

# CAPEL PARISH COUNCIL

## Minutes of a meeting of CAPEL PARISH COUNCIL held in Capel Village Hall at 7.30pm on Monday 24 April 2023

**Present:** Cllrs Patterson, (Chair), Mackonochie, Mackenzie, Malpas, 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.
1026	<b>2. APOLOGIES:</b> An apology for absence was received from Cllr. Fenton and the reason for absence was accepted.
1027	<b>3. DECLARATIONS OF INTEREST:</b> None
1028	<b>4. CHAIRMAN'S ANNOUNCEMENTS:</b> None.
1029	<b>5. APPROVAL OF MINUTES:</b> It was <b>resolved</b> that the minutes of the Parish Council Meeting held on the 27 March 2023 be signed as a true and accurate record.
1030	<b>6. CLERKS REPORT/PAST MATTERS:</b> <b>Posts around the green:</b> The Clerk has asked Capel Groundcare for a quote to remove the remaining posts from around the green. <b>CCA:</b> The Clerk has volunteered to be the Secretary to the Trustees for a trial period of 3 months. <b>Village Hall Lease:</b> The Trustees of the CCA have raised a number of issues/anomalies with the current lease. These will be discussed at the next Finance & Resources Committee due to be held on the 22 May 2023. <b>Cricket Club:</b> The cricket club are purchasing a mobile batting cage for the square. It will be stored next to the container.
1031	<b>7. OPEN SESSION:</b> A member of the public asked if a 'Fire Meeting Point' sign could be installed in the village hall car park.
1032	<b>8. EXTERNAL REPORTS</b> a) Borough Councillors Report: This is a very brief report as the Council is in the Regulated Period for elections and no decisions of any consequence can be made or announced. There are no elections in Capel, these are due next year probably on revised boundaries. The final report from the LGBC is due on May 16th. The last Borough Council meeting was brief and routine. The calm before the storm perhaps as the next ordinary meeting on the 5 July 2023 is expected to contain recommendations from officers on the way forward on the Local Plan. The Annual Meeting of the Council will take place on the 24 May 2023 at 10 am. b) County Councillor – There was no report.
1033	<b>9. COMMITTEE REPORTS</b> a) <b>Finance &amp; Resources Committee:</b> i) A report on the audited accounts for 2022/2023 was noted. ii) An audited bank reconciliation as at the 31 March 2023 was noted. iii) The Annual Internal Audit Report 2022/23 was received and noted. The Finance & Resources Committee will consider the comments from the internal auditor on the banking arrangements at the meeting due to be held on the 22 May 2023. iv) The Annual Governance Statement for 2022/23 was received and approved. <b>Resolved: To approve the Annual Governance Statement for 2022/23 and for the Clerk and the Chair to sign.</b> v) The Accounting Statement for 2022/23 was received. <b>Resolved: To approve the Accounting Statement for 2022/23 and for the Chair to sign.</b>

## CAPEL PARISH COUNCIL

- vi) To note the arrangements for the Exercise of Public Rights.  
Said dates are the 5 June 2023 to the 14 July 2023.
  - vii) **CCTV Project:** To pay EJ Vision 50% payment upfront as requested subject to sight of an installation programme and start date.
  - viii) 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. Mackonochie offered to check the invoices against the payment list in accordance with the Financial Regulations.
- b) **Staff, Office & Administration Working Committee:**  
The Clerk reported that the smoke alarm in the Parish Office was tested last week and although working needs to be replaced. A new smoke alarm has been ordered. A replacement fire extinguisher was ordered between meetings and has been delivered. The alarm system is due to be tested on the 18 May 2023.
- c) **Planning Committee:**  
The minutes of the meeting held on the 27 March 2023 were received and noted.
- d) **Flooding Panel:**  
The minutes of the meeting held on the 18 April 2023 were noted. A representative from South East Water was not able to attend the meeting but has since sent a report stating that following the flooding issues in 2020 South East Water have undertaken a number of measures to mitigate the risk of flooding the Alders Stream, impacting downstream towards Capel. In 2020, the reservoir at Pembury was filled to 100% capacity, but South East Water have now reduced that to 95% to ensure that no overflow runs into the stream. When the reservoir does reach 95% of capacity, a new telemetry system will cause alarms to notify the control team and the boreholes which supply the vast majority of groundwater to the reservoir will be switched off. As a last resort South East Water would look to increase the level of transfer to the Blackhurst service reservoir across the other side of Tunbridge Wells. Members found this report interesting as South East Water have always denied any responsibility for the flooding issues experienced in 2020. KCC has since advised that a job has been raised to have all the drainage assets cleaned, jetted and flood tested from Catts Corner to the Pumping Station. An enquiry has also been raised for the section of carriageway by the roundabout where water regularly comes from the gullies. The ditch should now have been dug out and KCC hope to be able to jet the system.
- e) **Memorial Cottages & Housing Working Group:**  
Cllr. Sawyer advised Members that he will update the Condition Survey reports now that the works to 9 Brampton Bank have now been completed. The Clerk has issued a letter to each tenant advising them of the 2% rent increase. The Clerk advised Members that the next project will be to repeat the EPC surveys.
- f) **Recreation Ground and Allotments Working Group:**  
Cllr. Saunders showed Members photographs of the two oak trees that he recently planted on the recreation ground. All seven oak trees have now been planted. Capel Groundcare are preparing a design for a stand to display the 'Queen's Canopy' plaque and it was agreed that it would be a good idea for background information to be given about the planting of the five oak trees by the allotments and the two on the recreation ground and that each of the seven trees represent a decade that the Queen was monarch.
- g) **Neighbourhood Plan Working Party:**
  - i) The minutes of the meeting held on the 11 April 2023 were noted.
  - ii) 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 contacted all the Statutory Consultees about the consultation and has posted information about the consultation on the noticeboards, social media, the Parish News and the website. Responses have been received from two Statutory Consultees and four members of the public so far. It was noted that the Clerk will have a stand with copies of the Neighbourhood Plan and questionnaires in the village hall for the 'Big Lunch' event due to be held on Sunday 7 May 2023. Cllr. Mackonochie has offered to place a copy of the Neighbourhood Plan and questionnaires at the exhibition which is to be held for a

