

# CAPEL PARISH COUNCIL

## Minutes of a meeting of CAPEL PARISH COUNCIL held in Capel Village Hall at 7.30pm on Monday 26 June 2023

**Present:** Cllrs Patterson, (Chair), Fenton, Mackonochie, Mackenzie, Malpas Saunders, Sawyer and Young  
**In attendance:** Louise Goldsmith, Clerk,  
Borough Councillors David Hayward and Suzanne Wakeman, 1 member of the public

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- | 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.   |
| 1062      | <b>2. APOLOGIES:</b><br>An apology for absence was received from County Councillor Sarah Hamilton and Cllr. Rich and the reasons for absence were accepted.  |
| 1063      | <b>3. DECLARATIONS OF INTEREST:</b><br>Cllr. Mackonochie declared an interest in item 10 (d).  |
| 1064      | <b>4. CHAIRMAN'S ANNOUNCEMENTS:</b> None.  |
| 1065      | <b>5. APPROVAL OF MINUTES:</b><br>It was <b>resolved</b> that the minutes of the Annual Parish Council Meeting held on the 15 May 2023 be signed as a true and accurate record.  |
| 1066      | <b>6. CLERKS REPORT/PAST MATTERS:</b><br>1] The Clerk is assisting Kent Police with some enquiries and has been able to provide some useful clear images from the new CCTV system.   |
| 1067      | <b>7. OPEN SESSION:</b><br>David Hayward, Borough Councillor for Pembury, introduced himself to Members and explained that he would be standing for election next year given that Capel will form a new ward with Pembury.<br>Suzanne Wakeman, Borough Councillor for Paddock Wood East, introduced herself to Members.<br>Concern was expressed that the male public toilets remain closed.<br>Concerns across the whole parish about the number of water leaks were discussed. Both the school and pre-school were not able to open today as there was no water. Water from the leaks is also damaging the surface of the affected roads. The road closures are causing havoc and concern was expressed that further planned local road closures are programmed to take place this week. Cllr. Patterson agreed to issue a press release expressing the concerns of the Parish Council on behalf of the village and in particular given that the annual fete is taking place this weekend.   |
| 1068      | <b>8. EXTERNAL REPORTS</b><br>a) Borough Councillors Report: The Annual Meeting of the Borough Council was held on the 24 May, at which I was elected Mayor for the Civic Year 2023-24. This is a great honour and I am proud to be the first councillor from Capel in nearly 30 years to serve as Mayor. It will be a busy year representing the Borough in a range of different contexts. However, I continue to be your representative as Borough Councillor and that will not be affected by my new position. In particular I will continue to represent Capel's interests when the forthcoming 'Significant Changes' to the Tunbridge Wells Local Plan are considered. Work is continuing on the Council's response to the Inspector's initial findings which you may recall said that Tudeley did not meet the exceptional circumstances to be removed from the Green Belt, and flagged up significant flooding issues in East Capel. The Council officers' proposed 'Significant Changes' to this part of the Plan are now not expected to be ready for consideration by Councillors until later in the summer – having slipped from the earlier June/early July target. The Final Report of the Local Government Boundary Commission into the warding arrangement in Tunbridge Wells Borough was published on 16 May. This confirmed that from 2024 there will be 39 councillors (down from the present 48) and that despite our strong representations to the contrary Capel will be part of a three member |

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ward called Pembury and Capel. This will take in the whole of both parishes as well as the new housing estate south of Badsell Road in Paddock Wood. The next Borough Council meeting will be held on the 5 July at 6:30pm and members of the public are welcome online or in person. The interruption to the water supply was reported to TWBC early this morning. TWBC have been in touch with South East Water asking for bottles of water to be provided as an emergency

b) County Councillor: There was no report.

