

CAPEL PARISH COUNCIL

Minutes of a meeting of CAPEL PARISH COUNCIL held in Capel Village Hall At 7.30pm on Monday 28 November 2022

Present: Cllrs Patterson, (Chair), Fenton, Mackonochie, Mackenzie, Malpas, Rich, Saunders, 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. |
| 955 | 2. APOLOGIES: None received. |
| 956 | 3. DECLARATIONS OF INTEREST: None. |
| 957 | 4. CHAIRMAN’S ANNOUNCEMENTS: None. |
| 958 | 5. APPROVAL OF MINUTES:
It was resolved that the minutes of the Parish Council Meeting held on the 31 October 2022 be signed as a true and accurate record. |
| 959 | 6. CLERKS REPORT/PAST MATTERS: None. |
| 960 | 7. OPEN SESSION: No comments made |
| 961 | 8. EXTERNAL REPORTS
a) Borough Councillors Report - The Local Plan Inspector’s Indicative letter was published at 4:30pm on Monday 14 November 2022 For anyone who has not seen it the Inspector has published his initial findings at https://forms.tunbridgewells.gov.uk/_data/assets/pdf_file/0007/434392/ID-012-Inspectors-Initial-Findings.pdf . TWBC have to consider the findings and they have made no definitive response as yet so we do not know how the planners will react and on what timescale, but on balance this has to be welcome good news for the local community and its future, and a vindication for the Parish Council and Save Capel whose evidence to the enquiry was clearly reflected in the Inspector's thinking.
The Inspector has suggested to TWBC that Tudeley Garden Village should be deleted if they want the plan adopted reasonably quickly as it is unsound and undeliverable as it stands. He does give them two other alternatives to provide more evidence or to reduce its size in order to make it sound. But both of these would be time-consuming and far from certain to be approved by him. Given the Council's current budget deficit and need for a Plan to be adopted as quickly as possible, they may be tempted to look at other solutions to provide the housing needed within the Borough, perhaps with an earlier review of the plan than originally scheduled.
Although the Inspector accepts building in principle around Paddock Wood as it is outside the Green Belt (though East Capel is not) he also wants major modifications to the plans suggesting no housing should be built in Flood Zones 2 and 3 (which covers much of East Capel) with major queries over secondary education provision and the impact on roads through Five Oak Green. He also said that the phasing and specific land use allocations were not clear - so the planners have plenty of revisions to make before the plan is adopted. The Inspector has asked for a full Green Belt study including other MGB sites not included in the plan before either site can be removed from the Green Belt.
The next Borough Council meeting will be on the 14 December 2022. I am not sure whether the Local Plan will feature, but the results of the consultation on the electoral review will be available and there is due to be a decision on all outs or elections by thirds at the meeting. |
| | b) County Councillor – There was no report. |

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9. COMMITTEE REPORTS

a) **Finance & Resources Committee:**

- i) A report on the accounts as at the 28 November 2022 was noted.
- ii) The bank reconciliation as at the 28 November 2022 was noted.
- iii) A statement of the reserves as presented on the accounts was noted.
- iv) It was **resolved** to adopt the list of payments overleaf and for Cllrs. Patterson and Mackonochie to authorise the payments set up online by the Clerk. Cllr. Fenton checked the invoices against the payment list in accordance with the Financial Regulations.
- v) NALC Pay Award 2022-2023: It was **resolved** to approve a backdated pay award for the Clerk for the period 1 April 2022 – 30 November 2022 of £1040.55, subject to PAYE.
- vi) CCTV Tender Process: Cllr. Mackonochie advised that tender documents have been made available on Contracts Finder and the website. The closing date for the receipt of tenders is 12pm on Friday 2 December 2022.
- vii) Budget 2023-2024: Cllr. Mackonochie explained that a draft budget had been prepared at the meeting held on the 24 October 2022. The Clerk is in the process of obtaining some quotes for possible projects including replacing the CCTV system. These will be considered by the Finance & Resources Committee at the meeting due to be held on the 5 December 2022 and a Budget for 2023-2024 and precept request will then be brought to Full Council for approval on the 19 December 2022.
- viii) Policies:
Resolved: To adopt the Co-option Policy dated November 2022.

