CAPEL PARISH COUNCIL

Minutes of a meeting of CAPEL PARISH COUNCIL held in Capel Village Hall at 19:45hrs on Monday 31 January 2022

Present: Cllrs Patterson (Chair), Mackenzie, Mackonochie (arrived at item 10di), Malpas, Rich, Saunders and Young
In attendance: Louise Goldsmith, Clerk, 1 member of the public

Minute No	Agenda No	
	1)	Administration – Fire Exits, Fire Meeting Point, Mobile Phones, Sanitisation measures, intention to record or film the meeting. – Noted.
823	**2)**	**APOLOGIES:** An apology for absence was given by County Councillor Sarah Hamilton who was chairing the Joint Transportation Board meeting at TWBC. Apologies for absence were also given by Cllr. Fenton and Cllr. Sawyer and the reasons of illness and personal reasons were accepted. An apology was also accepted from PCSO Samuel Bolton.
824	**3)**	**DECLARATIONS OF INTEREST:** Cllr. Saunders declared a pecuniary interest in item 9 (e).
825	**4)**	**CHAIRMAN'S ANNOUNCEMENTS:** None to consider.
826	**5)**	**APPROVAL OF MINUTES:** It was **resolved** that the minutes of the Parish Council Meeting held on the 20 December 2021 be signed as a true and accurate record.
827	**6)**	**MATTERS ARISING FROM PREVIOUS MINUTES NOT COVERED IN CURRENT AGENDA:** a) Members noted a response from MP Michael Gove advising that an announcement on the proposed way forward with planning reforms will be made in due course and that in the meantime local authorities should continue to work on meeting the deadline the Government has set to have an up-to-date local plan in place by the end of 2023.
828	**7)**	**OPEN SESSION:** A member of the public asked if the Parish Council could clarify who maintains the various planters around the village.
829	**8)**	**EXTERNAL REPORTS** a) Borough Councillors Report: The dates for the Local Plan Inquiry will run from 1 March to 23 May (with large gaps). As part of Stage 2, (which focuses on the soundness of the Plan, and specific sites and proposals rather than more general issues, such as the Duty to Co-operate) Tudeley settlement and Capel parish will be the focus on 31 March and East Capel (and Paddock Wood) on 1 April.No date yet for the second black bin collection in Capel. TWBC still hope to re-start the regular collection in the Spring. The Amelia Scott Centre in Tunbridge Wells is due to open in April or May. b) County Councillors Report: There was no report.
830	**9)**	**COMMITTEE REPORTS** a) Finance & Resources Committee: i) A report on the accounts as at 28 December 2021 was noted. ii) The bank reconciliation and bank statements as at 28 December 2021 were noted.

iii) A statement of the reserves as at 28 December 2021 was noted.
iv) Unity Trust Bank: The Clerk is hoping that the account will be open shortly. Unity Bank will then arrange for the funds and regular payment methods to be transferred across.
v) It was **resolved** to adopt the list of payments and to authorise Cllr. Mackonochie to make the payments online.
vi) Policies: It was **resolved** to adopt the Standing Orders dated 31 January 2022. The Clerk was asked to find out when NALC intends to make the Model Standing Orders gender neutral.

b) Staff, Office & Administration:
There has been no meeting and nothing additional to report.

c) Planning Committee:
The draft minutes of the meeting held on the 20 December 2021 were noted and that a Planning Committee meeting was held prior to this meeting. The Design & Heritage Eco-Design Guide developed by Cranbrook & Sissinghurst Parish Council was discussed at the meeting held this evening and will be shared with the Neighbourhood Working Plan Group.

d) Flooding Committee:
Works required to stabilise the bank and improve the constriction at Alders stream are expected to take place at the end of January or early February.

e) Memorial Cottages & Housing Working Party:
i) Members considered the minutes of the meeting held on the 13 January 2022 and the recommended remedial works for each cottage.
ii) **Resolved:** To accept the following proposed works and estimated expenditure.

