

CAPEL PARISH COUNCIL

Minutes of a meeting of CAPEL PARISH COUNCIL held in Capel Village Hall at 8pm on Monday 27 March 2023

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

Minute No	Agenda No
	1. Administration – Fire Exits, Fire Meeting Point, Mobile Phones, Sanitisation measures, intention to record or film the meeting. – Noted.
1012	2. APOLOGIES: An apology for absence was received from Cllr. Saunders and Cllr. Sawyer and the reasons for absence were accepted.
1013	3. DECLARATIONS OF INTEREST: None
1014	4. CHAIRMAN'S ANNOUNCEMENTS: None.
1015	5. APPROVAL OF MINUTES: It was resolved that the minutes of the Parish Council Meeting held on the 27 February 2023 be signed as a true and accurate record.
1016	6. CLERKS REPORT/PAST MATTERS: Tug of War: There will be a local tug of war competition on Sunday 30 April 2023 on the recreation ground. The football clubs and cricket club have been notified. A risk assessment has been requested. Citizen of the Year Award: Bam Nutall has agreed to sponsor the Citizen of the Year Award 2023.
1017	7. OPEN SESSION: A member of the public expressed concern about parked cars blocking the sight lines when turning out of Falmouth Place.
1018	8. EXTERNAL REPORTS a) Borough Councillors Report: Planning Officers at TWBC have agreed to put the options on the way forward on the Local Plan to Borough Councillors in the early summer after the elections that take place in most of the Borough in May. This will include a decision on significant changes to the Submission Local Plan The deletion of proposed garden village at Tudeley is now more likely as TWBC has not persuaded Network Rail to build a station, and the co-operation of Tonbridge and Malling council in their plans for alternative means of travel seems unlikely. They are also looking how much and what they can build in east Capel /land to the west of Paddock Wood in the light of the Inspector's guidance on flooding issues. The Borough Council meeting on 1 March 2023 adopted the budget for 2023-4 and approved council tax levels. The TWBC element of the tax saw an increase of just under 3%; the much larger KCC element by 5%. The next Borough Council meeting is on Wednesday 5 April 2023 at 6:30pm – open to the public online or in person. As the Mayor is indisposed this is due to be chaired by his deputy! b) County Councillor – There was no report.
1019	9. COMMITTEE REPORTS a) Finance & Resources Committee: i) A report on the accounts as at the 28 February 2023 was noted. ii) A bank reconciliation as at the 28 February 2023 was noted. iii) It was noted that F&C Cleaning Services have increased their hourly rate by 5%. 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.

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- v) **CCTV Tender Process:** Members noted that an amended specification and quote was considered by the Recreation Ground and Allotments Working Group at a meeting held on the 23 March 2023. As suggested the Clerk has contacted both the Cricket Club Committee and the CCA to see if they would be willing to financially support this initiative. The Clerk has since provided a summary of the four options and presented these at the meeting. Members discussed the options of increasing the existing CCTV cover to include the pavilion, MUGA, playground and the rear of the allotments. A vote was taken on the four options.
Resolved: 4 in favour of option B and 3 in favour of Option D. The Clerk will instruct EJ Vision to install the following:
New System (DVR): £1,971
Replace existing cameras: £2,037
Cricket pavilion 3 cameras £2,453
Additional cameras on toilets for allotment gate (wired) £1,576
Additional 2 cameras for muga & playground (solar) £5,197
Total system installation Option B = £13,234 (excluding VAT).
- vi) **Internal Audit:** It was noted that the Clerk has received the Annual Governance and Accountability Return for 2022-2023 from Mazars, the external auditor and that the internal auditor is due to inspect the accounts on the 14 April 2023.
- b) **Staff, Office & Administration Working Committee:**
The Clerk has issued Identity Cards to all Councillors;
- c) **Planning Committee:**
The minutes of the meeting held on the 27 March 2023 were received and noted.
- d) **Flooding Panel:**
It was noted that the next meeting will now be held virtually at 6.30pm on the 18 April 2023.
- e) **Memorial Cottages & Housing Working Group:**
It was noted that the remedial works to 9 Brampton Bank have now been completed. The Clerk has thanked the contractor for all his hard work in completing the works.
- f) **Recreation Ground and Allotments Working Group:**
i) The minutes of the meeting held on the 23 March 2023 were noted.
ii) Members considered a proposal from the Working Group to serve Notices on allotments plots 2a/2b and 20a/21a.
Resolved: To serve Notice on the holder of allotments plots 2a/2b on the basis of a breach of conditions 5a and 5b of the Tenancy Agreement and to the holder of allotment plots 20a/21a for a breach of conditions 5a, 5b and 5j. Both allotment holders will be given one month to remove any personal items from the plots.
- g) **Neighbourhood Plan Working Party:**
i) The minutes of the meeting held on the 16 March 2023 were noted.
ii) Proposal to commence Regulation 14 Consultation: Cllr. Patterson explained that comments on the draft Neighbourhood Plan from TWBC have been received and incorporated into the Plan. The Working Group is now ready to commence the Regulation 14 Consultation and would like to launch this at the Annual Parish Meeting due to be held on the 3 April 2023. It was suggested and agreed that the Clerk arranges for hard copies of the draft Neighbourhood Plan to be available at various locations around the Parish and on the website. The Clerk will post notices about the Regulation 14 Consultation on social media and on the noticeboards. The Working Group may hold another public event and will be meeting on the 11 April 2023 to consider the need. Parishioners will be able to comments on the Plan using an online survey and hard copies of the questionnaire will also be made available. The Clerk will also contact all the statutory consultees to advise them of the consultation.
Resolved: To commence Regulation 14 Consultation on the 3 April 2023 up until the 26 May 2023.

