

CAPEL PARISH COUNCIL

Emma Ivory – Clerk
Falmouth Place, Five Oak Green
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A virtual meeting of the Parish Council held on Monday 30th November 2020 at 7:30pm.

In Attendance: Cllrs Patterson, Fenton, Parker, Mackonochie, Saunders, Forster & Rich

Also in attendance: Emma Ivory, Clerk

Apologies: Cllr Sawyer

MINUTES

Minute
No

- 642 1) **APOLOGIES** – apologies received and **accepted from Cllr Trevor Sawyer** for medical reasons.
- 643 2) **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests. None.
- 644 3) **CHAIRMAN'S ANNOUNCEMENTS** – closed session item 7 vii deferred until after the planning committee meeting. Remembrance ceremony took place at the memorial cottages at which a wreath was laid on behalf of the Council.
- 645 4) **APPROVAL OF MINUTES**
- a) To consider the minutes of the virtual Full Council Meeting of 26th October 2020 and if in order to authorise the Chair to sign as a true and accurate record at a later date.
Signed as a true and accurate record with no amendments.
- 646 5) **MATTERS ARISING FROM PREVIOUS MINUTES NOT COVERED IN CURRENT AGENDA.** None
- 647 6) **EXTERNAL REPORTS**
- a) Borough Councillors Report – Under tier 3 retail will reopen. The planned ice rink and theatre may not open if the borough remains in tier 3 after 16th December. Benefits and council tax relief applications have increased. TWBC have been working with Citizens Advice. With the increase in benefits being claimed the Councils precept maybe lower. The Christmas lights are on display in the town centre.
- b) County Councillors Report
- i) Progress of additional signage on the bridge Whetsted bridge, Five Oak Green as per previous discussion on 7th September full council meeting when Sarah Hamilton agreed the matter had been outstanding for a considerable amount of time.
- 648 7) **COMMITTEE REPORTS**
- a) Finance & Resources Committee
- i) To note completion of the audit for the 2019-20 accounts and note that no other matters were raised. **Noted**
- ii) To receive minutes from the committee meeting on 16 November 2020. **Received and Noted.**
- iii) To consider providing Microsoft 365 to all councillors at a cost of £3.80 per month per councillor. **Agreed.**
- iv) To approve recommendation to pay an additional donation of £181.50 to the Royal British Legion. **Approved.** Proposed by Cllr Fenton, seconded by Cllr Mackonochie – all Councillors in agreement.
- v) To approve the specification for the Grounds Maintenance Contract from May 2021 to March 2024 – previously discussed at the Recreation Ground Committee.
Approved.

- vi) To approve the CCTV policy. To be **deferred** to next full council meeting.

Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press were excluded from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information item 7.a.vii

- vii) To consider backdating the staff home working allowances. The discussion was held in closed session. Council **agreed** to backdate home working allowance from April 2016.
- viii) To note financial reports and bank statements as at 28 October 2020. **Noted**
- ix) To approve payment list **Approved**

- b) **Staff, Office & Administration** – To note the minutes of 14th September 2020. **Noted**
- c) **Planning Committee - None**
- d) **Flooding Committee** – Next proposed meeting planned for flood committee **16th December**. Chair of committee, Charles Mackonochie, to confirm date with the Clerk.
- e) **Housing & Memorial Cottages Committee – Chair not in attendance.**
- f) **Recreation Ground Improvements and Regeneration Committee** – To receive an update following proposed community meeting between Friends of Five Oak Green Recreation Ground charity, the committee and parishioner interested in additional outdoor space for Capel Pre-School. Due to lockdown the groups were unable to meet. **Cllr Parker to arrange a meeting with the charity over the next few weeks if restrictions allow.**

649 8) **PARISH MATTERS**

- a) To note The Friends of Five Oak Green Recreation Ground charity will continue to investigate the option of a pump track and picnic area and aim to be able to share details in early 2021. **Noted**
- b) Update on Neighbourhood Plan Working Party. **Vision for Capel document** published approximately two weeks ago, it has been circulated to all local Borough Councillors, including TWBC and Tonbridge & Malling and Council officials in Tunbridge Wells and Kent. There has been some light press coverage. Next meeting will be held on 2nd December at which the construction of the website, funding issues, local housing needs and what the working party need to concentrate on next.
- c) Report from Save Capel representative. Cllr Patterson reported there is a proposal from developers to develop an area of Castle Hill, on the boundary of Capel and Tunbridge Wells, as an alternative to Tudeley. Save Capel are seeking the views of its members. The Chair recommended the Council discuss the proposal in full, with a view to making comments, at the next full council meeting on 21st December 2020.
- d) To discuss and agree response to proposed amendment to the Tunbridge Wells Agreement by Tunbridge Wells Borough Council. Discussed and **Agreed** to the updated minor changes. The response will be to accept the amendments.
- e) To discuss and agree KCC Highways Speed Indication Device options. A discussion was held, and Councillors **agreed** to use any available grant funding from the Members grant to replace the gateway which had rotted and needed removing at the beginning of 2020.

650 9) **CORRESPONDENCE RECEIVED**

- a) Leander Homes Limited – Land at 50 Whetsted Road, Five Oak Green. Councillors **agreed** to meet with the developer to gather further information about the proposal. Clerk to email developers and suggest they present at either the January or February 2021 full council meeting.
- b) Discuss and agree request from Capel History Society relating to the 100th Anniversary of the Memorial Cottages and forthcoming jubilee. The Housing and Memorial Cottages committee to liaise with the History Group regarding the 100th Anniversary in August 2021. The Clerk reminded council prior permission will need to be sought from tenants to hold any events on the property.

The forthcoming Platinum Jubilee 2022 celebration to be revisited by the elected council after May 2021.

- 651 10) **QUESTIONS FROM MEMBERS** – None.
- 652 11) **CLERK'S REPORT** – Vacant Councillor position to be advertised. No election can be requested as within 6 months of May elections.
- 653 12) **OPEN SESSION**. To adjourn the meeting to enable any members of the public present to address the Council. Questions to be submitted at least two clear days in advance. Questions to be read by Chair and answered at the meeting if possible, if not possible Clerk to respond in writing following the meeting.
- 654 13) **DATE OF NEXT MEETING** – Monday 21st December 2020. This meeting will be held virtually using Zoom.

With no further business meeting closed at 20.40

Signed:

Dated: