

CAPEL PARISH COUNCIL

Minutes of a meeting of CAPEL PARISH COUNCIL held in Capel Village Hall At 7.30pm on Monday 23 May 2022

Present: Cllrs Patterson, (Chair), Fenton, Mackonochie, MacKenzie, Malpas, Rich, Sawyer and Young
In attendance: Louise Goldsmith, Clerk, 1 member of the public

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- | 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.
 - 887 2) **APOLOGIES:** An apology for absence was received from Cllr. Saunders and the reason for absence was accepted.
 - 888 3) **DECLARATIONS OF INTEREST:** Cllr. Young expressed a pecuniary interest in item 9 (e) and Cllr. Mackonochie declared a pecuniary interest in item 9 (a) (viii) and item 9 (f) (iv).
 - 889 4) **CHAIRMAN'S ANNOUNCEMENTS:** None
 - 890 5) **APPROVAL OF MINUTES:**
It was **resolved** that the minutes of the Parish Council Meeting held on the 25 April 2022 and of the Annual Parish Council meeting held on the 16 May 2022 be signed as a true and accurate record.
 - 891 6) **CLERKS REPORT/PAST MATTERS (Information purposes only)**
The Clerk reported that the KCC has advised that they are still waiting to see they have been successful in their latest bid for funding which includes providing electric vehicle charging points in the village hall car park. The KCC application process for the bus stop shelter grants has not yet opened. Details on how to nominate someone for the 'Citizen of the Year' award have been placed on Facebook, the noticeboards and the website
 - 892 7) **OPEN SESSION:** No questions raised.
 - 893 8) **EXTERNAL REPORTS**
 - a) Borough Councillors Report: Elections for a third of the Borough Council seats were held on 5 May 2022. As widely trailed in the press the results will lead to a change of administration on the Borough Council and the leader of the Council Cllr Dawlings has already announced he intends to resign. Negotiations to form a new administration and a co-operation agreement between the Liberal Democrats, the Tunbridge Wells Alliance and Labour are being finalised in preparation for the installation of a new cabinet at the Annual Meeting of the Council on Wednesday 25 May 2022. It is expected that Cllr Chapelard of the Liberal Democrat will be the leader of the Council and the cabinet will be made up of 4 Liberal Democrats, 2 TWA and 2 Labour. This broadly reflects the number of seats each group hold on the council. The new Mayor is expected to be Cllr Bland and the deputy Mayor Cllr Patterson subject to the confirmation of a vote of the Council on Wednesday 25 May 2022.
 - b) County Councillors Report: There was no report.
 - 894 9) **COMMITTEE REPORTS**
 - a) Finance & Resources Committee:
 - i) The Annual Internal Audit Report 2021/22 was received and noted.
 - ii) The Annual Governance Statement for 2021/22 was received and approved along with a report prepared by the Clerk explaining how the Parish Council has satisfied each statement.
Resolved: To approve the Annual Governance Statement for 2021/22 and for the Clerk and the Chair to sign.

CAPEL PARISH COUNCIL

- iii) The Accounting Statement for 2021/22 was received.
Resolved: To approve the Accounting Statement for 2021/22 and for the Chair to sign.
 - iv) A report on the accounts as at the 25 April 2022 was noted
 - v) The bank reconciliation as at the 25 April 2022 was noted.
 - vi) A statement of the reserves as at the 25 April 2022 was noted.
 - vii) It was **resolved** to adopt the list of payments overleaf and for Cllrs. Fenton and Mackonochie to authorise the payments set up online by the Clerk. Cllr. Patterson to authorise the payment to Cllr. Mackonochie and to the Capel Fete Committee.
Cllr. Mackonochie declared a pecuniary interest and left the meeting
 - viii) Request for Funding – Capel Fete Committee: Members considered a grant application form submitted to the Clerk.
Resolved: In accordance with Section 137 of Local Government Act 1972 to make a donation of £584.00 to the Capel Fete Committee to cover the cost of the insurance for the fete due to be held in July 2022.
Cllr. Mackonochie re-joined the meeting
- b) Staff, Office & Administration Working Group: There has been no meeting. Cllr. Rich reported that the Clerk has passed unit 1 of the CiLCA qualification.
- c) Planning Committee:
- i) The minutes of the meeting held on the 23 April 2022 were received and noted.
- d) Flooding Committee: There has been no meeting. Cllr. Mackonochie advised that there has been a number of complaints about the temporary lights not working properly and about the noise from the tankers parked at the junction of Five Oak Green Road and Oak Road. It is hoped that works to repair the section of the rising main that was damaged during a routine inspection will be completed soon.
- Cllr. Young declared a pecuniary interest and left the meeting*
- e) Memorial Cottages & Housing Working Group:
- i) The minutes of the meeting held on the 19 May 2022 were received and noted.
 - ii) Cllr. Sawyer gave an update on the approved remedial works for the cottages and explained that the contractor has discovered a new issue on removing the flooring in the bedroom of No. 10. requiring the joists to be replaced at an additional cost of £500.00. Members considered and discussed quotes for the replacement of three windows in No.10.
Resolved: To accept a quote of £2,341.46 (excluding VAT) from D Y Construction to replace three windows in No.10 and to pay the additional cost of £500.00 to replace the joists in the bedroom of No.10.
 - iii) Rent Review: **Resolved: To defer the annual review of the rent for No.10 due in June 2022 until September 2022 when the rent review for No.9 is also due and when all the current remedial works are complete.th**
Cllr. Young re-joined the meeting
- f) Recreation Ground and Allotments Working Group:
- i) The minutes of the meeting held on the 17 May 2022 were received and noted.
 - ii) It was noted that one of the double allotment plots has not been cultivated since it was let out last Autumn. The shed has been damaged and is lying on the ground and there is a lot of glass around the area. The Clerk advised that the allotment holder is in breach of condition 5 (b) of the Tenancy Agreement which states that a minimum of 25% of the area should be cultivated by the end of first three months of the tenancy.
Resolved: The Clerk to write to the allotment holder and offer a full refund now if they wish to end the tenancy on the condition that the

CAPEL PARISH COUNCIL

shed is removed or restored. The Clerk to also advise the tenant that if the plots are not cultivated by a minimum of 25% or handed back within the month the tenancy will come to an end, with no refund, as per condition 7 of the signed Tenancy Agreement.

