

CAPEL PARISH COUNCIL

Minutes of a meeting of CAPEL PARISH COUNCIL held in Capel Village Hall at 8pm on Monday 15 May 2023

Present: Cllrs Patterson, (Chair), Fenton Mackonochie, Mackenzie, Rich, Saunders, Sawyer 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. The Clerk has received no requests from anyone intending to record or film the meeting.
1048	2. APOLOGIES: An apology for absence was received from County Councillor Sarah Hamilton and Cllr. Malpas and the reasons for absence were accepted.
1049	3. DECLARATIONS OF INTEREST: None
1050	4. CHAIRMAN'S ANNOUNCEMENTS: None.
1051	5. APPROVAL OF MINUTES: It was resolved that the minutes of the Parish Council Meeting held on the 24 April 2023 be signed as a true and accurate record subject to a correction on page two section 9 (b) that the word 'fire' alarm should read 'smoke' alarm and at the top of page 3 the wording should read St Thomas' Church not All Saints. The date of the JTB meeting, the 17 April 2023, was also added.
1052	6. CLERKS REPORT/PAST MATTERS: RoSPA inspection: The Clerk reported that the next inspection is scheduled to take place in July 2023. Public Toilet: The Clerk has received a letter from South East Water stating that there is an external leak at the public toilets which is a breach of the Waste of Water Section 75 Water Industry Act 1991. The Clerk has arranged for a plumber to attend tomorrow to investigate and repair the leak and to also repair the flush on one of the toilets. Fire Assembly Sign: The Clerk has ordered and taken delivery of a new Fire Assembly sign for the car park. The Clerk will ask Capel Groundcare to erect the sign. Memorial bench: The Clerk will place a message on social media asking if any local residents would like to purchase a memorial bench and have this installed on the recreation ground to replace a couple of the damaged benches. Citizen of the Year Award: It was noted that the Clerk has received two nominations. The closing date is the 23 June 2023.
1053	7. OPEN SESSION: No issues raised.
1054	8. EXTERNAL REPORTS a) Borough Councillors Report: There is a limited amount to report since our last meeting as there has not been a committee cycle in the Interim. The Council election results on the 4 May 2023 produced a new Council of: Liberal Democrats 17 (+2) Tunbridge Wells Alliance 11 (+2) Conservatives 11 (-2) Labour 8 (+1) Independent 1 (-3) Negotiations for the renewal of the three-way Borough Partnership which has run the council for the last year are ongoing and need to be completed by Wednesday 24 May 2023 which is the Annual Council Meeting. b) County Councillor: The Clerk advised that County Councillor Sarah Hamilton would fully support a scheme for a new crossing on Five Oak Green Road and would look to provide some funds from the Member Grant scheme.

CAPEL PARISH COUNCIL

1055

9. COMMITTEE REPORTS

a) **Finance & Resources Committee:**

- i) A report on the accounts as at the 15 May 2023 was noted.
- ii) A bank reconciliation as at the 15 May 2023 was noted.
- iii) 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.

b) **Staff, Office & Administration Working Committee:**

Cllr. Rich advised that the Clerk's appraisal will take place on the 30 May 2023 and will send an email to all Members requesting comments and feedback. The Committee will review the CCTV policy at the next meeting. It was suggested that both the Staff, Office and Administration Committee and the Finance and Resources Committee consider which additional policies may be required. The Clerk will circulate a list of recommended core and secondary/desirable policies.

c) **Planning Committee:**

The minutes of the meeting held on the 24 April 2023 were received and noted.

d) **Flooding Panel:**

Cllr. Rich advised that wet testing for properties that benefitted from the Five Oak Green Flood Resilience scheme has been postponed. A few concerns have been raised following the wet testing of a handful of properties and the contractor has agreed with the Environmental Agency that they will visit every property again before leaving the scheme to make sure they are fully confident that the door set ups are up to standard.

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

There was no report.

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

Cllr. Saunders gave some feedback on the installation of the CCTV – see item 10 (d).

g) **Neighbourhood Plan Working Party:**

i) Regulation 14 Consultation: Members noted that the consultation commenced at the Annual Parish Meeting on the 3 April 2023 and will finish on the 26 May 2023. The Clerk has received responses from three statutory consultees and 10 hard copies of the questionnaire were completed over the Coronation event. A further 15 questionnaires have been completed online.

