**CAPEL PARISH COUNCIL**

www.capel-pc.org.uk

 Falmouth Place

 Five Oak Green

Kent. TN12 6RD

Tel: 01892 837524

Minutes of a meeting of the Memorial Cottages & Housing Working Group

 held on Thursday 20 October 2022 at 7pm in Capel Village Hall

Present: Cllrs. Sawyer (Chair), Rich, Young

In attendance: Louise Goldsmith, Clerk and 1 member of the public

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# **MINUTES**

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| Minute No | Agenda No |  |
| **142****143****144****145****146****147****148****149** | 1. **ADMINSTRATION** – Mobile Phones switched off. No intention to record received.
2. **APOLOGIES:**  None.
3. **DECLARATIONS OF INTEREST:** None.
4. **APPROVAL OF MINUTES:** It was resolved that the minutes of the meeting held on the 19 May 2022 be signed as a true and accurate record.
5. **OPEN SESSION:** No issued were raised.
6. **CONDITION SURVEYS:** Cllr. Sawyer explained that the windows in the lounge and bedroom of both cottages have now been replaced. Cllr. Sawyer and the Clerk will make arrangements to carry out the annual inspection for both cottages next month and to discuss the replacing of the joists and installation of a new heating system with the tenant of No.9. It was agreed to not instruct another Energy Performance Survey until the works are completed in No.9. It was acknowledged that the Government is working towards a minimum EPC rating of C for new tenancies from 2025 and for all rental properties by 2028,
7. **TENANCY AGREEMENT:** It was noted that both cottages are let on a periodic tenancy agreement and it was agreed to continue on this basis.
8. **ANNUAL RENT INCREASE:** It was noted that the tenancy agreement states that the Parish Council as landlord has the option to increase the rent by a reasonable percentage on the anniversary of the agreement provided at least one month’s notice is given to the tenant. The Clerk was asked to confirm with the National Residential Landlord Association the validity of this clause. The anniversary of the agreement for No.10 falls in June and for No. 9 in August.
9. **DATE OF THE NEXT MEETING:** Thursday 19 January 2023 at 7pm
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With no further business to discuss the meeting closed at 7:31pm

Signed: ……………………… Dated: ………………………