- iii) **Resolved: To ratify a decision between meetings to replace the toilet holders and dispensers in the public toilets at a cost of £84.90 (excluding VAT) which was not budgeted expenditure.** Unfortunately, the dispensers were vandalised. It was noted that Cllr. Sawyer had kindly agreed to fit the replacements.
- iv) Discussions with the trustees of the CCA: **Resolved: The Clerk to contact the trustees of CCA to arrange a meeting to discuss the Parish Council's plans for the recreation ground and to understand their plans for the future of the village hall.**

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10) PARISH MATTERS

- a) Neighbourhood Plan Working Party: Cllr. Patterson advised that the working party will be meeting virtually tomorrow to consider the draft design codes prepared by AECOM and to discuss the programme for the Vision and Design public workshop due to take place on the 30 May 2022 at 7pm in the village hall. It was noted that the Clerk has advertised the workshop.
- b) Local Plan Examination Update: It was noted that the Hearing for stage 2 of the Local Plan Examination commences tomorrow and the sessions on Tudeley and East Capel are due to be held on the 14 and 15 June 2022. Cllr. Patterson will represent the Parish Council on the 14 June and Cllr. Fenton on the 15 June 2022.
- c) Update on Save Capel: Representatives from Save Capel will attend the Hearing on Stage 2 of the Local Plan Examination.
- d) Queen's Platinum Jubilee Celebration 2-4 June 2022: It was noted that the five oak trees have now been planted and recorded on the official Queen's Canopy Project map. The Clerk has advertised the unveiling of the trees event planned for the 4 June 2022 on the recreation ground and has purchased a stand for the official plaque. The cricket club has agreed to open the bar from 12pm-4pm but is unable to provide a BBQ. The Clerk has advertised the event as a picnic on Facebook, the website and noticeboards. It was agreed that the Clerk should arrange for banners and bunting to be erected on the village green and recreation ground.
- e) Update from the PCSO: No report was received from the PCSO.

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11) HIGHWAYS

- a) Highways Improvement Plan:
Members approved the draft Highways Improvement Plan which the Clerk had amended and circulated following a virtual meeting last week with Members to discuss the main issues and priorities. The Clerk will now forward the plan to the Schemes Engineer at KCC which will form the basis of the discussion with KCC at the meeting due to take place on Thursday 9 June 2022 at 10am.

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12) REPRESENTATION AT MEETINGS

- i) KALC Meeting: There has been no meeting
- ii) TWBC Ukrainian Workshop: The Tunbridge Wells Borough Council website is up and running and it was noted that all the updates are now provided on there.
- iii) Parish Chairmen's Group Meeting: There has been no meeting.
- iv) Joint Transportation Board – There has no meeting.
- v) Other external meetings: Nothing additional.

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13) CORRESPONDENCE/CONSULTATIONS: Nothing to note.

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14) ANY CONFIDENTIAL ITEMS: Nothing to note.

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15) DATE OF THE NEXT MEETING:

Full Council Meeting: Monday 27 June 2022 at 7.30pm
With no further business to discuss the meeting closed at 8.33pm

Signed:

Dated:

Initialled:

CAPEL PARISH COUNCIL

Payment List - May 2022

Ref:	Payee	Description	Gross
BACS Payments for approval on 23 May 2022			
BACS 05-01	CCA	Hall Hire	132.00
BACS 05-02	Louise Goldsmith	Mileage, reimbursement key safe and water pump	264.80
BACS 05-03	HMRC	PAYE & NIC May	395.40
BACS 05-04	F&C Cleaning	Cleaning public toilets	354.00
BACS 05-05	PJ Electrical	Christmas lightiing repairs	230.64
BACS 05-06	KCS	Soap & Toilet paper dispensers	101.88
BACS 05-07	Heliocentrix Ltd	Monthly Microsoft 365 subscription	71.88
BACS 05-08	Capel Groundcare	Sleepers for storage container	137.40
BACS 05-09	Mr C. Mackonochie	Reimbursement public toilet replacement parts	34.99
BACS 05-10	Capel Fete Committee	Donation	584.00
BACS 05-11	Capel Groundcare	Groundworks to plant Jubilee trees	1,762.98
BACS 05-12	Lionel Robbins	Internal Audit Services	150.00
BACS 05-13	Louise Goldsmith	Reimbursement jubilee plaque stakes	25.00
BACS 05-14	Louise Goldsmith	Reimbursement Jubilee Bunting	159.90

Date	Payee	Description	Gross
Direct Debits and Standing Orders			
03/05/2022	EDF	Electricity - cricket pavilion	25.00
03/05/2022	EDF	Electricity - public toilets	23.00
03/05/2022	EE	Clerks Mobile Phone	35.41
04/05/2022	TalkTalk	Telephone & Broadband	51.54
17/05/2022	Sage	Payroll software	8.40
25/05/2022	Louise Goldsmith	Payroll April	1,615.35
25/05/2022	Capel Groundcare	Grounds maintenance contract Jan	2,191.60