## CAPEL PARISH COUNCIL

fortnight around the Coronation at St. Thomas' Church, Tudeley. Cllr. Patterson advised Members that the £10,000 grant received from Locality last year has been spent and the invoices have been submitted to them. Cllr. Patterson will submit an application for the remaining grant available from Locality, thought to be approximately £2,500, when the new round of funding opens.

1034

### 10. PARISH MATTERS

- a) **Local Plan Examination Update:** See item 8 (a).
- b) **King Charles III Coronation:**  
The Clerk has promoted 'The Big Lunch' event due to be held on the recreation ground on Sunday 7 May 2023. The Clerk has posted information on social media and the noticeboard and has asked if the school can assist with creating some posters.
- c) **Speedwatch:**  
There was no update.
- d) **Climate Change Initiatives:**  
It was agreed that Cllr. Saunders and the Clerk meet with Capel Groundcare to discuss leaving an area around the perimeter of the lower recreation ground uncut and left to grow naturally. It was agreed to possibly revisit the idea of the planting of wildflower beds on the recreation ground and also the feasibility of a bee garden. It was noted that Network Rail are also due to provide some planters which could be used to create wildflower/bee gardens. The Recreation Ground and Allotments Working Group will discuss all of the options and the reinstatement of the area currently been used by Network Rail at the next meeting due to be held on the 13 June 2023.

1035

### 11. HIGHWAYS

#### **Highways Improvement Plan:**

##### Alders Road

It was noted that the Clerk has posted a questionnaire on social media, the website, the Parish News and noticeboards asking for views on a proposal to reduce the speed limit on Alders Road to 30mph. 95 responses have been received so far and 86% of respondents are in favour of the proposal. The consultation will close mid-May and the results will be reported to KCC.

##### 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. The Clerk is in the process of arranging a site meeting with the Community Engagement Officer to discuss the feasibility.

##### 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.

##### Fly-tipping in Alders Road

The ongoing problem of fly-tipping in Alders Road was discussed. The Clerk has posted messages on Facebook encouraging residents to continue to report the issue and Kent Police are monitoring the area.

1036

### 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:** CM advised there was nothing specific to report from the meeting held on the 17 April 2023.
- iv) **CCA:** Cllr. Patterson reported that a Trustees meeting is due to be held on the 11 May 2023 and that there will also 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:** Cllr. Saunders and Mackonochie attended the Annual Meeting of the Five Oak green Community Gardening Group held on the 21 April 2023. The group hope to continue to tend to the various planters around the village and are looking for more volunteers to help. The group is also investigating alternative irrigation methods. The dilapidated barrels in the village hall car park are to be removed.

# CAPEL PARISH COUNCIL

1037 **13. CORRESPONDENCE/CONSULTATIONS:** None to consider.

1038 **14. ANY CONFIDENTIAL ITEMS:** None to consider.

1039 **16. DATE OF THE NEXT MEETING:**  
Annual Parish Council Meeting: Monday 15 May 2023 at 7.30pm  
Full Council Meeting: Monday 15 May 2023 at 8pm.

With no further business to discuss the meeting closed at 8.33pm

Signed: .....

Dated: .....

# CAPEL PARISH COUNCIL

## Payment List – April 2023

Ref:	Payee	Description	Gross
<b>BACs Payments for approval on 24 April 2023</b>			
BACS 04-01	E J Vision	50% payment CCTV System	7,940.40
BACS 04-02	PWCAC	Donation	500.00
BACS 04-03	Louise Goldsmith	Expenses	171.80
BACS 04-04	HMRC	PAYE & NIC April	420.76
BACS 04-05	F&C Cleaning	Cleaning public toilets	352.80
BACS 04-06	Louise Goldsmith	Reimbursement APM/Regulation 14	319.73
BACS 04-07	CCA	Hall Hire invoice 1	44.00
BACS 04-08	Heliocentrix Ltd	Monthly Microsoft 365 subscription	71.88
BACS 04-09	KALC	Annual Subscription	875.86
BACS 04-10	P J Electrical	EICR report for pavilion	165.60
BACS 04-11	JRB Enterprise	Dog waste bags	159.90
BACS 04-12	Capel Groundcare	Line marking of pitch	124.80
BACS 04-13	Lionel Robbins	Independent Internal Audit fee	150.00
BACS 04-14	EJP Fire Protection	Service visit and replacement fire extinguisher	66.00
<b>TOTAL</b>			<b>11,363.53</b>

Date	Payee	Description	Gross
<b>Direct Debits and Standing Orders</b>			
01/04/2023	EDF	Electricity - cricket pavilion	20.00
01/04/2023	EDF	Electricity - public toilets	62.00
05/04/2023	TalkTalk	Telephone & Broadband	35.94
19/04/2023	Sage	Payroll software	8.40
25/04/2023	B&CE Holdings	Pension - Clerk	168.10
25/04/2023	Louise Goldsmith	Payroll April	1,760.83
25/04/2023	Capel Groundcare	Grounds maintenance contract April	2,216.09
<b>TOTAL</b>			<b>4,271.36</b>

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