

CAPEL PARISH COUNCIL

Minutes of a meeting of CAPEL PARISH COUNCIL held in Capel Village Hall at 19:30hrs on Monday 25 October 2021

Present: Cllrs Patterson (Chair), Fenton, Mackonochie, Malpas, Rich, Sawyer, Saunders, Young
Fiona Pengelley from the Paddock Wood Community Advice Centre
In attendance: Louise Goldsmith, Clerk

- | Minute No | Agenda No |
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| | 1) Administration – Fire Exits, Fire Meeting Point, Mobile Phones, Sanitisation measures, intention to record or film the meeting. – Noted. |
| 783 | 2) APOLOGIES: An apology was given by Cllr. Mackenzie and the reason of illness was accepted. An apology was accepted from PCSO Samuel Bolton |
| 784 | 3) DECLARATIONS OF INTEREST: Cllr. Saunders declared a pecuniary interest in agenda item 8 (e). Cllr. Rich declared a pecuniary interest in the item on the hardship fund. Cllrs. Patterson and Rich declared pecuniary interests item 8 (a) iv. |
| 785 | 4) CHAIRMAN'S ANNOUNCEMENTS: None to consider. |
| 786 | 5) APPROVAL OF MINUTES: It was resolved that the minutes of the Parish Council Meeting held on the 27 September 2021 be signed as a true and accurate record. |
| 787 | 6) MATTERS ARISING FROM PREVIOUS MINUTES NOT COVERED IN CURRENT AGENDA: Nothing additional to discuss. |
| 788 | 7) EXTERNAL REPORTS
a) Borough Councillors Report: There was a full meeting of TWBC on 6 October 2021, which was the first meeting since early July. The Council resolved to keep elections by thirds (this was in line with the results of the recent consultation). It also narrowly agreed to propose to the Local Government Boundary Commission to keep the number of councillors at the present number of 48. Both decisions were in line with our response to the consultation. The size of the council and future warding arrangements will be decided by the Local Government Boundary Commission, but if the size of wards is increased then it is likely the voice and influence of smaller communities like ours will be reduced even further. I asked two questions of Cabinet members at the meeting on behalf of Capel Parish. The first tried to communicate the outrage felt in Capel by the Leader of the Council's recent article in the Local Magazine. The second questioned whether the TWBC's target to be carbon neutral by 2030 could possibly be achieved given their Local Plan to build most of the planned housing on green field land. As many of you know there will be a one-off collection of Garden Waste which started on the 18th, I suspect it will be two or three weeks before it gets round to Capel as our collections are on Thursdays and Fridays. This would seem to imply that the suspension will run into the new year.
Cllr. Patterson explained that the Leader of the Council has offered to come and speak to residents at a public meeting. It was agreed that the Clerk should arrange a date for the Leader to either attend a Parish Council meeting or a separate public meeting.
b) County Councillors Report: There was no report |

*The Chair proposed and it was **resolved** to suspend the meeting and allow Fiona Pengelley from the Paddock Wood Community Advice Centre to discuss the Capel Hardship Fund*

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Fiona Pengelly reminded Members that Engie UK pledged £3,000 of funding following the commissioning of the Capel Grange solar park specifically to identify, research and fund fuel poverty initiatives in the Parish of Capel. The Parish Council appointed Paddock Wood Community Advice Centre (PWCAC) to investigate and advise on how the £3,000 could be used to help residents of the Parish who have been, or are, struggling with fuel costs. Take up of the scheme was extremely low and in 2017 the scope of the terms of reference were extended to include water, council tax and rent arrears and the scheme was readvertised. Despite this Fiona explained that approximately £2,500 of the fund still remains and proposed that this fund is now used to top up the Parish Council's annual contribution to the work of the PWAC over the next few years.

It was agreed to discuss this suggestion as a proposal at the next meeting.