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10. PARISH MATTERS

- a) **Local Plan Examination Update:**
See item 8 (a) for an update.

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- b) **Save Capel:**
Cllr. Fenton advised Members that the Annual General Meeting held on the 20 March 2023 was well attended.
- c) **To receive an update on the Electric Vehicle Charging Point Scheme:**
Members noted that the legal agreement has now been signed for the installation of an electric vehicle charging point in the car park which will serve two parking spaces. The power for the charging point will be taken from the road. It was also noted that the new legal agreements do not offer a licence fee. The Clerk is waiting for KCC to advise when the installation will take place.
- d) **King Charles III Coronation: Coronation:**
The Clerk has promoted 'The Big Lunch' event due to be held on the recreation ground on Sunday 7 May 2023. Parishioners will be able to bring a picnic and the bar at the pavilion will be open. The Clerk has also booked the village hall in the event of adverse weather. The Clerk has purchased Coronation wristbands to be distributed at the 'Big Lunch' event. Members discussed how to promote the event further and it was suggested and agreed that the Clerk posts information on social media and the noticeboard and contacts the school about a competition for children to design a poster to advertise 'The Big Lunch' event. Submitted posters will then be laminated and either used to create a banner for the village green and/or pasted around the village.
- e) **Annual Parish Meeting:**
The Clerk has posted the agenda for the Annual Parish Meeting due to be held at 7pm on the 3 April 2023 on social media, the website and noticeboards. Carlos Hone, Head of Planning at TWBC, has agreed to attend the Annual Parish Meeting to give an update on the progress with the Local Plan and it is intended to launch the Regulation 14 Consultation for the Neighbourhood Plan. The Clerk has prepared an Annual Report and will circulate a draft before printing.
- f) **Speedwatch:**
Cllr. Fenton reported that speedwatch will re-commence soon but that more volunteers are still required.
- g) **Climate Change Initiatives:**
The Clerk and Cllr. Mackonochie have circulated reports on the Climate Change Conference organised by KALC which they both attended on Friday 17 March 2023. Members were reminded that the Parish Council declared a recognition of a state of Climate Emergency in June 2021. Members suggested and discussed further initiatives. It was agreed to revisit the planting of wildflower beds on the recreation ground and possibly in the orchard and also the feasibility of a bee garden. The potential of a stand at Capel Fete was discussed. The Clerk will investigate what free resources may be available such as seed bombs, bird boxes to distribute and to consider inviting speakers on individual subjects to attend future Parish Council meetings.

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11. HIGHWAYS

Highways Improvement Plan:

The Community Engagement Officer has updated the Highways Improvement Plan with comments from the planning team at KCC on a number of highway improvements.

Badsell Road

The Parish Council has asked for suggestions on how to make Badsell Road safer due to the tight bend as you enter the village with no visibility and lack of footway. KCC has reviewed the collision data for the last available three-year period on HADMs and reported that there were four recorded personal injury collisions. Two occurred near the junction with Five Oak Green Road where a driver reversed into a parked car and the other involved a car reversing into a pedestrian who was standing behind the car waiting to cross the road. The two other incidents occurred nearer to the roundabout. One involved a vehicle overtaking parked cars and hitting another oncoming vehicle head-on, and the other involved a loss of control, in both cases alcohol was listed in the contributory factors and for the first of the two incidents drugs. KCC has therefore advised that there is no discernible pattern to the recorded collisions. The ATC surveys indicate that the 30mph speed limit is well-observed with eastbound speeds of 30mph and westbound of 31.3mph. A comparison with HADMs shows that for the full length of the road the existing speed limits are well-complied with. Average speeds within the 30mph section of the road range from 15.29mph to 30.16mph in an eastbound direction and 18.54mph to 31.21mph in a westbound direction. Prior to introduction of the mobile camera there were 2 incidents whereby somebody was killed or seriously injured, following the introduction of the mobile camera there has been one incident.

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KCC has therefore advised that this location does not meet their criteria for intervention at this time.

