllr Sawyer.

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. There remains no response to the Clerks previous emails asking for an update on the possible issuing of Section 215. Borough Councillor Mackonochie commented that perhaps an alternative could be safety fencing to secure the area.

d) Flooding Committee - No comments.

e) Housing & Memorial Cottages Committee

i) To note the emergency works which are required to the guttering and downpipe. Cllrs Sawyer and Parker attended the cottages to sign off the recent plastering works. Cllrs Parker and Sawyer have inspected the works and agree the works have been carried out to a satisfactory standard. Cllr Sawyer commented the downpipe is starting to rust, he recommends the area be rubbed down and repainted. Clerk to obtain quote. Cllr Sawyer also asked the Clerk to investigate further the reported blown brick in chimney stack of No 9.

f) Recreation Ground Improvements and Regeneration Committee –

i) Update on remaining issues regarding the installation of MUGA and associated access track across recreation ground. HAGS to meet with Cllr Parker, Cllr Fenton, Clerk and the Groundsman to agree a way forward in removing the large amount of rubble previously laid.

ii) To Resolve quote of £939.28 from Capel Ground Care to carry out play equipment repairs, as per recent ROSPA report. Resolved. Proposed by Cllr Saunders, seconded by Cllr Rich.

Parish Matters

a) National Highways & Transport Network – To note Public Satisfaction Surveys request. Councillors to respond individually.

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. Cllr Fenton attended meeting on 4th September and gave a verbal report of the meeting to the councillors, minutes will be published on the Capel Parish Council website as soon as available from TWBC. Cllr Charles Mackonochie indicated he may be able to attend the next meeting TWBC, meeting planned for November.

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. **Resolved to make a formal council response, Chair to co-ordinate comments – proposed by Cllr Fenton seconded Cllr Rich.** Chair to email initial comments on plan, also to be circulated to councillors for comments/amendments. The Chair also encouraged all councillors to submit individual comments to the Borough Council.

d) Report back from Cllrs Fenton, Mackonochie and Saunders on recent meeting September 3rd with Highways Officers and KCC on Whetsted Bridge. **KCC said an environmental weight limit would not be imposed. Cllr Mackonochie and Saunders requested a length limit to address the sharp corner on Whetsted Road. KCC will consider this option. KCC to review directional signage, no consistency in signage currently. KCC were not aware of advisory weight limit sign in place. Councillors remain concerned about the current condition of the bridge, this was raised with KCC.**

e) WW1 Commemoration report – **Final commemoration takes place on November 19th at 10.45am at St Thomas’s church. The Poppy appeal will take place on the last weekend of October. Councillors agreed the Tommy figures can be installed in the parish again this year. The clerk asked for further details regarding the installation of the Tommy figure at the memorial cottages so contact can be made with the tenants.**

f) Speedwatch update – **Nothing to report.**

g) Stone Castle Liaison Committee update – **No update, no further meeting has taken place.**

h) To note update from recent Resolution to donate a memorial bench in memory of Celia Worraker. – **The 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. A meeting of parishioners involved in South East in Bloom will be held to discuss a way forward for the coming years – Clerk has displayed posters advertising the event.**

i) To discuss the potential to install electric car charging points at recreation ground. **It was agreed council would discuss further once more information available. The Poacher and Partridge pub have charger points, Clerk to speak to them to gauge usage and report back to full council.**

j) To discuss and Resolve suggested alternative spending for remaining Capel Energy Fund currently held with Paddock Wood Advice Centre. **It was agreed by all councillors the matter would be discussed further once the queries regarding ring fencing the funds for emergency assistance for service users. Clerk to speak with clerk of Matfield and Brenchley for details on how they support parishioners who require emergency funding support. The Borough Councillor has worked with other community groups with similar funds, she will investigate further and report back to council Cllr Rich did not participate in the discussion nor resolution.**

k) To discuss and Resolve response to request for High Way Improvement Plan details for the parish by KCC. **Councillors to respond to clerk with comments.**

482 10) **CORRESPONDENCE RECEIVED**

a) To note request for CPC to instruct TWBC to impose a blight notice. **Noted – CPC have no power to impose notice.**

483 11) **REPRESENTATION AT MEETINGS** – Cllr Fenton & Rich represented CPC at recent SaveCapel meetings, well attended.

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

485 13) **CLERK’S REPORT** –

a) Report from recent KALC Annual Clerk’s meeting – **Clerk reported back on recent KALC meeting which was a useful event.**

b) To note request from councillors by email for Clerk to request existing clothes recycle bin at recreation ground car park to be removed. **Clerk has emailed the provider asking for the bin to be removed but is yet to receive a response.**

c) To note TWBC will be removing recycling banks during October 2019. **Paddock Wood retaining existing glass recycling bins. Noted.**

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

a) A member of the public would like to remind council the allotment tenancy agreements should be signed by council and returned.

487 15) **DATE OF NEXT MEETING** – 28th October 2019

17/10/2019
With no further business meeting closed at 21.03

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