19:54hrs Fiona Pengelly left the meeting

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8) COMMITTEE REPORTS

- a) Finance & Resources Committee:
 - i) A report on the accounts as at 28 September 2021 was noted.
 - ii) The bank reconciliation and bank statements as at 28 October 2021 were noted.
 - iii) A statement of the reserves as at 28 September 2021 was noted.
 - iv) It was **resolved** to approve the revised Cricket Club Tenancy and to agree a proposal to increase the rent for year 1 to £22. The plan of the club house in the appendix needs to be updated.
 - v) It was **resolved** to increase the rent to £20 per annum for the Five Oak Green Unity Church tenancy.
 - vi) Grounds Maintenance Tender 2022/25 – the amendments made by the Finance Committee were noted and that the tender is now live. The closing date for tenders to be received is the 6 December 2021.
 - vii) It was **resolved** to approve a recommendation that all the bank accounts are moved to Unity Trust Bank.
 - viii) It was **resolved** to approve a donation of £200.00 to the Royal British Legion.
 - ix) It was **resolved** to agree the additional cost of £200.00 to replace the control panel on the alarm in the parish office.
 - x) It was **resolved** to adopt the list of payments. The Clerk agreed to check that the RFO is happy for her salary details to be published in the minutes.
 - xi) The draft minutes of the meeting held on the 11 October 2021 were noted.
 - xii) Policies: It was **resolved** to adopt the previously circulated draft Social, Media & Electronic Communications Policy and Expenses Policy
- b) Staff, Office & Administration:

Cllr. Rich advised Members that a meeting has been arranged for the 26 October 2021 to hopefully sign off the Clerk's probation period.
- c) Planning Committee:

It was noted that a Committee meeting is due to be held after this meeting. The draft minutes of the meeting held on the 27 September 2021 were noted.
- d) Flooding Committee:

Members noted that the next Flooding Committee meeting will be taking place on the 15 November 2021. Cllr. Mackonichie is planning to offer a hybrid meeting which will hopefully increase attendance.
- e) Memorial Cottages & Housing Committee:
- f) The draft minutes of the meeting held on the 4 October 2021 were noted. Cllr. Sawyer advised Members that a Condition Survey on both dwellings is due to take place on the 5 November 2021. Cllr. Sawyer and the Clerk will be carrying out the survey in accordance with guidance set out by KCC. A programme of remedial works and an estimate of costs will be presented to Full Council in due course. The Clerk has arranged for the chimney to be swept at number 9. It was agreed to progress a proposal to move to a fixed

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term tenancy agreement for both properties to be introduced when the rent is due for renewal next year. The Clerk will also investigate a suggestion to align the month for an annual review of the rent for both properties.

- g) Recreation Ground and Allotments Committee:
- h) The draft minutes of the meeting held on the 30 September 2021 were noted. It was **resolved** to ratify a decision between meetings to submit a full planning application for a storage container to be installed at the allotments and refund the Clerk the application fee. The Clerk advised Members that a request for the allotment renewal rent and tenancy agreements for the year have been sent out and are slowly being returned. A further 3 plots have become available. It was agreed that the Clerk should advertise the 7 plots available on Facebook and the Noticeboard.