Whetsted Road

The Parish Council requested KCC look into possible solutions such as making the bridge one-way (with a barriered footway on one side) or installing a length limit due to the length of lorries using the bridge and the tight corner. KCC has now reviewed the collision data for the last available three-year period and there are no recorded incidents at this location. KCC has checked the HADMs and can find no damage only reports or previous enquiries relating to the bridge. KCC has considered all the criteria for a length limit and have advised that this location does not qualify. KCC has considered a request for a one-way system and having considered all the advantages and disadvantages have advised that they would not prioritise this location for improvement works at the current time.

Alders Road

KCC has confirmed that they are happy to pursue a reduction in the speed limit along Alders Lane on behalf of the Parish Council. The Parish Council will need to conduct an informal consultation with residents, and share the outcome with KCC, before they proceed with the formal Traffic Regulation process. The Parish Council will need to pay the fees for the TRO and design work at a cost of approximately £3506. The final cost to deliver the scheme will be calculated as part of the design work. It was agreed that the Clerk should ask for some guidance on the wording of the survey and prepare the questionnaire.

Crossing point on Five Oak Green Road

The Parish Council has suggested that any point east of Sychem Place would be a suitable location for a crossing point. KCC will now carry out an assessment.

Speed Indicator Device Scheme for the Parish

The Clerk is waiting for the Traffic Operations & Technology Team to make contact regarding moving forward with the SID scheme. Possible locations for the SIDs in Five Oak Green Road, Whetsted Road and Badsell Road have been provided but the team will now advise on the suitability and will also assess the potential for further sites within the Parish. Once the sites have been agreed the Parish Council will need to carry out a consultation exercise with residents.

Flytipping

Members expressed their disappointment with the number of recent flytipping incidents in Alders Road. At the request of the Parish Council TWBC has installed some advisory anti-flytipping signage and the Clerk has contacted Kent Police. The Rural Police Officer has been made aware of the issue and will monitor the area. The Clerk was asked to advise the Rural Police Officer that most of the incidents happen late evening.

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12. REPRESENTATION AT MEETINGS

- i) **KALC Meeting:** Cllr. Mackonochie reported back from a meeting held on the 14 March 2023. Discussions were held about the Local Plan and the A21 Kippings Cross issue.
- ii) **Parish Chairmen's Group Meeting:** Cllr. Patterson reported that a meeting was held on the March 2023. A consultation exercise on Planning Enforcement is due to take place shortly. TWBC is keen to promote all the local walks and facilities in the area and in particular for the tourist market.
- iii) **Joint Transportation Board:** There has been no meeting.
- iv) **CCA:** Cllr. Patterson reported that a Trustees meeting is due to be held on the 6 April 2023.
- v) Other external meetings: Nothing to report.

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13. CORRESPONDENCE/CONSULTATIONS: None to consider.

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14. ANY CONFIDENTIAL ITEMS: None to consider.

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16. DATE OF THE NEXT MEETING:

Annual Parish Meeting: Monday 3 April 2023 at 7pm

Full Council Meeting: Monday 24 April 2023 at 7.30pm.

With no further business to discuss the meeting closed at 9.40pm

Signed:

Dated:

Initialed:

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Payment List – March 2023

Ref:	Payee	Description	Gross
BACs Payments for approval on 27 March 2023			
BACS 03-01	Louise Goldsmith	Mileage, home allowance, reimbursement ID cards and coronation wristbands	313.39
BACS 03-02	HMRC	PAYE & NIC March	427.56
BACS 03-03	F&C Cleaning	Cleaning public toilets - Invoices 1810 & 1666	682.80
BACS 03-04	Heliocentrix	Invoice 19815	71.88
BACS 03-05	KALC	Invoice 5937694509	60.00
BACS 03-06	EDF	Christmas Lights	330.46
BACS 03-07	Castle Water	Water public toilets Invoice: 8565996	8.84
BACS 03-08	CCA	Hall Hire Invoice 94	44.00
BACS 03-09	Middlemarch	Tree Report Invoice: SIN003123	900.00
BACS 03-10	DJY Construction Ltd	Remedial works 9 Brampton Bank	7,341.60
BACS 03-11	Business Stream	Public toilets water Invoice No: 1793374	186.57
BACS 03-12	Capel Groundcare	Remedial works to playground	283.20
BACS 03-13	A J Eardley	Consultancy Services	2,430.00
TOTAL			13,080.30

Date	Payee	Description	Gross
Direct Debits and Standing Orders made in March 2023			
01/03/2023	EDF	Electricity - cricket pavilion	20.00
01/03/2023	EDF	Electricity - public toilets	62.00
03/03/2023	EE	Clerks Mobile Phone	70.82
07/03/2023	TalkTalk	Telephone & Broadband	0.20
16/03/2023	Sage	Payroll software	8.40
01/03/2023	NRLA	Annual Subscription	175.00
24/03/2023	B&CE Holdings Ltd	Pension	168.10
31/03/2023	Unity Trust	Quarterly Charge	18.00
25/03/2023	Louise Goldsmith	Payroll February	1,754.23
25/03/2023	Capel Groundcare	Grounds maintenance contract February	2,191.60
TOTAL			4,468.35

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