Number 10:

Issue	Estimated cost of repair
Lounge windows – misting, seals works	£250
Lounge/bedroom – new carpet required, trip hazard	£500
Lounge & Bedroom – recommend new heater x 2	£740
Bedroom window – seal broken	£150
Bathoom – extractor fan new shutter required	£ 20
Rear entrance, cupboard painted over and unable to open	£ 35
Drainage – Aco drain needed to alleviate issue with damp	£400
Loft – increase insultation to 270mm (as per EPC)	£350
Estimated Total	£2,445.00

Number 9:

Issue	Estimated cost of repair
Lounge – new doorbell required	£ 65
Kitchen - UDB heater requested as installed in No.10	£750
Kitchen – tap leaking and needs replacing	£ 80
Chimney – foilage to be removed and some repointing	£350
Loft – increase insultation to 270mm (as per EPC)	£350
Estimated Total	£1,595.00

The Clerk will discuss the urgency of installing new heaters with the tenant in Number 10 and whether it would be possible to wait and investigate other sources of heating/power first. It was noted that the Clerk is investigating ways in which the EPC ratings could be improved.

f) Recreation Ground and Allotments Working Party:
i) Update on the Bike Track: On site meetings have been held with two contractors and a third is being held tomorrow. The quotes will then be assessed at the next meeting of the working party. The Friends of Five Oak Green Recreation Ground are considering the various options for grants. The Landfill Communities Fund is looking like a good option but a contributing third party is required.

ii) Update on the Storage Container: TWBC has now advised that planning permission is not required for the storage container for the allotments. The size, style and security of the container will be discussed at the next meeting. The Clerk has been advised that there is evidence of some unauthorised activity on the allotments though to date nothing has been stolen.

831 10) PARISH MATTERS

a) Neighbourhood Plan Working Party
Members noted the draft minutes of the meetings held on the 11 and 25 January 2022. The development of the Design Codes and writing of policies is underway. A flyer has been circulated advertising the Visioning & Design Workshop due to take place on Saturday 12 March 2022 from 10am to 2.15pm. It was **resolved** that the Parish Council will fund a light lunch and refreshments.

b) Local Plan Examination Update
i) It was noted that The Local Plan Inquiry will run from 1 March to 23 May 2022 (with large gaps).
ii) Members **resolved** that CPC should seek to attend Stage 2 of the inquiry relating to Tudeley and Capel on 31st March 2022, and East Capel 1st April 2022 and will employ the legal counsel engaged by Save Capel (paying for those days and for any preparation necessary). CPC will inform the Programme Officer accordingly.

c) Update on Save Capel: Save Capel has appointed Paul Brown QC at Landmark Chambers, James Neill at Landmark Chambers and Simon Bell a barrister from Knights Solicitors for legal support. Due diligence has been carried out. Save Capel are in the process of raising funds to meet the estimated legal fees of £90,000.

d) Queen's Platinum Jubilee Celebrations:
Cllr. Mackonochie arrived at the meeting
i) Update on tree planting: The Clerk advised that Hadlow Estate will not give permission for the proposed five oak trees to be planted on the side of Five Oak Green that they own. The owner of the land on the other side of Five Oak Green Road has given permission subject to the developer, who has interest in the land, being consulted. Members discussed the alternative option of creating an avenue of five oak trees along the side of the footpath on the recreation ground leading from the car park to the Jubilee Orchard. The Clerk explained that representatives from Five Oak Green in Bloom will be attending the next Recreation Ground and Allotments Working Party meeting to present some ideas for enhancing the Jubilee Orchard and that this suggestion could be discussed then. Meanwhile, the Clerk will investigate holding an unveiling ceremony of the five oak trees on Saturday 4 June 2022. Cllr. Saunders discussed an idea to remove the trees located next to the public toilets which are currently blocking the streetlights and planting the saplings to create a hedge. It was was agreed that the saplings could also be used to plug gaps in hedges both on the recreation ground and other areas in the village.

ii) Road closures, street parties and Platinum Jubilee events: It was noted that the Church will be participating in the Beacon Lighting taking place across both the UK and Commonwealth on the evening of Thursday 2 June 2022. The Clerk has placed details on how to organise a street party and on how to obtain a road closure on the website and Facebook so that residents can participate in the Big Lunch initiative planned for Sunday 5 June 2022.

e) Speedwatch: Speedwatch has not recommenced yet.

f) Climate Emergency: Update on Electric Vehicle Charging Point Scheme – Members were disappointed to hear that KCC has advised that due to the number of applications they have received they are experiencing challenges with funding. KCC is actively looking for further sources to support the installation of chargers in the parishes enrolled to date but until this is secured they are not in a position to move forward.

g) Update from the PCSO: There was no update though it is believed that there has recently been an arrest in relation to drugs in Five Oak Green.

