

# CAPEL PARISH COUNCIL

## Minutes of a meeting of CAPEL PARISH COUNCIL held in Capel Village Hall At 7.30pm on Monday 27 June 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  |
|-----------|--|
|           | 1) Administration – Fire Exits, Fire Meeting Point, Mobile Phones, Sanitisation measures, intention to record or film the meeting. – Noted.  |
| 901       | 2) <b>APOLOGIES:</b> An apology for absence was received from Cllrs. Malpas and Young and their reasons for absence were accepted.   |
| 902       | 3) <b>DECLARATIONS OF INTEREST:</b> None   |
| 903       | 4) <b>CHAIRMAN’S ANNOUNCEMENTS:</b> None   |
| 904       | 5) <b>APPROVAL OF MINUTES:</b><br>It was <b>resolved</b> that the minutes of the Parish Council Meeting held on the 23 May 2022 be signed as a true and accurate record. (Cllr. Saunders abstained)  |
| 905       | 6) <b>CLERKS REPORT/PAST MATTERS (Information purposes only)</b> <ul style="list-style-type: none"><li>• Public toilets – have been temporarily closed as have been vandalised several times in recent months. The CCTV footage is to be studied.</li><li>• Bus shelter grant – The Public Transport Officer has advised that KCC is still considering if funding can be made available this year.</li><li>• CiLCA – the Clerk has now passed Unit 2.</li><li>• The Clerk is assisting Trottiscliffe Parish Council as a Locum Clerk until a replacement Clerk is appointed.</li><li>• The Cricket Club is installing an air conditioning unit in the pavilion.</li></ul>  |
| 906       | 7) <b>OPEN SESSION:</b> A member of the public advised that a mattress has been dumped on the verge in Badsell Road.   |
| 907       | 8) <b>EXTERNAL REPORTS</b> <ul style="list-style-type: none"><li>a) Borough Councillors Report: As you will know the new Borough Partnership was agreed and a new leader and cabinet were approved at the annual meeting on 25 May. The first meeting of Council since then is scheduled for 6 July where there will be an update on progress. Key priorities include tackling the budget deficit and relooking at the waste contract. All council meetings are now scheduled for the evening. So, planning meetings are due to start at 6:30pm which should make it easier both for councillors to sit on planning, but also for the public to attend. Cabinet meetings will also be in the evenings and are due to be held at different venues round the borough. The first was held in Cranbrook last week. The hearings on the Local Plan are continuing remotely and are due to finish next month.</li><li>b) County Councillors Report: There was no report.</li></ul> |
| 908       | 9) <b>COMMITTEE REPORTS</b> <ul style="list-style-type: none"><li>a) Finance &amp; Resources Committee:<ul style="list-style-type: none"><li>i) A report on the accounts as at the 31 May 2022 was noted</li><li>ii) The bank reconciliation as at the 31 May 2022 was noted.</li><li>iii) A statement of the reserves will be issued at the next meeting.</li><li>iv) It was <b>resolved</b> to adopt the list of payments overleaf and for Cllrs. Fenton and Patterson to authorise the payments set up online by the Clerk.</li><li>v) UK Shared Prosperity Funds:<br/><b>Resolved:</b> The Clerk to submit a proposal to refurbish the public toilets and install solar panels to the roof and a proposal to install CCTV at the allotments.</li></ul></li></ul>   |

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- vi) It was **resolved** to adopt a Scheme of Delegation and the Terms of Reference for each committee and working group subject to the title of the Flooding Working Group being changed to Flooding Panel.
  
- b) Staff, Office & Administration Working Committee:  
There has been no meeting.
  
- c) Planning Committee:
  - i) The minutes of the meeting held on the 23 May 2022 were received and noted.
  
- d) Flooding Panel:  
There has been no meeting.
  
- e) Memorial Cottages & Housing Working Group:
  - i) Update on the remedial works for No.10:  
Cllr. Sawyer advised Members that the flooring has now been replaced in both the lounge and bedroom, the underfloor heating has been installed and new carpet laid. The tenant seems to be happy with the works that have taken place. The contractor will be ordering the replacement windows for the lounge and bedroom and hopes to install these in August.
  - ii) Remedial works to No.9: Cllr. Sawyer explained that he has now carried out the legionnaires water testing survey which was fine. The contractor has inspected the floorboards and has found evidence of woodworm but not to the extent of No. 10 and so has recommended removing the floorboards and spraying the joists to prevent any further damage. The contractor also advised that the same windows need replacing and that it would be more cost effective to do both cottages at the same time as this would save an additional inspection fee of £225.00.  
**Resolved: To approve the spraying of the joists and to replace three windows in No. 9 at an estimated cost of £2,116.46 (excluding VAT).**
  
