

# CAPEL PARISH COUNCIL

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

Parish Council meeting of CAPEL PARISH COUNCIL held in Capel Village Hall, Falmouth Place, Five Oak Green at 7.30pm on 28th October 2019.

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

## MINUTES

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Minute  
No

473 1) **ADMINISTRATION** Fire Exits, Sign In Sheets, Assembly Point, Mobile Phones, intention to film or record the meeting. **Noted, no intention to either film or record.**

474 2) **APOLOGIES** – to receive and accept apologies for absence. **None.**

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. **None.**

**KCC Member Cllr Sarah Hamilton requested her agenda item to give a report be brought forward so she may attend another meeting, the Chair agreed. Cllr Hamilton took questions from the council – Cllr Saunders reported a lorry had turned into Norton's Way due to lack of correct and enough road signage. Network rail passed bridge as sound. Speed Indicator Device – changes in policy as to when and how used, SH to seek guidance. Community safety unit have brought two. If it is possible to still replace the SID SH happy to support. Kent to get highways improvement plan, raised at KCC as a question about consistence signage, aware of issues.**

476 4) **CHAIRMAN'S ANNOUNCEMENTS**

a) To note the resignation of Robin Hollamby from the council. The Clerk has begun the process of formally advertising the vacancy. **TWBC confirmed no requirement to hold an election. Clerk to advertise informal notice for co-option of vacancy.**

477 5) **APPROVAL OF MINUTES**

a) To consider the minutes of the Full Council Meeting of 30th 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 with an amendment to item 11 – Cllr Patterson also attended.**

b) To receive the minutes of the Planning Committee 30th September 2019. **Received.**

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

a) Update on formal request to TWBC for the whole of Capel be designated for the purposes of a Neighbourhood Plan. **No response received, Cllr Fenton asked about a deadline for responses, Clerk to check government website.**

b) Greg Clark – Clerk to check requirements for meeting to be held in public.

c) Councillors email address – **Some councillors are yet to install/use their council email addresses**

d) Electric charging points – **Clerk has made enquiries with The Poacher regarding the usage of their charging points and is waiting to hear back.**

479 7) **EXTERNAL REPORTS**

- a. **Borough Councillors Report – Borough Councillor (BC) Mackonochie reported back on the teething issues with the new refuse collection, they are aware some routes are being missed and think this maybe happening as the new teams aren't familiar with the area, this is being addressed. Food wastage tonnage is higher than expected but they are expecting this to drop. Overall 97.7% of all collections have been on time. Parishioners were encouraged to report any issues via the TWBC website. Cllr Young commented he is encouraged by the additional recycling, however the different times and places in the parish is confusing. BC to take comments back to TWBC.**

**BC Mackonochie will liaise with PWCAC regarding a scheme like that of the energy fund, PWCAC will then contact CPC directly.**

**Papers copies of the draft local plan can be found in the library and with the parish clerk. The deadline for comments on the Draft Local Plan has been extended to 15th November.**

**BC Mackonochie congratulated Cllr Suzi Rich on her 'Love Where We Live' award.**

- b. **County Councillors Report – this item was brought forward to the beginning of the meeting – please see above.**

480 8) **COMMITTEE AND PORTFOLIO REPORTS**

- a) **Finance & Resources Committee –**
  - i) Cheques for payment - **Noted**
  - ii) Accounts – September – **to be taken at next meeting**
  - iii) Bank Reconciliation – September – **to be taken at next meeting**
  - iv) To receive minutes of Finance & Resources meeting of 9 September 2019. **Noted.**
- b) **Staff, Office & Administration – Chair of committee Cllr Young to work with Chair of F&R Cllr Mackonochie on the current RFO job description, along with proposed employment contract.**
- 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. BC Mackonochie ask the Clerk to share a copy of the correspondence with her in order for her to facilitate a way forward.**
- d) **Flooding Committee - Recent meeting postponed due to Clerk annual leave.**
- e) **Highways & Traffic Committee – Clerk to enquire about traffic survey recently conducted on Alders Road, Capel.**
- f) **Housing & Memorial Cottages Committee**
  - i) Update on decoration of No 9. **Completed and signed off. Jim Young to issue quote for downpipes.**
- g) **Recreation Ground Improvements and Regeneration Committee**
  - i) To note repair works to recreation ground play equipment repairs – as resolved at Septembers full council meeting. **Noted.**
  - ii) To Resolve to pay the outstanding amount of £4059.40 to HAGS following the paint repairs to the MUGA – repairs checked and agreed by Cllr Parker. **Repairs to paintwork Resolved. Proposed by Cllr Parker, seconded by Cllr Young. Installation of the planned Zipwire has been delayed due to wet ground. Ground being monitored for new installation date.**

481 9) **PARISH MATTERS**

- a) Update on Tunbridge Wells Borough Council Draft Local Plan and the Reg 18 deadline

extension of two weeks. **Noted, comments deadline extended until 15<sup>th</sup> November 2019.**

- b) Agree official Parish Council response to the draft Local Plan and sustainability appraisal. Draft will be circulated by chairman. When agreed this will be sent to TWBC and posted on the parish council website. **Discussion held and it was resolved that the response will be submitted pending any further comments/amendments from Councillors. Chair to recirculate comments before final submission to all Councillors. Chair requested any amendment or comments be emailed to him within 48 hours. All Councillors encouraged to submit individual comments to TWBC. Formal letter from Clerk to TWBC submitting comments.**
- c) To note proposed meeting with Greg Clark MP on Friday November 8<sup>th</sup>. **Noted, assuming Parliament do not vote to hold a general election.**
- d) To note the request from TWBC Funding for community clean ups in March 2019 to which the Clerk responded with a request for Capel Path Rangers and South East in Bloom within the required 5 day deadline and subsequent unanswered emails from the Clerk to TWBC Gary Stevenson and BC Carol Mackonochie for an update on progress. Response today. **Clerk received a response from TWBC confirming funding does still exist for the requests that were made and there is sufficient available to support both community groups who applied.**
- e) Speedwatch update – **Deferred until Spring due to weather.**
- f) Stone Castle Liaison Committee update – **Nothing further to report.**
- g) To note the removal of the glass recycling banks at the recreation ground. **Noted.**
- h) To note the request to Sait & Sons to remove the clothing bank at the recreation ground. **Councillors requested the Clerk email Sait & Sons stating the clothing bank will be removed by the council should it not be collected within 14 days.**

482 10) **CORRESPONDENCE RECEIVED – Request for installation of a commemorating the donation of land from the Holman family, noted and will be discussed by the Recreation Ground committee. History Society request to hold a memorial event in 2021 was noted, provisionally agreed by council on the understanding it will be reviewed nearer the date.**

483 11) **REPRESENTATION AT MEETINGS – None.**

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

485 13) **CLERK’S REPORT – Forthcoming full tree audit to take place early November 2019.**

486 14) **ADJOURNMENT TO HEAR FROM MEMBERS OF THE PUBLIC – Member of the public requested the vegetation by the boot fair field be addressed.**

487 15) **DATE OF NEXT MEETING – 25<sup>th</sup> November 2019**

**With no further business to discuss meeting closed at 20.58**

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