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9) PARISH MATTERS

- a) Neighbourhood Plan Working Party
Cllr. Patterson advised Members that the Parish Council application to Locality/AECOM for both technical and financial support in developing Design Codes has been successful. Members of the Neighbourhood Plan Working Party conducted a 'walkabout' with the consultants on the 11 October 2021. Hannah Young, Strategic Sites Officer from TWBC and Sheina Rijanto, Urban Designer from AECOM also attended. The consultants suggested that 'walkabouts' help identify the key features that contribute to the individual character of the area. The group walked around the recreation ground, the allotments, along Five Oak Green Road up to and including Nortons Way and Ellis Close. Cllr. Patterson summarised that it is apparent that Five Oak Green has grown organically and that this should be reflected in the generation of the Design Codes. The group also visited two housing developments currently under construction, Mascalls Grange, the Persimmon development in Paddock Wood and Foal Hurst Green, the Berkely Homes development also in Paddock Wood to consider the design features of new build and to inform the work on Design Codes. AECOM has suggested that the work on Design Codes should be completed by the end of December 2021. Further transects across the rest of the parish are to be discussed and arranged at the Working Group meeting due to be held virtually on the 28 October 2021. The Working Group is also working on developing proformas which will form the policy evidence.
- b) Update on Save Capel:
Cllr. Fenton reported that a meeting is due to take place on the 26 October 2021 to discuss the ongoing strategy.
- c) Queen's Platinum Jubilee Celebrations:
TWBC is keen to work with Parish Councils and support The Queen's Green Canopy initiative to plant trees to mark the Platinum Jubilee. TWBC has 700 saplings to distribute and can offer a total of 70 trees to all parishes at a discounted rate. Members considered where the trees could be planted. Planting five oak trees on the south side of Five Oak Green Road between the School and Sychem Lane is preferable. Cllr. Rich advised that the residents at Ellis Close could be interested in having either trees or saplings planted on their communal ground at the rear of the development. It was noted that saplings could be planted at a number of locations around the parish. It was therefore **resolved** that the Clerk should request 100 free saplings and that an order is placed for 5 Quercus robur (English Oak) trees and 2 Quercus Palustris (Pin Oak) trees. The Clerk will also discuss the proposed planting with the Five Oak Green in Bloom group.
- d) Speedwatch:
Cllr. Fenton advised that speedwatch has not recommenced yet.

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- e) Climate Emergency:
Update on Electric Vehicle Charging Point Scheme – The Clerk is waiting for a decision from KCC following the survey that place in August 2021.
- f) Update from the PCSO: PCSO Samuel Bolton was unable to attend the meeting but advised the Clerk that there was nothing of significance to report this month.

791 10) HIGHWAYS

- a) Update on the Highways Improvement Plan – Members noted that the new gateway on Badsell Road which was agreed as a Highways Improvement Project for the current financial year has been installed. Members expressed some disappointment with the size of the gate given the cost. Members noted that Fiona Paine, Schemes Project Manager, is moving to a different role and that a replacement is yet to be identified. The Clerk has asked Fiona Paine to advise if any funding could be made available in the current financial year to improve the road markings at the junction of Alders Road and the B2017.
- b) Update on Parish Bus Stop Shelter Grant: It was noted that the Clerk continues to prepare information for an application for a grant when the funding opens next year.

792 11) REPRESENTATION AT MEETINGS:

Cllrs. Mackonochie and Sawyer attended the virtual meeting held on the 30 September 2021, the minutes of the meeting have been circulated.

793 12) PROPOSED CHANGES TO THE PARISH COUNCIL COMMITTEE STRUCTURE:

Members discussed a report prepared by the Clerk on proposed changes to the structure, the content, the location and timing of meetings to improve efficiency and effectiveness. The aim is to prevent any duplication of effort, to encourage better engagement with the public, to involve the community in working parties and to save time, money and reduce any carbon footprint by having the ability to hold virtual meetings.

Full Council Meetings – To continue to meet monthly in the main village hall on the last Monday of each month at 7.45pm. Minutes of working groups/committees to be noted; the 'Open Session' agenda item to be after Matters Arising; to include an agenda item on Policy Review under Finances with at least one policy to be reviewed and adopted at each meeting; to approve expenditure of all working groups/committees and consider all financial requests for expenditure over £1000 and approve all agreements and contracts under £25,000.

Finance & Resources Committee – To be held in the meeting room of the village hall at least twice per year with a meeting held in November/December to agree and then present the budget and precept request to the Parish Council for approval and a further meeting in March/April to review the end of year accounts for approval by Full Council. Further meetings to be arranged if required to consider awarding contracts. As is the case now Financial Reports to be prepared and presented to Full Council each month.

Planning Committee – To continue to meet monthly at the new time of 7pm and before the Full Council meeting.

Flooding Committee - No changes proposed. To meet in the village hall at least once per year.

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Staff, Office and Admin - To become a working party and to meet virtually in January/February following the annual appraisal of the Clerk and RFO which it is proposed are carried out in the same month. To meet as and when required to address any staff or administrative issues. The RFO to prepare agendas and minutes to be circulated to Full Council.

