

CAPEL PARISH COUNCIL

Minutes of a meeting of CAPEL PARISH COUNCIL held in Capel Village Hall At 7.30pm on Monday 19 December 2022

Present: Cllrs Patterson, (Chair), Fenton, Mackonochie, Mackenzie, Malpas, Rich, Saunders, 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. |
| 969 | 2. APOLOGIES: |
| | 3. An apology for absence was received from County Councillor Sarah Hamilton and Cllr. Sawyer and their reasons for absence were accepted. |
| 970 | 4. DECLARATIONS OF INTEREST: None. |
| 971 | 5. CHAIRMAN’S ANNOUNCEMENTS: None. |
| 972 | 6. APPROVAL OF MINUTES:
It was resolved that the minutes of the Parish Council Meeting held on the 28 November 2022 be signed as a true and accurate record. |
| 973 | 7. CLERKS REPORT/PAST MATTERS:
Public Toilets: The Men’s toilet remains closed. Quotes are being sought for a new door, door frame and electric locking system. The Clerk has been advised to wait until the warmer weather to install the replacement doors.
Defibrillator: The Clerk reported that the BT box housing the defibrillator in Tudeley has now been painted and that new signs will be installed this week. |
| 974 | 8. OPEN SESSION:
A member of the public expressed their concern about cars parking and blocking the entrance and pavements and affecting the sight lines at the entrance to the village hall car park. It was agreed to raise this at the Highways Improvement Plan meeting due to be held with KCC in January 2023. |
| 975 | 9. EXTERNAL REPORTS
a) Borough Councillors Report - The latest Borough Council meeting took place on the 14 December 2022. The most important business was the vote on whether to move to all out elections as 13 of the 16 parish councils wanted or have a system of election by thirds in three member wards. It had been argued that these would be very large in rural areas and would not effectively represent smaller rural communities. In spite of the public consultation which suggested a majority of 64% favoured all outs, the vote did not gain the requisite two thirds majority and the TWBC will continue to elect by thirds (although there will be an all out election on the new boundaries in 2024). TWBC now await the final report of the LGBC due in January. It is hoped that they take on board Capel PC's request to split the proposed Capel and Pembury ward so that Capel can continue to have its own representation. The Council also voted to continue to fix member's allowances at the 2012 level unindexed (with a minor variation to prevent cabinet members having more than one allowance).
b) County Councillor – There was no report. |
| 976 | 10. COMMITTEE REPORTS
a) Finance & Resources Committee:
i) The draft minutes of the meeting held on the 5 December 2022 were noted. Members noted that it is estimated that the school will be £20,000.00 short of funds this academic year. An increase in heating costs and catering have contributed to the shortfall. The Governors would like the Parish Council to assist with either financial support and/or advice. KALC has advised the Clerk that if the Parish Council is minded to make a \$137 donation to the school it would be better to support a capital project rather than support revenue expenditure. Funds already |

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designated to capital projects could then be used to support revenue/maintenance costs. KALC has also suggested that the school should check that there is no prohibition for them receiving grants/donations from a Local Authority. Members were in agreement that the school should consider other financial sources and it was suggested that the Clerk makes County Councillor Sarah Hamilton and Borough Councillor Nancy Warne, Cabinet Member for Rural Services, aware of the situation to see if they can help.