b) **Staff, Office & Administration Working Committee:** There was no report.

c) **Planning Committee:**

The draft minutes of the meeting held on the 31 October 2022 were received and noted.

d) **Flooding Panel:**

The draft minutes of the meeting held on the 21 November 2022 were received and noted. It was also noted that KCC is in the process of cleaning the gullies in the parish and that the drains in Sychem Lane have now been cleared.

e) **Memorial Cottages & Housing Working Group:**

It was noted that the Clerk and Cllr. Sawyer carried out the annual Condition Surveys for both cottages on the 25 November 2022. Just a few minor works are needed to No. 10 Brampton Bank. The tenant at No. 9 Brampton Bank has agreed to move out so that the new heating system can be installed and remedial works carried out to the flooring. The Clerk has asked the contractor to confirm when the works can be done in either February or March 2023 and will then arrange for accommodation for the tenant and his pet and will also obtain quotes for storing his furniture and belongings.

f) **Recreation Ground and Allotments Working Group:**

The draft minutes of the meeting held on the 24 November 2022 were received and noted. A quote to install a dividing fence between the allotment plots 13b and 14b was considered to be too high. The Clerk is in the process of obtaining an alternative quote.

g) **Neighbourhood Plan Working Party:**

i) To receive an update on the development of the draft Neighbourhood Plan: Cllr. Patterson reported that the working party hope to submit the draft neighbourhood Plan to TWBC within the next couple of weeks for screening. It was agreed that what happens with the Local Plan will affect the content of the final document.

ii) To receive an update on the survey for the future of the village hall:

The Clerk has posted the link to the survey on the website, Facebook and the Noticeboards and has also placed hard copies in the shop for residents with no access to a computer. 102 responses have been received so far.

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10. PARISH MATTERS

- a) **Local Plan Examination Update:**
See agenda item 8 (a). Cllr. Patterson advised that both Cabinet and the Planning Policy Officers at TWBC will need to consider the Inspectors report. It was agreed that it may be helpful for the Parish Council to meet with the Planning Policy Officers.
- b) **Network Rail: Proposal for the siting of a welfare cabin and car parking spaces at Capel Village Hall**
The Clerk reported that Network Rail has agreed to a fee of £11,000.00 to rent the old pre-school play area and 6 parking spaces for 28 weeks. Network Rail has also agreed to rotovate and turf the area at the end of the period and provide six planters. It was agreed that Cllr. Patterson should sign the lease on behalf of the Parish Council. The Clerk will send the signed lease back to Network Rail and request a copy containing both signatures.
- c) **Warm Spaces Register:**
The Clerk reported that the Cricket Club has kindly agreed to open the pavilion fortnightly for people to meet in in a warm environment for a few hours and to socialise over a cup of tea or coffee. The Clerk will also approach The Hoppers again to see if they would be willing to participate in the scheme. The Clerk will register the pavilion on the Warm Spaces Register and will publicise the dates locally.
- d) **Kings Charles III Coronation 6 May 2023:**
The Clerk has placed posts on Facebook and the website asking residents for some ideas on how to celebrate this momentous occasion. It was agreed that the Clerk should provisionally book the village hall for both the 6 and 7 May 2023 and find out if the school propose to hold a screening of the service.
- e) **To receive an update on the Electric Vehicle Charging Point Scheme:**
KCC has advised that they are still waiting for confirmation of funding before being able to move forward with any more installations
- f) **Christmas Tree & Carol Service:**
The Clerk was delighted to report that Capel Group will be supplying and installing the Christmas Tree on the village green this week. The Clerk has obtained an unmetered supply certificate from UK Power Networks and has applied for a road closure for the Carol Service which is due to take place on the village green at 3.30pm on the 18 December 2022.
- g) **PCSO Report:**
There was no report.