832

11) HIGHWAYS

a) Update on the Highways Improvement Plan – Members were disappointed to hear that KCC Highways are unable to attend a Parish Council Meeting to discuss highways issues stating that the Parish Council is entitled to just one meeting a year to review the Highways Improvement Plan. Members discussed their dissatisfaction with this process and lack of engagement. Cllr. Mackonochie advised that dissatisfaction with the Highways Improvement Plan process was raised at the Joint Transportation Board meeting held earlier in the evening and that County Councillor Sarah Hamilton has agreed for it to be an agenda item at the next meeting. Members discussed their concerns that KCC Highways only act on reported collision/accident data. The Clerk was asked to place details about TWBC 'near miss' reporting initiative on Facebook and encourage residents to report all 'near miss' incidents that could be used to support future requests for speed reduction measures.

b) 30mph flashing sign – The Clerk has asked KCC Highways to check that the sign is operating correctly.

c) Update on Parish Bus Stop Shelter Grant: The Clerk is meeting with Autocar, one of the bus operators, this week, to discuss the feasibility, in terms of the bus movements and width of the pavement, of installing a bus shelter at the bus stop on the corner of Whetsted Road and Five Oak Green Road.

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833 **12) REPRESENTATION AT MEETINGS**

Cllr, Mackonochie attended the Joint Transportation Meeting held earlier this evening - see item 11a.

Cllr. Mackonochie discussed a presentation he had attended on Planning Enforcement and agreed to circulate the slides.

834 **13) CORRESPONDENCE/CONSULTATIONS**

Members considered a draft response circulated by Cllr. Patterson to the Local Boundary Commission Consultation on the electoral review of Tunbridge Wells. Members agreed to make a submission requesting that the distinct identity of Capel Parish is reflected in the new boundaries.

835 **14) CLERK'S REPORT:**

The Clerk advised Members that there is an issue with the power supply to the defibrillator housed in the BT Box in Jubilee and is arranging for this to be investigated.

836 **15)** . **DATE OF NEXT MEETING:** Monday 28 February 2022 at 19:45hrs

With no further business to discuss the meeting closed at 21:13hrs

Signed: …….. Dated: ……

CAPEL PARISH COUNCIL

Payments List – January 2022

Ref:	Payee	Description	Gross
BACs Payments for approval on 31 January 2022			
BACs 01-01	Capel Groundcare	Re-anchor two bins, rolling football pitch, remove signs and install new sign at allotment gate	386.94
BACs 01-02	Heliocentrix	Monthly Microsoft 365 subscription Dec 2021	75.72
BACs 01-03	Louise Goldsmith	Expenses: Mileage	139.80
BACs 01-04	Louise Goldsmith	Additional Salary	129.12
BACs 01-05	HMRC	PAYE & NIC January	362.45
Bacs 01-06	F&C Cleaning	Cleaning public toilets	336.00
BACs 01-07	Capel Community Association	Meeting Room hire - December	88.00
BACs 01-08	JRB Enterprise	Dog Waste Bags	130.20
BACs 01-09	Heliocentrix	Remote support	25.50
BACs 01-10	KALC	Training - Clerks Conference	60.00
BACs 01-11	Multi-Print	Sign for allotment gates	78.00
BACS 01-12	Business Stream	Public Toilets Waste Water Services	76.38
		TOTAL	**1,888.11**

Date	Payee	Description	Gross
Direct Debits and Standing Orders for approval on 31 January 2022			
01/01/2022	EE	Clerk's mobile Phone	32.40
01/01/2022	EDF	Electricity - cricket pavilion	30.00
01/01/2022	EDF	Electricity - public toilets	1.00
01/01/2022	TalkTalk	Telephone & Broadband	51.54
12/01/2022	Sage	Payroll software	8.40
18/01/2022	HSBC	Account Maintenance Fee	8.00
25/01/2022	Louise Goldsmith	Payroll January	1,472.06
25/01/2022	Capel Groundcare	Grounds maintenance contract Jan	1,804.84
		TOTAL	**3,408.24**