- ii) A report on the accounts as at the 19 December 2022 was noted.
 - iii) The bank reconciliation as at the 19 December 2022 was noted.
 - iv) A statement of the reserves as presented on the accounts was noted.
 - v) It was **resolved** to adopt the list of payments overleaf and for Cllrs. Patterson and Macknochie 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.
 - vi) **CCTV Tender Process:** Cllr. Macknochie explained that the Clerk opened the tenders at 12pm on Friday 2 December 2022 in the presence of Cllrs. Patterson and Sawyer. The Finance & Resources Committee considered the tenders at the meeting held on the 5 December 2022. It was agreed to defer any decision at this stage whilst the Clerk obtains some answers to queries raised. The Clerk has arranged a virtual meeting to be held on the 26 January 2022 at 7pm to discuss the tenders further.
 - vii) **Budget 2023-2024:**
Resolved to accept the budget proposals for 2023-24 and a total forecasted expenditure of £143,483.00.
 - viii) **Precept 2023-24:**
Resolved to set the precept for 2023-24 at £79,083.00 which represents a total increase of 8.00% and a 6.32% increase for a Band D property.
 - ix) **Paddock Wood Community Advice Centre (PWAC):**
Members considered a grant application from the PWAC for £500.00 for the financial year 2023-2024.
Resolved: To award a grant of £500.00 to the PWAC in financial year 2023-2024.
 - x) **Policies:**
Resolved: To adopt the Financial Risk Assessment dated December 2022.
- b) **Staff, Office & Administration Working Committee:** There has been no meeting,
- c) **Planning Committee:**
The minutes of the meeting held on the 28 November 2022 were received and noted.
- d) **Flooding Panel:** There was no report.
- e) **Memorial Cottages & Housing Working Group:**
The Clerk reported that the tenant at No.10 Brampton Park is happy for the remedial works to the flooring and for the new heating system to be installed the w/c 20 February 2023. The contractor has agreed to move the furniture from room to room which will save storage costs. The Clerk is in the process of securing some temporary accommodation in the area which is going to cost in the region of £900.00 for two weeks.
- f) **Recreation Ground and Allotments Working Group:**
The Clerk reported that there is interest in plots 13b and 14b as single plots which have historically been let out as a double plot. The Clerk has obtained a second quote from Capel Groundcare of £757.40 for a dividing fence which Members agreed was too high. The Clerk explained that the plots are very overgrown and that the lack of a dividing fencing is putting potential allotment holders off. It was agreed that the Clerk could instruct Capel Groundcare to install a simple dividing fence.
- g) **Neighbourhood Plan Working Party:**
i) To receive an update on the development of the draft Neighbourhood Plan:
Cllr. Patterson reported that the draft neighbourhood Plan has been submitted to TWBC for screening. TWBC have 6 weeks to respond. The Clerk has circulated a copy of the plan to all Councillors for comments. It was agreed that what happens with the Local Plan will affect the content of the final document.

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11. PARISH MATTERS

a) **Local Plan Examination Update:**

Cllr. Patterson advised that the Planning Policy Officers at TWBC are in the process of considering the issues raised in the Inspectors report – see item 13 (iii).

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 now signed the lease. An invoice has been sent for the full amount of £11,000.00 as requested by Network Rail. The Clerk will find out when the welfare facilities will be delivered as it was suggested and agreed that someone should be on site to ensure they are placed in the correct area.

c) **Warm Spaces Register:**

The Cricket Club opened the pavilion on Friday 16 December 2022 for the first Warm Spaces event but probably due to the snow and ice on the ground nobody attended. The Cricket Club will hold another session on the 30 December 2022. The Clerk has visited The Hoppers who have advised that they already hold a fortnightly luncheon club on Wednesdays. The Clerk has offered to help them advertise the dates.

d) **To receive an update on the Electric Vehicle Charging Point Scheme:**

Members were delighted to hear that KCC has now secured additional funding meaning they can now progress the ECV points in the village hall car park. KCC has sent over a draft legal agreement and plan however there seems to have been some confusion over the exact location of the points. Members agreed that the best location would be two points just outside the gates to the entrance of the car park as this would not require a change in the byelaw for the car park. KCC has suggested that this location could be acceptable but will need to discuss with the contractor and obtain an amended quote for the connection. The Clerk explained that a license fee will be paid to the Parish Council which is calculated per charge point on the basis of a maximum of 30% of the Net Profits from each charge point on a monthly basis.

e) **Dates of Meetings 2023:**

Resolved: To adopt the dates of the meetings circulated by the Clerk. The Clerk will post the dates on the noticeboards and website.

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12. HIGHWAYS

a) **Highways Improvement Plan:**

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 of the ATC surveys and the next steps.

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13. REPRESENTATION AT MEETINGS

- i) **KALC Meeting:** Cllr. Mackonochie reported that a meeting was held on the 29 November 2022. Concern was expressed about the number of staff vacancies at TWBC thought to be in the region of 40 and the effect this is having on services. Both planning and enforcement are affected by a shortage of Officers.
- ii) **Parish Chairmen's Group Meeting:** Members noted the following report from the meeting held on the 12 December 2022 prepared and circulated by Cllr. Patterson.

