CAPEL PARISH COUNCIL

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The Parish Council meeting of CAPEL PARISH COUNCIL held in Capel Village Hall, Falmouth Place, Five Oak Green TN12 6RD at 7.30pm on 25th November 2019.

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

MINUTES

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Minute No

488 1) **ADMINISTRATION** Fire Exits, Sign In Sheets, Assembly Point, Mobile Phones, intention to film or record the meeting.

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

490 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. **Declarations were received from both Cllr Patterson for 9.a.i Capel Cricket Club. Cllr Rich registered an interest in 9.a.i Capel Cricket Club and 10.f. Paddock Wood Advice Centre**.

491 4) **CHAIRMAN'S ANNOUNCEMENTS**

a) The Chair brought forward the external report from the Kent County Councillor. Cllr Sarah Hamilton was asked about the recent traffic count on Alders Road, Cllr Hamilton is unaware of any but has been active in her concerns around speed of traffic so this may have been a result of this. Cllr Patterson enquired about the progress of additional signage on the bridge Whetsted bridge – Cllr Hamilton to follow up and report back.

b) Brought forward Item 11 – Correspondence anti-social behaviour – PCSO Lee Jewels & Chloe Mabb are aware of local issue around anti-social behaviour and will try and be more present in the area to help address the issues. Cllr Mackonochie reported on 16th November several cars in parish were damaged on the same evening. The PCSO's encouraged members of the public to call 101 with any concerns. Cllr Mackonochie enquired if CCTV still active on village green – PCSO not sure but will investigate further. Cllr Young asked the council to consider installing additional CCTV in the parish and suggested Get-Digital present options to the council – Clerk to arrange an initial full survey of existing CCTV.

492 5) **APPROVAL OF MINUTES**

a) To consider the minutes of the Full Council Meeting of 28th October 2019 and if in order to authorise the Chair to sign as a true and accurate record. **No amendments signed by Chair.**

b) To receive the minutes of the Planning Committee 28th October 2019. **Noted.**

c) To receive the minutes of the Recreation Ground Improvement & Regeneration Committee of 13th November 2019. **Noted.**

d) To receive the minutes of the Finance & Resources Committee of 15th October 2019. **Noted.**

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

a) **Update following formal request to TWBC for the whole of Capel be designated for the purposes of a Neighbourhood Plan. No formal response has been received from TWBC.**
b) **Response yet to be received from Poacher and Partridge with usage details of electric car charging points, it is thought the delay is due to details being produced by at head office.**
c) **Staff, Office & Admin – Cllr Young has worked with the Chair on the permeant employment contract and job description for the Responsible Financial Officer. A Resolution to council will be proposed at the council meeting on 16th December to appoint Helen Monro to the role. The RFO's current temporary contract has been extended to 31 January 2020 to allow enough time to agree terms and contract**.

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7) **COUNCILLOR CO-OPTION** – **Two application were received for the position of Councillor, Heather Roberts and William Forster. All councillors agreed both candidates had strong applications. Voting was conducted by show of hands, Heather Roberts received 6 votes and William Forster received 2 votes. Heather Roberts was not present at the meeting, Clerk to email Heather Roberts to confirm co-option to the council and for confirmation of acceptance. The Chair thanked William Forster for his application.**

495 8) **EXTERNAL REPORTS**

a. **Borough Councillors Report** – **BC Carol Mackonochie reported there had been a significant reduction in complaints from members of the public following the changes in waste and recycling collections. BC Mackonochie has received no direct contact from any members of the public with concerns. A member of the public reported that he had yet to receive a collection; several councillors also raised issues with the new collection system. Paul Cole to correspond with the Clerk regarding the Kings Head public house. TWBC are unable to provide Paddock Wood Community Advice Centre with any housing data due to GDPR. The annual Calverley Grounds, Tunbridge Wells Ice rink is now open, including a smaller rink for young children.**

b. **County Councillors Report** – **See Chairman's report.**

496 9) **COMMITTEE REPORTS**

a) **Finance & Resources Committee** –

i) to consider expenditure items for the 2020/21 draft budget:

- Underground mapping of Recreation Ground to ascertain causes of pooling water, approx. £2,500. **To discuss in 2020/21, not to be included in 2019/20 budget.**
- Civic amenity vehicle – currently have £863 in the budget. To Resolve to continue to fund following the changes to service. **Clerk to request evidence of usage from TWBC since introduction of new collection service.**
- Update CCTV in recreation ground – **Request Get-Digital (Paul McKinnell) carryout a survey of existing CCTV equipment.**
- Contribution for Cricket Club security fencing/shutters £1,000. **Support to discuss further at F&R.**
- Legal costs – the remaining budget for 2019/20 of £2,400 would be allocated to an earmarked reserve for future Strategic Planning costs. **Support to discuss further at F&R.**
- A Strategic Planning Costs sinking fund of £20,000 split over the next 2020/21 and 2021/22. **Support to discuss further at F&R.**
- A contingency for legal cost of £1,000. **Support to discuss further at F&R.**
- Membership of the Campaign to Protect Rural England £40. **Agreed.**
- Election costs to be funded by general reserves rather than from the precept. **Agreed.**