- f) Recreation Ground and Allotments Working Group:
  - i) Consultation Survey on the proposed bike track:  
Cllr. MacKenzie advised Members that 115 responses had been received to a survey issued on Facebook seeking views on the bike track. 90% of respondents would like a bike track on the recreation ground. Responses to questions on possible features of the bike track were useful and thoughts were divided on a possible location. The Clerk reminded Members that if the proposal goes ahead the appointed contractor will consult on possible features and the overall design of the track.
  - ii) Cllrs. Patterson, Fenton, Saunders, Sawyer and the Clerk met virtually with two of the Trustees of the CCA on the 21 June 2022 primarily to open up discussions about the long-term future of the hall. It was agreed that the Clerk could share the recording of the meeting with the rest of the working group. It was agreed to defer issuing a questionnaire to both engage more volunteers for the CCA and to gauge the level of support for a new village hall until later in the year. The Trustees explained at the meeting that they would welcome more volunteers to support the hall. The Clerk will ask the CCA to send a representative to the next working group meeting to discuss the recruitment of more volunteers and a proposal for a new village hall further. Cllr. Patterson explained that the Neighbourhood Plan Working Party is looking to include a proposal for a new village hall in the Neighbourhood Plan in the hope that this will attract developer funding.
  - iii) Members were delighted to note the restoration of the camel and sphinx bench on the recreation ground. An article about the restoration giving thanks to all those involved will be in the next edition of the Parish News.
  - iv) Inspection of trees on Parish Council land:  
Members considered two quotes for an inspection of the trees on Parish Council land. The last inspection was carried out in 2019.  
**Resolved: To accept a quote of £750.00 from Middlemarch to carry out the inspection.**

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- g) Neighbourhood Plan Working Party
  - i) The minutes of the meeting held on the 24 June 2022 were received
  - ii) Vision and Design Workshop held on the 30 May 2022:  
Cllr. Patterson advised Members that the workshop has been well attended and information from it has been used to develop both the emerging design codes and neighbourhood plan.
  - iii) Draft neighbourhood plan:  
Cllr. Patterson advised that the working party met in person on the 20 June 2022 to run through the draft neighbourhood plan. Members of the working party have been assigned tasks to hopefully complete the plan by the end of the summer.
  - iv) Draft design codes:  
Cllr. Patterson advised that a report on the draft design codes has been received from AECOM and is currently being proof-read. AECOM has suggested that residents are consulted on the draft design codes.  
**Resolved: To consult on the draft design code report, once proof-read, by placing information on the website and Facebook.**
  - v) To receive an update on funding – Cllr. Patterson advised that a decision from Locality on funding is expected soon.

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### 10) PARISH MATTERS

- a) Local Plan Examination Update:
- b) It was noted that Cllr. Patterson and Fenton attended the Hearing sessions on Tudeley and East Capel on the 14 and 15 June 2022. These sessions were held virtually as an officer at TWBC contracted covid. The Hearing will continue virtually until the 19 July 2022. A decision is expected late Autumn.
- c) Update on Save Capel:  
Representatives from Save Capel have attended some of the Hearing sessions and brought in more legal assistance when required.
- d) Climate Emergency:  
KCC is still awaiting news on the outcome of their latest funding bid for electric vehicle charging points and cannot progress any of the 22 sites, which includes Capel, until this has been confirmed.
- e) Citizen of the Year:  
The nominations were considered at the end of the meeting and a vote taken. The Clerk will arrange the presentation of the award.
- f) Update from the PCSO: No report was received from the PCSO.

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### 11) HIGHWAYS

- a) Highways Improvement Plan:
  - i) Annual review of the HIP meeting with KCC:  
Cllr. Patterson, Fenton, Saunders, Mackonochie, Young and the Clerk met virtually with Jake Smith, Planning & Advice Project Engineer at KCC and Michelle Norris, Road Safety Engineering Project Manager at KCC on the 9 June 2022 to go through the Highways Improvement Plan for Capel. The speed of traffic and the need for traffic calming measures were the main topics discussed. The speed data held by KCC is pre-covid and it is known that vehicles are generally travelling faster since covid. It was agreed that it would be beneficial to carry out some ATC surveys along Five Oak Green Road and Badsell Road.
  - ii) To approve the location and approve a quote for ATC surveys  
**Resolved: To pay £380.00 for four ATC surveys to be carried out. Three on Five Oak Green Road and one on Alders Road. The Clerk will request a copy of the plan showing the proposed location of the ATC surveys from KCC.**
- b) Removal of the vehicle activated warning sign on Five Oak Green Road:  
Members expressed their disappointment that KCC has removed the sign which was damaged by a lorry. KCC does not have insurance nor a budget to replace the sign and have also advised that the criteria for installing these signs has changed. A replacement sign could only be installed if all other engineering options have been implemented and there remains a residual

