

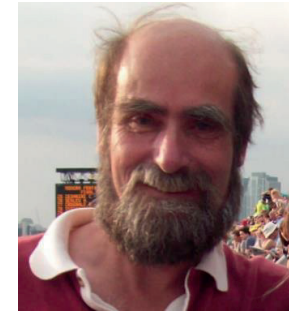
## Meet your Councillors:



Councillor Hugh Patterson  
Chairman of the Council



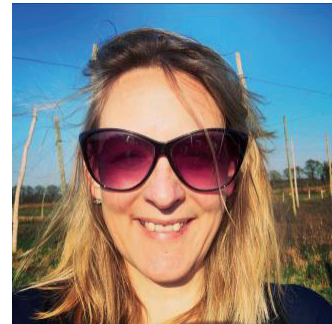
Maggie Fenton  
Vice Chairman of the Council



Cllr Charles Macknochie  
Chairman of Finance & Resources Committee



Cllr Ashley Saunders  
Chairman Planning Committee, Chairman  
Recreation & Allotments Working Party



Cllr Suzi Rich  
Chairman Staff, Office &  
Admin Working Party



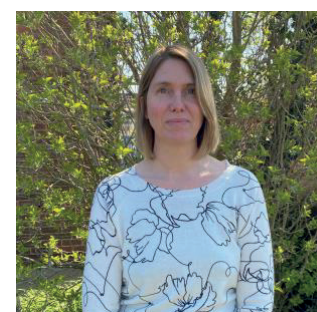
Cllr Trevor Sawyer  
Chairman Memorial Cottages &  
Housing Party



Cllr William Malpas  
Councillor



Cllr Ewan Mackenzie  
Councillor



Cllr Sian Young  
Councillor

## Contact



Louise Goldsmith – Parish Council Manager

### Parish Office

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[www.capel-pc.org.uk](http://www.capel-pc.org.uk)

Capel Parish Office is open to the public 10am – 12pm Tuesday & Thursday.  
I am available via email outside these hours by email [clerk@capel-pc.org.uk](mailto:clerk@capel-pc.org.uk)  
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Published by: Capel Parish Council

Printed by - Multiprint Digital & Display Limited  
Email: [sales@multiprintdigital.co.uk](mailto:sales@multiprintdigital.co.uk)  
Web: [www.multiprintdigital.co.uk](http://www.multiprintdigital.co.uk)



# CAPEL PARISH COUNCIL ANNUAL REPORT 2021-2022





# CHAIRMAN'S REPORT

## Annual Parish Meeting April 4<sup>th</sup> 2022 – Chairman's Report

It has been a strange three years since the last time we were able to hold an Annual Parish Meeting in 2019. Council meetings were remote from the Spring of 2020 until after the elections in May last year, but we have adjusted to this and technology now allows us to hold working party meetings remotely which means we can more easily involve groups in the parish, like the Friends of Five Oak Green Rec and Five Oak Green in Bloom, in our decision making.

Last May we had a parish election, which was delayed by a year because of Covid. Eight of the nine seats were filled at the uncontested election, and we were able to co-opt a ninth councillor last summer. I would like to thank them all for the time and effort they give to support the community.

Your councillors 2021-24 are: Hugh Patterson (chairman); Maggie Fenton (Vice Chairman); Ewan Mackenzie; Charles Mackonochie; William Malpas; Suzi Rich; Ashley Saunders; Trevor Sawyer; and Sian Young.

The most important issue this year to the Parish Council and residents has been the Tunbridge Wells Local Plan. Since this was first made public in May 2019, the Parish Council has done all it can to fight the proposals which will, if built, transform the face of this community, and change its rural nature. Last summer we sent a detailed response to the Regulation 19 Consultation and when the Borough failed to engage with the points we made, we secured representation at the Public Inquiry both at stage 1 – (failure of Community Consultation) and Stage 2 on Tudeley and East Capel. We have used £20 000 of reserves we put away over the last two years to employ the same legal team as Save Capel with whom we have worked closely over the past three years. Indeed, Save Capel's origins in 2019 was as a working party of the parish Council.