ii) Cheques for payment - **noted**
iii) Accounts – October - **noted**
iv) Bank Reconciliation – October – **noted**

b) **Staff, Office & Administration – see item 6C.**

c) **Planning Committee**

i) Update - Kings Head following involvement of Borough Councillor regarding email exchange between Clerk and TWBC planning regarding on the possibility of issuing a Section 215 to the owner. **Planning department unwilling to issue a Section 215 notice. Three years since planning permission granted, to be reviewed in May 2020. A parishioner has verbally reported issues with his property which is directly linked by internal walls. Parishioner will contact the Clerk by email to confirm further details.**

d) **Flooding Committee - Clerk to rearrange previously postponed flooding committee meeting.**

e) **Housing & Memorial Cottages Committee**

i) **To note emergency repair of electric wall heater at No 10 Brampton Bank and the purchase of an oil filled radiator. Daughter of tenant to contact council again once she feels the tenant's health is such that the repairs can be carried out.**

ii) **To note rats reported at No 9 & 10. SafeGuard to attend and deal with the issue.**

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

i) **Roger Worricker requested the memorial bench for Celia Worricker be sited on the village green, this was agreed by council. Councillors agreed £200 donation towards bench and for the Clerk to investigate the possibility of the bench being covered under the parish council insurance given its agreed location and recent anti-social behaviour.**

ii) To note the decision to discuss the proposed agreement with Friends of Five Oak Green Recreation Ground charity following The National Lottery decision for funding in late December. **Cllr Parker confirmed the proposed agreement with Friends of Five Oak Green Recreation Ground will be discussed further at the next committee in January 2020.**

iii) To discuss and **Resolve** to enter into a formal tripartite agreement between CPC, the Charity and Ibstock/Enovert Trust. **It was agreed by a vote of 5/3 to seek legal advice before entering into the contract. Clerk to arrange.**

iv) To discuss recent full tree audit and to Resolve recommendations for any works resulting from the audit. **The Clerk to obtain two further quotes.**

497 10) **PARISH MATTERS**

a) To agree a representative at the forthcoming TWBC Strategic sites working group – 4th December 2019 to start at 10am. Cllr **Maggie Fenton will attend the meeting on 4th December. All councillors agreed a request should be sent to TWBC to increase the attendance number from CPC. Other parishes which will be less affected have far more representatives. If successful in being allocated another seat at the discussion Cllr Charles Mackonochie can attend.**

b) To note submission of formal response to TWBC Draft Local Plan. **Noted.**

c) To note postponed meeting with Greg Clark MP on Friday November 8th. **Noted.**

d) Stone Castle Liaison Committee update – **No recent meetings held.**

e) Update on request to Sait & Sons to remove the clothing bank at the recreation ground. Removed. **The Clerk reported the clothing bank has now been removed.**

f) To **Resolve** to convert the current Capel Energy Fund to Capel Hardship Fund and to agree the new proposed Terms of Reference in partnership with Paddock Wood Community Advice Centre. **All Councillors in agreement to convert the existing Capel Energy Fund agreement. Proposed by Cllr Fenton, seconded by Cllr Young**.

g) Kent Minerals and Waste Local Plan 2013-30 - Following the Examination in Public in October 2019, the County Council is now seeking views on the soundness and legal compliance of:
- Proposed Modifications to the Mineral Sites Plan
- Proposed Modifications to the Early Partial Review of the Kent Minerals and Waste Local Plan 2013-30. The consultation period for both projects will run for 8 weeks from 09:00 on Tuesday 19th November 2019 until Tuesday 14th January 2020 at midnight.

The Chair encouraged councillors to review the document for a response to be resolved on 16th December 2019. It was noted the proposed sites is within green belt.

498 11) **CORRESPONDENCE RECEIVED**

a) Correspondence from concerned parishioner regarding the increase of anti-social behaviour and damage to property in the parish. **Please see item 4b above.**

b) SaveCapel have produced a newsletter in which is refers to the CPC neighbourhood plan. **Noted.**

499 12) **REPRESENTATION AT MEETINGS – None.**

500 13) **QUESTIONS FROM MEMBERS – None.**

501 14) **CLERK'S REPORT – The clerk has been in discussions with a junior football team in Pembury, with the advice from the Groundsman the bottom of the L shape at the recreation ground was considered suitable for a new junior pitch. Clerk to report back further on proposed dates for next football season.**

502 15) **ADJOURNMENT TO HEAR FROM MEMBERS OF THE PUBLIC – Parking issues. Contracts returned for allotments.**

503 16) **DATE OF NEXT MEETING – 16th December 2019**

With no further business the meeting closed 21.24

Signed: …….. Dated: ……