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11. HIGHWAYS

- a) **Highways Improvement Plan:**
Members expressed their disappointment with the fact the Community Engagement Officer at KCC initially sent through a brief summary of the results from the ATC surveys carried out in September 2022. These results suggested that average speeds across the whole week in each location were within acceptable limits. However, the Clerk had since requested and circulated a detailed breakdown of the results to include information on the type of vehicles and a daily breakdown by times of the day of speed. These results present a different and more disturbing pattern of vehicles speeding through the parish in the early hours of the morning and also confirms that a large volume of lorries travel at speed through the parish. Members expressed their concern that KCC Highways appeared to be trying to conceal these results. It was agreed that the Clerk should express Member's disappointment to KCC and also share the results with Alan Watson, the Kent Police Community Speedwatch Manager. The Clerk has arranged a virtual meeting with the Community Engagement Officer to be held at 10am on Thursday 18 January 2023 to discuss the results and the next steps.

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12. REPRESENTATION AT MEETINGS

- i) **KALC Meeting:** Cllr. Macknochie reported that the Area Committee meeting is due to be held tomorrow. Cllr. Sawyer attended the AGM held on the 19 November 2022 and reported on two presentations that were given. Matthew Scott, the Kent Police and Crime Commissioner, reported that they are looking to recruit more Police Officers and making it a priority to tackle anti-social behaviour which is on the increase in the County. Roger Gough, the Leader at KCC, explained that KCC is holding internal discussions on how to deal with the cost of living crisis and

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suggested that KCC could be looking to increase their share of the Council Tax by 5%.

- ii) TWBC Ukrainian Workshop: Nothing to report.
- iii) Parish Chairmen's Group Meeting: There has been no meeting.
- iv) Joint Transportation Board: There has been no meeting.
- v) CCA: There was no report. Cllr. Sawyer offered to find out when the AGM will be held.
- vi) Other external meetings: Nothing to report.

966 **13. CORRESPONDENCE/CONSULTATIONS:**
a) Boundary Commission 2023 Boundary Review: Noted.

967 **14. ANY CONFIDENTIAL ITEMS:** None to consider.

968 **15) DATE OF THE NEXT MEETING:**
Full Council Meeting: Monday 19 December 2022 at 7.30pm.

With no further business to discuss the meeting closed at 8.24pm

Signed:

Dated:

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Payment List - November 2022

Ref:	Payee	Description	Gross
BACs Payments for approval on 28 November 2022			
BACS 11-01	Louise Goldsmith	Mileage, business expenses, reimbursement doorbell	210.14
BACS 11-02	HMRC	PAYE & NIC November	369.21
BACS 11-03	F&C Cleaning	Cleaning public toilets - Inv:1615	366.00
BACS 11-04	Heliocentrix	Invoice 18881	71.88
BACS 11-05	Business Stream	Reference: 2765249	41.28
BACS 11-06	Castle Water	Pavilion water Invoice 7927039	117.13
BACS 11-07	JRB Enterprise	Dog waste bags	159.90
TOTAL			1,335.54

Date	Payee	Description	Gross
Direct Debits and Standing Orders made in November 2022			
01/11/2022	EDF	Electricity - cricket pavilion	1.00
01/11/2022	EDF	Electricity - public toilets	31.00
01/11/2022	EE	Clerks Mobile Phone	35.41
01/11/2022	TalkTalk	Telephone & Broadband	54.54
17/11/2022	Sage	Payroll software	8.40
01/12/2022	B&CE Holdings Ltd	Pension	310.27
25/11/2022	Louise Goldsmith	Payroll November	1,670.87
25/11/2022	Capel Groundcare	Grounds maintenance contract November	2,191.60
TOTAL			4,303.09