Capel Parish Council has also pressed ahead with the production of a Neighbourhood Plan and Design Codes which we aim to influence planning decisions within the parish over the next 15 years and beyond. Despite the problems of the pandemic over the last two years we produced a questionnaire in the summer/autumn of 2020 to which a quarter of households in the parish responded. We used these responses and the advice of our consultants to produce a series of draft policies which you can see illustrated around the room at this meeting and to which we would welcome responses. The NP when ready in draft will be considered by an inspector and then will go to a local referendum. We hope this will happen in the next year.

The contract for the maintenance of the Recreation Ground and other open spaces managed by Capel Parish Council for 2022 -25 was put out to tender in the autumn. The Council is pleased to announce the successful tender was submitted by Capel Groundcare who were awarded the contract by councillors at the meeting in December.

At its meeting in October the parish council agreed to apply for trees as part of the Queen's Green Canopy (Part of the Platinum Jubilee celebrations organised by TWBC). We decided to plant 'Five Oaks for Five Oak Green' on the recreation Ground between the Village Hall and the allotments. The trees will be planted over the next few days and unveiled at a Platinum Jubilee Celebration on June 4<sup>th</sup>.

As part of our response to the climate emergency Capel Parish Council is intending to install electric vehicle charging points in the Village Hall car park. Initially we are planning for two charging points but hope to be able to expand this if there is sufficient demand. We are now awaiting a financial contribution from KCC.



In the spring of 2021 plaque was installed on the side of the Pavilion commemorating the presentation of the Recreation Ground to the parish in 1932. This replaces the original which was lost some time ago. Thanks go to the late Don Foreman for his part in bringing this about.



As many will know we had a serious flooding event on August 1<sup>st</sup> 2021, when the stream broke its banks following over 50mm of rain in a four hour period, this followed the even more extensive damage from Storm Ciara in February 2020 just before lockdown. The parish council through its flood committee continue to engage with the Southern Water, South East Water, Kent Highways, the Environment Agency and others with a view to minimising the flood risk to the parish and improve its flood defences.

The Celebration of the centenary of the opening of the Memorial Cottages took place on 15<sup>th</sup> August 2021 led by the Mayor of Tunbridge Wells. Sadly, Don Foreman the Chairman of the History Group who had brought the centenary to the parish council's attention and was the driving force behind the commemoration, passed away just 48 hours before the ceremony. His speech outlining how the cottages came about was read on his behalf by Andrew Stanley. On behalf of the Parish Council the Chairman paid tribute to Don and replied to his speech taking the story of the cottages up to the present day.

Over the last two years, we have had major changes to the staff who are employed by the parish council. Emma Ivory our clerk since 2015 left in January 2021 and her successor Maddy Boyle took an opportunity to train as a teacher in July last year. From that time Louise Goldsmith has been our Parish Manager and Clerk and following the resignation of Helen Munro as RFO in the autumn of 2021 she has taken over that responsibility as well. All parish councillors would like to put on record our thanks to Louise and her predecessors for all their hard work over the last three years in what has been a challenging time.