1056

10. PARISH MATTERS

a) **Local Plan Examination Update:** HP reported that the deadline in July 2023 for when recommendations from officers on the way forward on the Local Plan were expected may slip to the Autumn.

b) **King Charles III Coronation:**

HP reported that 'The Big Lunch' event held on the recreation ground on Sunday 7 May 2023 was very well attended. A toast to King Charles III was made and the cricket club arranged a few games. The Coronation wristbands were well received.

c) **CCTV Project:** Cllr. Saunders reported that the installation of the new CCTV system commenced on the 11 May 2023 and is expected to be completed by the 18 May 2023. The Clerk will be trained on the new system and suggested that Members also attend the training. The images on the first few cameras installed seem to be very good. The Clerk was asked to check that the underground cabling has been installed correctly.

d) **Climate Change Initiatives:**

Cllr. Saunders and the Clerk met with Capel Groundcare and it was agreed to leave an area around the perimeter of the lower recreation ground uncut and left to grow naturally. The Clerk has not received an update on the installation of electric vehicle charging points.

CAPEL PARISH COUNCIL

1057

11. HIGHWAYS

a) Highways Improvement Plan

i) SID Scheme

Cllr. Patterson, Saunders and the Clerk met with the Community Engagement Officer on the 11 May 2023 to consider the sites suitable for the SID scheme. KCC had previously advised that the footway opposite the previous VAS in Badsell Road is viable. The sign will need to be located on the opposite side of the carriageway for vehicles driving towards Five Oak Green. This site is only suitable for one direction of use. KCC would also consider a site close to the position of the previous VAS on Five Oak Green Road. A SID in this position would need to be centrally mounted and would be overhanging property boundary so the post for the SID will need to be moved further out. KCC initially claimed that they did attempt to find alternative locations within the 30mph areas but were extremely constrained in identifying suitable safe positions and actually reported that they were unable to provide a SID scheme for Capel. The Clerk subsequently requested a site meeting and thankfully a third potential site has been identified on the grass verge just past Capel Primary School on Five Oak Green Road at its junction with Church Lane. The Clerk now needs to complete an assessment form for this site.

ii) Crossing point on Five Oak Green Road

The site visit identified a possible location for a crossing and the Community Engagement Officer will now assess the feasibility. It was suggested that funding would be an issue but that it would be helpful to carry out all the background work to this site being hopefully approved. Funding options could then be considered.

iii) Proposal Speed Reduction Alders Road

The Clerk reported that 98 responses have been received to the survey and 86% of respondents support the proposal of a speed reduction on Alders Road. The Clerk will close the survey this week and will share the results with KCC.

b) **Fly-tipping in Alders Road:**

It was noted that there has been no further incidents of fly-tipping.

1058

12. REPRESENTATION AT MEETINGS

i) **KALC Meeting:** There has been no meeting.

ii) **Parish Chairmen's Group Meeting:** There has been no meeting.

iii) **Joint Transportation Board:** There has been no meeting.

iv) **CCA:** Cllr. Patterson reported that a Trustees meeting was held on the 11 May 2023 and that there will be a public meeting for volunteers to attend on the 31 May 2023 at which it is hoped to allocate people to specific roles and committees.

v) **Other external meetings:** None attended.

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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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15. DATE OF THE NEXT MEETING:

Full Council Meeting: Monday 26 June 2023 at 7.30pm.

With no further business to discuss the meeting closed at 8.38pm

Signed:

Dated:

CAPEL PARISH COUNCIL

Payment List – May 2023

Ref:	Payee	Description	Gross
BACs Payments for approval on 15 May 2023			
BACS 05-01	A Saunders	Reimbursement tree stakes	39.13
BACS 05-02	Brady Corp. Ltd (Seton)	Fire Assembly Point Sign	55.27
BACS 05-03	Louise Goldsmith	Expenses	220.40
BACS 05-04	HMRC	PAYE & NIC May	420.76
BACS 05-05	F&C Cleaning	Cleaning public toilets	352.80
BACS 05-06	CCA	Hall Hire invoice 14	178.00
BACS 05-07	Heliocentrix Ltd	Monthly Microsoft 365 subscription	78.34
BACS 05-08	Castle Water	Water invoice	419.39
TOTAL			1,764.09

Date	Payee	Description	Gross
Direct Debits and Standing Orders			
01/05/2023	EDF	Electricity - cricket pavilion	20.00
01/05/2023	EDF	Electricity - public toilets	62.00
03/05/2023	TalkTalk	Telephone & Broadband	35.94
04/05/2023	EE	Mobile Phone	40.50
19/05/2023	Sage	Payroll software	8.40
17/05/2023	B&CE Holdings	Pension - Clerk	168.10
25/05/2023	Louise Goldsmith	Payroll April	1,760.83
25/05/2023	Capel Groundcare	Grounds maintenance contract April	2,216.09
TOTAL			4,311.86

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