Recreation Ground and Allotments - To become a working party and to meet virtually bi-monthly. The Clerk to prepare agendas and minutes to be circulated to Full Council. Allotment Holders, Five Oak Green in Bloom and in particular Friends of Five Oak Green Recreation Ground encouraged to become members to enable discussions on specific projects to take place.

Memorial Cottages and Housing - To become a working party and to meet at least once a quarter virtually. The Clerk to prepare agendas and minutes to be circulated to Full Council.

Neighbourhood Planning Working Group – To remain as it is meeting as required and virtually. The Clerk to prepare agendas and minutes to be circulated to Full Council

Members **resolved** to agree to a three month trial of the proposed changes and then review. The formal Terms of reference for each committee/working party to be amended following the proposed trial period. There are no changes to committee/working group membership or chairing.

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13) CLERK'S REPORT:

The Clerk reminded Members about three current consultations. The Police and Crime Plan Survey consultation ends on the 12 November 2021; Consultation on the Community Warden Service to establish if it is achieving its objectives and delivering value for money; The impact of in-person meetings for councils. Since the 7 May 2021, councils have had to return to in-person council meetings for statutory and decision-making meetings. This survey is looking at the impact of the return to in-person meetings and how it might affect councils in the short- to long-term. The answers will be used by the LGA to represent the interests of councils at a national level. The Clerk reported that the Tommy Silhouette will be erected at the Memorial Cottages this week and a wreath has been ordered for the Remembrance Service. The replacement PAD cabinet at the school has been installed. Capel United Church would like to hold the annual carol service. Members discussed a number of locations and agreed that the Clerk should recommend that the service takes place on the village green as in previous years on Sunday 19 December 2021. The Clerk will liaise with the Church and apply for the necessary road closure and permissions. Cllrs. Fenton and Young offered to help with the event and it was suggested that any funds raised through a collection or donations are directed towards a local charity.

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14) OPEN SESSION: Nothing additional to note.

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DATE OF NEXT MEETING: Monday 29 November 2021 at 19:45hrs

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Payment List - October 2021

Ref:	Payee	Description	Gross
BACs 10-01	BHIB Insurance	Annual insurance premium	1,653.23
BACs 10-02	Kent County Playing Fields	Subscription	20.00
BACs 10-03	Business Stream	Waste water Public toilets	42.06
BACs 10-04	Capel Groundcare	Backplates for signage	83.70
BACs 10-05	HMRC	PAYE & NIC September 2021	264.53
BACs 10-06	F&C Cleaning	Cleaning public toilets	354.00
BACs 10-07	JRB	Dog gloves	130.20
BACs 10-08	Kent County Supplies	Lever arch files	18.78
BACs 10-09	Five Oak Green United Church	Grant approved	1,000.00
BACs 10-10	Louise Goldsmith	Expenses: Mileage & postage	199.05
BACs 10-11	Community first Reponders	Installation of new PAD cabinet	116.03
BACs 10-12	Helen Munro	Expenses: mileage & ink	11.59
BACs 10-13	KALC	Training Cllr Malpas/MacKenzie Dynamic cllr	120.00
BACs 10-14	TWBC (Louise Goldsmith)	Refund of Planning application Fee	117.00
BACs 10-15	HMRC	NIC & PAYE (October 2021)	269.53
		TOTAL	4,399.70
Date	Payee	Description	Gross
9/29/2021	ICO	Subscription	35.00
10/1/2021	People's Pension	Pension contributions	119.97
10/1/2021	EE	Clerk's mobile Phone	32.99
10/1/2021	EDF	Electricity - cricket pavilion	30.00
10/1/2021	EDF	Electricity - public toilets	1.00
10/5/2021	TalkTalk	Telephone & Broadband	51.54
10/15/2021	Sage	Payroll software	8.40
10/25/2021	Louise Goldsmith	Payroll September	1,361.24
10/25/2021	Helen Munro	Payroll September	325.92
10/25/2021	Capel Groundcare	Grounds maintenance contract September	1,804.84
		TOTAL	3,770.90

With no further business to discuss the meeting closed at 21:28hrs

Signed:
09/11/2021

Dated:
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