# CHAIRMAN'S REPORT

# ACCOUNTS Capel Parish Accounts 2021-2022 (unaudited)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
<b>Receipts 2021/22</b>														
Precepts	68,917.98	34,458.99	-	-	-	-	34,458.99	-	-	-	-	-	-	68,917.98
VAT return	4,000.00	3,423.15	-	-	3,370.91	2,491.67	-	2,506.57	-	-	-	1,605.49	-	13,397.79
Bank Interest	200.00	1.10	1.32	1.35	1.27	1.29	1.27	1.43	1.44	1.34	1.37	0.54	-	13.72
Football Pitch Hire	700.00	-	-	-	-	-	-	-	-	175.00	-	-	-	175.00
Pavilion - rent	20.00	-	-	-	-	-	-	-	-	-	-	-	20.00	20.00
Pavilion - Water	140.00	-	-	-	-	-	-	-	-	-	-	-	72.01	72.01
Pavilion - electricity	140.00	-	-	-	-	-	-	-	-	-	-	-	226.38	226.38
Memorial Cottages Admin Fee	3,737.52	310.00	310.00	310.00	312.33	312.33	314.66	314.66	314.66	314.66	314.66	314.66	314.36	3,756.98
Memorial Cottages Rent	11,500.00	930.00	930.00	930.00	936.97	936.97	943.94	943.94	943.94	943.94	943.94	943.94	943.94	11,271.52
Solar Farm Fund	5,400.00	5,512.44	-	-	-	-	-	-	-	-	-	-	-	5,512.44
Allotment Rents	620.00	10.00	-	-	-	-	-	165.00	497.50	-	40.00	10.00	40.00	762.50
Public Toilets - TWBC	600.00	-	-	-	-	-	-	-	-	-	-	-	600.00	600.00
NCP Grant	-	500.00	-	-	6,950.00	-	-	-	-	-	-	-	-	6,950.00
Other income	-	-	-	-	-	-	-	-	-	-	590.30	-	-	590.30
From reserves	2,662.50	-	-	-	-	-	-	-	-	-	-	-	-	1,090.30
<b>Total Receipts</b>	<b>98,638.00</b>	<b>45,145.68</b>	<b>1,241.32</b>	<b>1,241.35</b>	<b>11,571.48</b>	<b>3,742.26</b>	<b>35,718.86</b>	<b>3,931.60</b>	<b>1,757.54</b>	<b>1,434.94</b>	<b>1,890.27</b>	<b>3,193.02</b>	<b>1,898.30</b>	<b>112,766.62</b>
<b>Staff and Salaries 2021/22</b>														
Clerk's Salary	15,500.00	1,259.96	1,259.76	1,259.76	1,391.87	1,575.89	1,340.24	1,335.24	1,335.24	1,446.06	1,575.18	1,575.18	1,721.95	17,076.33
RFO's Salary	3,700.00	300.12	299.92	299.92	299.92	299.92	299.92	299.92	299.92	337.88	-	-	59.40	2,796.84
Pension	1,500.00	-	-	119.34	119.34	255.17	147.65	119.97	119.97	119.97	133.81	94.81	149.95	1,379.98
PAYE & NIC	3,600.00	570.76	104.15	673.02	503.30	-	411.42	534.06	269.53	351.98	362.45	362.45	465.22	4,608.34
<b>Total Staff and Salaries</b>	<b>24,300.00</b>	<b>2,130.84</b>	<b>1,663.83</b>	<b>2,352.04</b>	<b>2,314.43</b>	<b>2,130.98</b>	<b>2,199.23</b>	<b>2,289.19</b>	<b>2,024.66</b>	<b>2,255.89</b>	<b>2,071.44</b>	<b>2,032.44</b>	<b>2,396.52</b>	<b>25,861.49</b>
<b>Professional Services 2021/22</b>														
Legal	500.00	465.00	-	-	-	-	-	-	-	-	-	-	-	465.00
Strategic Planning Sinking Fund	500.00	-	-	150.00	-	-	-	-	-	-	-	-	5,000.00	5,000.00
Audit	500.00	-	-	-	-	-	400.00	-	-	-	-	-	-	550.00
Bank Charges	50.00	-	-	-	-	-	-	-	-	8.00	8.00	-	-	16.00
Insurance	1,850.00	-	-	-	-	-	-	1,653.23	-	-	-	-	-	1,653.23
GDPR - DPO Services	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-
Neighbourhood Plan Development	-	-	-	-	-	-	1,554.90	-	1,096.80	-	-	1,701.80	2,518.24	6,871.74
Election	2,700.00	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Professional Services</b>	<b>6,100.00</b>	<b>465.00</b>	<b>-</b>	<b>150.00</b>	<b>-</b>	<b>-</b>	<b>1,954.90</b>	<b>1,653.23</b>	<b>1,096.80</b>	<b>-</b>	<b>8.00</b>	<b>1,709.80</b>	<b>7,518.24</b>	<b>14,555.97</b>
<b>Office Costs &amp; Admin 2021/22</b>														