Cost of Living support hub Website: <https://tunbridgewells.gov.uk/cost-of-living-support>

Presentation by Ian Hirst (Head of Digital Services and Communications, TWBC). The website is a one stop shop for residents seeking support including e.g. PWCAC, warm spaces, food banks etc.

Electoral Arrangements Consultation: There was a strongly expressed view by all parish chairs present that elections should be 'all out' to give the flexibility of ward sizes to enable effective community representation in rural areas.

Draft Budget 2023/24 and Precepts: Presentation by Lee Colyer (Director of Finance, Policy, and Development, TWBC). The projected TWBC deficit for 2023-24 will be £1.4 million (rising to £7.4 million in six years' time. This is largely due to rising costs in the leisure and waste collection contracts). TWBC inflation is 16% pa; but the Council Tax can only be increased by 3%. There is little room for further savings after austerity of last decade, though parking charge increases have helped to reduce this year's deficit.

Local Plan Update: Presentation by Ellen Gilbert (Acting Planning Policy Manager, TWBC). The Inspector was happy with the process, said using MGB was reasonable in the circumstances and much of the plan was sound. On Tudeley they are considering all three options and will report the way forward to councillors in the New Year. Their priority is to have a plan adopted as

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soon as possible. They are consulting with their advisors and with T&MBC and with Network Rail to see if they can address transportation issues in the meantime. The most likely outcome which would produce a Plan relatively quickly would be to exclude Tudeley and produce a 10-year plan which would then be reviewed almost immediately. It was suggested that the government's change of heart on housing targets would be helpful here, because although they need to work themselves into a new NPPF which will take time, it shows the direction of travel and makes it easier to postpone the 2700 houses they will lose in Tudeley and East Capel to a later date. Nothing yet on how they intend to deal with the Main Modifications in PW/EC, (though the Inspector's comment on flood zones and the consequent reduction in housing numbers in East Capel is welcome) where there are several issues to resolve.

Tunbridge Wells Agreement Discussion: There was a brief discussion. Concern was that all Borough Cllr's and Cabinet Members were aware of the document. Further discussion to take place on some planning issues affecting parishes.. .

- iii) Joint Transportation Board: There has been no meeting.
- iv) CCA: The Clerk was asked to confirm when the AGM is taking place as it has been suggested it will be held on the 29 December 2022.
- v) Other external meetings: Nothing to report.

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14. CORRESPONDENCE/CONSULTATIONS:

- a) **Regulation 16: Notice of the submission of the Pembury Neighbourhood Development Plan:** Noted.

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15. ANY CONFIDENTIAL ITEMS: None to consider.

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15) DATE OF THE NEXT MEETING:

Full Council Meeting: Monday 30 January 2023 at 7.30pm.

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

Signed:

Dated:

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Payment List – December 2022

Ref:	Payee	Description	Gross
BACs Payments for approval December 2022			
BACS 12-01	Louise Goldsmith	Mileage, business expenses, reimbursement doorbell	171.80
BACS 12-02	HMRC	PAYE & NIC December	893.83
BACS 12-03	F&C Cleaning	Cleaning public toilets - Inv:1615	366.00
BACS 12-04	Heliocentrix	Invoice 19103	71.88
BACS 12-05	The Small Works Building Company	BT Box works Invoice: 0089	280.00
BACS 12-06	Alison Eardley	Consultancy Neighbourhood Plan Invoice: AEC0268	8,070.00
BACS 12-07	Community Heartbeat Trust	Defibrillator Signs	34.80
TOTAL			9888.31

Date	Payee	Description	Gross
Direct Debits and Standing Orders made in December 2022			
01/12/2022	EDF	Electricity - cricket pavilion	1.00
01/12/2022	EDF	Electricity - public toilets	31.00
01/12/2022	EE	Clerks Mobile Phone	35.41
01/12/2022	TalkTalk	Telephone & Broadband	54.54
12/12/2022	Sage	Payroll software	8.40
	Unity Trust	Quarterly Charge	18.00
01/01/2023	B&CE Holdings Ltd	Pension	488.29
25/12/2022	Louise Goldsmith	Payroll December	2,419.88
25/12/2022	Capel Groundcare	Grounds maintenance contract December	2,191.60
TOTAL			5248.12