

# CAPEL PARISH COUNCIL

A meeting of the PARISH COUNCIL held in Capel Village Hall at 7:30 on Monday 28<sup>th</sup> June 2021

In Attendance: Cllrs Patterson, Fenton, Mackenzie, Mackonochie, Rich, Sawyer

Also in attendance: Maddy Boyle, Clerk.

## MINUTES

Minute No	Agenda No
	1) Administration – Fire Exits, Fire Meeting Point, Mobile Phones, Sanitisation measures, intention to record or film the meeting. – <b>Noted.</b>
726	2) <b>APOLOGIES</b> – to receive and accept apologies for absence. <b>Cllrs Saunders &amp; Young</b>
727	3) <b>DECLARATIONS OF INTEREST.</b> To receive declarations of pecuniary and non-pecuniary interests.
728	4) <b>CHAIRMAN'S ANNOUNCEMENTS – None to note.</b>
729	5) <b>APPROVAL OF MINUTES –</b> a) To consider the minutes of the Full Council Meeting of 1 <sup>st</sup> June 2021 and if in order to authorise the Chair to sign as a true and accurate record at a later date. <b>Signed as a true and accurate record by the Chair.</b>
730	6) <b>MATTERS ARISING FROM PREVIOUS MINUTES NOT COVERED IN CURRENT AGENDA –</b> <ul style="list-style-type: none"><li>- The workshop being held by the consultants regarding the Neighbourhood Plan has been moved to 3<sup>rd</sup> August 2021.</li><li>- The Council's comments were submitted regarding Reg 19, an update should be released in August.</li></ul>
731	7) <b>CO-OPTION OF NEW COUNCILLOR</b> a) To <b>Resolve:</b> To co-opt William Malpas on to the council subject to a vote of councillors and his acceptance. <b>Resolved:</b> William Malpas to be co-opted onto the Council once he has signed the Declaration of Acceptance. Proposed by Cllr Fenton, Seconded by Cllr Sawyer.
732	8) <b>EXTERNAL REPORTS</b> a) Borough Councillors Report. Update on bin collections. Recycling in Tonbridge and Malling has been suspended due to a HGV driver shortage. Group leaders met on the 29 <sup>th</sup> June to discuss how this could affect TWBC. Cllr Patterson will raise a motion on the 7 <sup>th</sup> July to request that minutes be taken and published for the PPWG and SSWG. b) County Councillors Report - Nothing to note as representative did not attend the meeting.
733	9) <b>COMMITTEE REPORTS</b> a) Finance & Resources Committee <b>RFO to organise a briefing to explain each of the accounts at the next F&amp;R meeting for all Cllrs.</b> i) To receive accounts as at 28 May 2021 <b>Noted.</b> ii) To receive bank reconciliation and bank statements as at 28 May 2021 <b>Noted.</b> iii) To receive reserves as at 28 May 2021 <b>Noted.</b>

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- iv) To receive list of payment for approval **Approved.**
- b) Staff, Office & Administration  
The minutes have been circulated from the most recent meeting where the recruitment of the new Parish Council Manager and Clerk was discussed. The post has been advertised on KALC, the website and Facebook. Applications closed on 30<sup>th</sup> June 2021, with interviews to be held on Saturday 3<sup>rd</sup> July. A review of the hours the office is open to be done when the new Clerk has been recruited.
  - i) To approve the procedure, recruitment and selection of a replacement Parish Council Manager / Clerk. **Approved.**
- c) Planning Committee – Nothing to note as Chair did not attend the meeting.
- d) Flooding Committee – Nothing to note.
- e) Memorial Cottages & Housing Committee  
Reminder that the centenary event is being held on the 15<sup>th</sup> August. Work on the path to begin this month.
  - i) To **Resolve:** The annual Rent Increase for No 9 Brampton Bank with a recommendation of 1.5% in line with No 10. **Resolved:** Rent to be increased by 1.5%. Proposed by Cllr Sawyer, Seconded by Cllr Rich.
- f) Recreation Ground and Allotments Committee – Nothing to note as Chair did not attend the meeting.

### 734 10) PARISH MATTERS

- a) Neighbourhood Plan Working Party  
Received £6950 from Locality. There may be further funding available in the next financial year. CPC may be asked for funding in the future.
  - i) To **Resolve:** For Capel Parish Council to fund the training workshop due to take place on August 3<sup>rd</sup>. Cost between £930 - £1100 ex VAT. **Resolved:** CPC to fund the workshop. Cost to be taken from the Solar Farm Fund. Proposed by Cllr Fenton, Seconded by Cllr Mackonochie.
- b) Update on Save Capel – None to note.
- c) Climate Emergency – None to note.
- d) Rural Kent: Electric Vehicle Charging Point event. – Cllr Sawyer attended the event, which was very informative and recommended that we go forward with enquiring about getting Electric Vehicle Charging Points in the village. **Clerk has registered interest in the scheme.** A survey should be carried out to gauge interest from the parishioners and if successful the By Laws should be reviewed in September regarding the Village Hall car park.

### 735 11) HIGHWAYS:

- a) Update on Village Gateway- Invoice has been paid. Work should be completed within 3 months.
- b) Colts Hill Junction – **Clerk to follow up with Fiona Paine.**

### 736 12) REPRESENTATION AT MEETINGS- None to note.

### 737 13) CORRESPONDENCE RECEIVED –

- Email from KCC with more information on the Parish Bus Stop Shelter Grant. **Application to be completed.**
- CPC chairman and vice chairman have been contacted by TWBC planning

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about bimonthly meetings on the Local Plan. Guidance from council required.  
**Cllr Patterson to say yes to meetings, as long as the minutes are made public.**

- Email from Rydon Homes regarding the land at Finches Farm. **Clerk to invite them to the September Full Council meeting to give a presentation.**
- Email from KALC regarding a meeting with the Police & Crime Commissioner's office to discuss rural crime. **Clerk to email them regarding issues such as fly tipping and litter on rural lanes, vandalism and speeding and road safety on rural lanes. Clerk to invite Sam Bolton to a future Council meeting.**

### 738 14) CLERK'S REPORT –

- Annual Leave- Clerk is happy to take her remaining annual leave before her last day or be paid afterwards. **Decision to be made following interviews on Saturday.**

### 739 15) OPEN SESSION - Nothing to note.

### 740 16) DATE OF NEXT MEETING – Monday 26<sup>th</sup> July 2021

With no further business meeting closed at 20:32

Signed: .....

Dated: .....