Stationery	150.00	24.20	-	-	39.80	-	446.34	15.65	527.50	-	-	-	-	1,053.49
Section 137 / donations	1,600.00	500.00	-	-	-	467.00	500.00	1,000.00	200.00	-	-	-	-	2,667.00
Publications	250.00	-	-	-	-	-	-	-	-	-	-	-	-	250.00
Meeting Room hire	1,000.00	-	-	44.00	-	-	208.00	-	132.00	120.00	88.00	44.00	132.00	768.00
Training	750.00	-	-	-	25.00	-	135.00	100.00	40.00	50.00	-	-	410.00	760.00
Mileage	300.00	-	-	-	-	-	380.70	186.30	228.60	188.40	139.80	147.19	178.20	1,449.19
Telephone / Broadband	575.00	40.95	40.95	42.95	42.95	42.95	42.95	74.00	42.95	42.95	42.95	42.95	42.95	542.45
Mobile Phone	-	-	27.87	77.00	27.00	27.00	27.00	27.00	27.00	27.00	27.00	27.00	27.00	348.36
Computer equip / repairs / software	500.00	-	119.90	266.08	58.60	62.37	179.96	-	63.10	63.10	84.35	51.80	1,001.06	1,001.06
Sage Payroll	100.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	84.00
Website	320.00	214.00	-	-	-	-	-	-	-	-	-	-	-	214.00
Postage	125.00	-	-	-	-	-	-	20.85	10.20	-	-	-	-	31.05
Laser printer / copier	200.00	-	-	-	-	-	-	-	-	-	-	-	-	-
Printer ink - RFO	100.00	13.92	-	13.31	6.24	-	5.82	2.91	2.91	22.02	-	-	-	67.13
Office rental	624.00	-	-	-	-	-	624.00	-	-	-	-	-	-	624.00
Office electricity	330.00	-	-	-	-	-	211.56	-	-	-	-	-	-	211.56
Office maintenance	200.00	113.20	-	35.00	-	-	65.00	-	-	-	-	-	164.00	372.20
Office bin - half share	850.00	-	-	-	-	-	856.83	-	-	-	-	-	-	856.83
Home office allowance	624.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00	26.00	26.00	26.00	26.00	520.00
<b>Total Office Costs &amp; Administration</b>	<b>8,598.00</b>	<b>965.27</b>	<b>247.72</b>	<b>537.34</b>	<b>258.59</b>	<b>658.32</b>	<b>3,742.16</b>	<b>1,455.15</b>	<b>1,364.31</b>	<b>496.47</b>	<b>465.10</b>	<b>345.94</b>	<b>1,097.35</b>	<b>11,633.72</b>
<b>Memberships 2021/22</b>														
Kent Association of Local Councils	725.00	702.56	-	-	-	-	-	-	-	-	-	-	-	702.56
ACRK	75.00	80.00	-	-	-	-	-	-	-	-	-	-	-	80.00
National Landlords Association	170.00	-	-	-	-	-	-	-	-	-	-	155.00	-	155.00
SLCC	200.00	-	-	-	-	-	-	-	-	-	-	-	-	-
Kent County Playing Fields	20.00	-	-	-	-	-	-	-	20.00	-	-	-	-	20.00
CPRE	40.00	-	-	-	-	-	-	-	-	-	-	-	-	-
ICO	35.00	-	-	-	-	-	-	-	35.00	-	-	-	-	35.00
<b>Total Memberships</b>	<b>1,265.00</b>	<b>782.56</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>55.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>155.00</b>	<b>-</b>	<b>992.56</b>
<b>Property, Amenities &amp; Environment 2021/22</b>														
Pavilion - water	150.00	-	42.50	-	-	-	-	-	-	-	-	-	-	39.57
Pavilion - electricity	400.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
Allotment - maintenance	500.00	-	-	-	-	-	1,145.70	117.00	393.33	-	65.00	-	-	1,721.03
Public toilets - cleaning	4,435.00	840.00	-	550.00	280.00	-	560.00	295.00	575.00	-	280.00	469.99	1,045.00	4,894.99
Public toilets - water	490.00	593.20	-	206.08	-	-	42.06	-	-	-	76.38	-	185.79	1,103.51
Public toilets - electricity	250.00	31.67	31.67	31.67	31.67	31.67	1.00	1.00	1.00	1.00	1.00	1.00	23.00	187.35
Public toilets - maintenance	600.00	224.90	-	79.99	-	-	172.00	-	87.50	-	-	-	-	564.39
Recreation Ground / Groundsmen	27,000.00	1,714.95	1,504.02	2,606.85	2,10									