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safety issue. It was agreed that the ATC surveys due to take place will provide some useful information on the speed of vehicles in this location. KCC intend to remove the post but it was agreed that the Clerk should request that the post and any electricity supply is left so that it is in place should a replacement sign be installed in the future.

**911 12) REPRESENTATION AT MEETINGS**

- i) KALC Meeting: There has been no meeting.
- ii) TWBC Ukrainian Workshop: No update.
- iii) Parish Chairmen's Group Meeting: Cllr. Patterson advised that Nancy Warne is the Chair of this group. Councillor Chapelard (Leader of the Council, TWBC) gave a presentation setting out the structure and objectives of the new administration at TWBC. Councillor Nancy Warne (Deputy Leader of the Council and Cabinet Member for Rural Communities, TWBC) gave a presentation setting out the role of the newly established Cabinet Member for Rural Communities and explained that she is keen to work with the parishes. Feedback was given regarding the Local Government Boundary Commission and the ongoing Boundary Review. It is unclear whether the borough council could change its mind on elections by thirds (over all-out elections) and what impact this would have on the possible warding arrangements. The only way to avoid 3-member wards would be for the borough council to change to all-out elections, which was within their gift, but whether it was too late would need to be checked with the Commission.
- iv) Joint Transportation Board – There has been no meeting.
- v) Other external meetings: Nothing additional.

**912 13) CORRESPONDENCE/CONSULTATIONS:**

Cllr. Rich urged Members to respond to a TWBC survey on Sports and Physical Activity which the Clerk has circulated.

**913**

**914 14) ANY CONFIDENTIAL ITEMS:** Nothing to note.

**15) DATE OF THE NEXT MEETING:**

Full Council Meeting: Monday 25 July 2022 at 7.30pm.

With no further business to discuss the meeting closed at 8.46pm

Signed: .....

Dated: .....

## CAPEL PARISH COUNCIL

### Payment List - June 2022

Ref:	Payee	Description	Gross
<b>BACs Payments for approval on 27 June 2022</b>			
BACS 06-01	CCA	Hall Hire	132.00
BACS 06-02	Louise Goldsmith	Expenses	234.32
BACS 06-03	HMRC	PAYE & NIC May	395.60
BACS 06-04	F&C Cleaning	Cleaning public toilets	378.00
BACS 06-05	Multiprint	Banners & Posters	386.40
BACS 06-06	KCS	Toilet tissue	82.76
BACS 06-07	Heliocentrix Ltd	Monthly Microsoft 365 subscription	71.88
BACS 06-08	Capel Groundcare	Playground repairs	44.40
BACS 06-09	Mr C. Mackonochie	public toilet key cutting	19.80
BACS 06-10	SLCC	1/3 Subscription	95.00
BACS 06-11	Friends of Five Green Recreation	2021 Citizen of the Year monies	500.00
BACS 06-12	DJY Construction Ltd	Memorial Cottage Repairs	4,716.00
BACS 06-13	Jim Boot	Neighbourhood Plan Consultant	541.80
BACS 06-14	JRB Enterprise	Dog waste bags	147.54
BACS 06-15	KCC	4 x ATC Surveys	380.00
BACS 06-16	Netwise	Hosting and domain	378.00
<b>TOTAL</b>			<b>8,503.50</b>
Date	Payee	Description	Gross
<b>Direct Debits and Standing Orders</b>			
03/05/2022	EDF	Electricity - cricket pavilion	25.00
03/05/2022	EDF	Electricity - public toilets	23.00
03/05/2022	EE	Mobile Phone	35.41
04/05/2022	TalkTalk	Telephone & Broadband	54.54
17/05/2022	Sage	Payroll software	8.40
Paid between meetings	Emma Ivory	Reimbursement for ZOOM	143.88
	Unity Bank	Bank Charges	18.50
25/06/2022	Louise Goldsmith	Payroll April	1,615.35
25/06/2022	Capel Groundcare	Grounds maintenance contract June	2,191.60
<b>TOTAL</b>			<b>4,115.68</b>

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