

# CAPEL PARISH COUNCIL

## Minutes of CAPEL ANNUAL PARISH COUNCIL MEETING held in Capel Village Hall at 19:30hrs on Monday 15 May 2023

Present: Cllrs Patterson (Chair), Fenton, Mackonochie, MacKenzie, Rich, Saunders, Sawyer and Young

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

### MINUTES

Minuted No	
	1. <b>ADMINISTRATION</b> Fire Exits, Fire Meeting Point, Mobile Phones, Sanitisation measures all noted. The Clerk has not received any requests to record or film the meeting.
1040	2. <b>a) ELECTION OF CHAIRMAN</b> <b>Councillor Patterson was proposed by Councillor Fenton and seconded by Councillor Young. Cllr Patterson accepted the nomination and there were no other nominations. Cllr. Patterson was elected as Chairman following a unanimous vote.</b>  <b>b) DECLARATION OF ACCEPTANCE OF OFFICE</b> A Declaration of Acceptance of Office was signed by Cllr. Patterson and received and signed by the Proper Officer in accordance with the LGA 1972 Section 83 (4).
1041	3. <b>APOLOGIES FOR ABSENCE</b> An apology was received Cllr. Malpas and the reason for absence was accepted.
1042	4. <b>DECLARATION OF INTEREST - To receive any Declarations of Interest on Agenda items and Members were reminded that they must inform the Monitoring Officer of any changes to their Notification of Disclosable Pecuniary Interests.</b> No declarations made.
1043	5. <b>APPOINTMENTS</b>  a. <b>To elect a Vice Chairman of the council: Councillor Fenton was nominated by Cllr Patterson and seconded by Cllr MacKenzie. Cllr Fenton accepted the position of Vice Chairman and there were no other nominations. Cllr. Fenton was elected as Vice Chairman following a unanimous vote. A Declaration of Acceptance of Office was signed by Cllr. Fenton.</b> b. <b>To consider and approve any changes to Council' s Committee/Working Group structure: Resolved: No changes required.</b> c. <b>To review and approve all Committee/Working Groups Terms of Reference: Resolved:</b> Neighbourhood Plan Working Group: To change the frequency of the meetings from monthly to 'as required'. Finance and Resources Committee: To add to the reference RFO the words 'Parish Council Manager'. d. <b>To agree appointments of Members to Council's Committee/Working Group: Resolved as detailed below.</b> e. <b>To agree the Chairman of all Committees/Working Groups: Resolved as detailed below.</b>  <i>Planning Committee</i> <b>Cllrs Saunders (Chairman), Fenton, Mackonochie, Malpas and Patterson</b>  <i>Finance and Resources Committee</i> <b>Cllrs Mackonochie (Chairman), Fenton, Patterson, Saunders and Sawyer</b>  <i>Staff, Office &amp; Administration Working Group</i> <b>Cllrs Rich (Chairman), Saunders, Sawyer and Young</b>

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	<p><u>Flooding Panel</u>  <b>Cllrs Mackonochie (Chairman), MacKenzie, Saunders and Sawyer</b></p> <p><u>Recreation Ground &amp; Allotments Working Group</u>  <b>Cllrs Saunders (Chairman), Fenton, MacKenzie, Malpas, Patterson and Sawyer</b></p> <p><u>Memorial Cottages and Housing Working Group</u>  <b>Cllrs Sawyer (Chairman), Rich and Young</b></p>
1044	<p><b>6. SELECTION OF REPRESENTATIVES TO OTHER BODIES</b></p> <p>a. <i>Kent Association of Local Councils: (2 representatives + Chairman):</i>  <b>Cllrs Patterson (Chairman), Mackonochie and Sawyer.</b></p> <p>b. <i>Parish Magazine Committee: (1 representative):</i> <b>Cllr Patterson</b></p> <p>c. <i>FOCC (Friends of Capel Church): (minimum 1 representative):</i>  <b>Cllrs Mackonochie</b></p> <p>d. <i>Neighbourhood Plan Working Party: (Any who wish to attend)</i></p> <p>e. <i>Save Capel: (1 representative):</i> <b>Cllr Patterson</b></p> <p>f. <i>CCA: agreed to wait for the new structure to be in place and then consider appointing a parish councillor</i></p> <p>g. <i>Joint Transportation Board: Cllr. Mackonochie as Chair of the KALC Area Committee.</i></p>
1045	<p><b>7. POLICIES</b>  <b>Resolved: No changes required to the recently adopted policies below.</b>  <b>It was noted that the CCTV policy is currently been reviewed. The Clerk to circulate information about other non-core policies that could be adopted.</b></p> <ul style="list-style-type: none"> <li>• <i>Publication Scheme</i></li> <li>• <i>Grants Policy and Application Form</i></li> <li>• <i>Community Engagement Policy</i></li> <li>• <i>Co-option Policy</i></li> <li>• <i>Lone Worker Policy</i></li> <li>• <i>Health &amp; Safety Policy</i></li> <li>• <i>Equality &amp; Diversity Policy</i></li> <li>• <i>Complaints Policy</i></li> <li>• <i>Scheme of Delegation</i></li> <li>• <i>Data Protection and Document Retention Policy</i></li> <li>• <i>Protocol on Consultation Meetings with Developers</i></li> </ul>
1046	<p><b>8. OPEN SESSION.</b>          No comments made.</p>
1047	<p><b>9. DATE OF THE NEXT MEETING:</b>          Full Council meeting Monday 15 May 2023 at 8pm          Full Council meeting Monday 22 May 2023 at 7.30pm</p>

With no further business the meeting closed at 19:52hrs

Signed: ..... Dated: .....