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### 9. COMMITTEE REPORTS

#### a) Finance & Resources Committee:

- i) A report on the accounts as at the 26 June 2023 was noted.
- ii) A bank reconciliation as at the 26 June 2023 was noted.
- iii) The minutes of the meeting held on the 22 May 2023 were received.
- iv) It was **resolved** to approve a retrospective application to Helping Hands for grant funding and it was noted that the application for a grant of £1000.00 to support the work of the Paddock Wood Community Advice Centre has been successful.
- v) Members discussed two possible projects which could qualify for a grant up to £3,500.00 from the UK Shared Prosperity Fund. Three quotes to replace all the sanitaryware and plumbing in the public toilets were considered and a proposal to reconsider extending the CCTV cover in the allotments.  
**Resolved:** The Clerk to submit an application for a grant of £3,500.00 from the UK Shared Prosperity Fund to replace all the sanitaryware and plumbing in the public toilets.
- vi) It was **resolved** to instruct Capel Groundcare to build and install a stand for the Queen Canopy Project at an estimated cost of £411.69 (excluding VAT). It was noted that there will be an additional cost of a second plaque for the stand which will provide information on the types of trees planted and why they were planted.
- vii) Members considered three quotes obtained by the Clerk for legal advice to draw up a corrective leasehold agreement for the CCA/village hall.  
**Resolved:** To accept a quote from Surrey Hills Solicitors of £2000.00 to 2,500.00 (excluding VAT) to draw up a new leasehold agreement.
- viii) It was **resolved** to agree to a recommendation from the Finance and Resources Committee to invest £30,000 from the Memorial Cottages Savings Account into a bond with Hampshire Trust for 2 years, fixed interest of 4.2%. It was agreed for Cllrs. Mackonochie and Patterson to be signatories on the new account.
- ix) Members considered the total estimated cost of implementing a speed reduction scheme in Alders Road. The design work and the initial Traffic Regulation Order (TRO) will cost in the region of £4,000.00. If the TRO is successful there will be further costs associated with signage and road markings. The total cost of the project is estimated to be in the region of £12-15,000.00. It was agreed to share this information with residents and to ascertain their views before making a decision.
- x) 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 Committee:

- a) The minutes of the meeting held on the 15 June 2023 were received and noted.
- b) Members considered the revised draft CCTV Policy and a new Dignity at Work Policy which were reviewed by the Staff, Office and Administration Committee.  
**Resolved:** To adopt the CCTV and Dignity at Work Policies.

#### c) Planning Committee:

The minutes of the meeting held on the 15 May 2023 were received and noted.

#### d) Flooding Panel:

Nothing to report.

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

The minutes of the meeting held on the 14 June 2023 were received and noted. Cllr. Sawyer is investigating the cost of making the cottages more eco-friendly by possibly installing rainwater harvesting, air source pumps or solar panels.

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- f) **Recreation Ground and Allotments Working Group:**  
The minutes of the meeting held on the 14 June 2023.  
The Clerk advised that the water pump at the allotments is not working properly and despite various repairs now needs to be replaced. The Clerk will obtain quotes for a replacement pump.
- g) **Neighbourhood Plan Working Party:**  
i) The minutes of the meeting held on the 14 June 2023 were received and noted.  
ii) Regulation 14 Consultation: Cllr. Patterson advised that responses were received from 20 statutory consultees and that 47 questionnaires were completed. The comments have all been put into a table and will be incorporated into the consultation statement which will be publicly accessible at the Regulation 16 Examination Stage. The next step will be to submit the consultation statement, the final plan and all supporting documents to TWBC for checking. Hopefully Regulation 16 will then take place during the Autumn. The Clerk has circulated a copy of the table with all the comments and Cllr. Patterson encouraged Members to review the document and to forward any comments.

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### 10. PARISH MATTERS

- a) **Local Plan Examination Update:**  
HP reported that the consultants working for TWBC have not yet completed their research so a report to Cabinet has been postponed to August 2023. HP advised that it is likely that an Extraordinary Meeting for Full Council will be held in September 2023 to discuss any recommendations rather than wait until the planned October meeting. It is expected that the Local Plan will now cover a shorter time period.
- b) **Climate Change Initiatives:**  
Cllr. Saunders reported that there have been a number of favourable comments about the decision to leave the area around the perimeter of the lower recreation ground uncut and left to grow naturally. An area adjacent to the village hall has also been left uncut as the ground was too wet but it was agreed that this natural growth enhanced the area. Connor Ward, Transport Planner at KCC, has advised the Clerk that the contractor is expected to provide an installation date for the electric vehicle charging points very soon and would like to reassure Members that nothing has changed and that the installations will be going ahead.
- c) Citizen of the Year Nominations: To receive nominations and take a vote.  
**Resolved:** Given 5 nominations have been received to carry out the vote as a confidential item.  
*Cllr. Macknochie declared an interest and did not participate in the next agenda item*
- d) Capel Fete:  
i) It was **resolved to** agree to a request from the Capel Fete Committee to use the recreation ground on the 30 June & 1 July 2023 for the annual fete.  
ii) It was noted that Capel Fete Committee have submitted a grant funding application to cover the cost of the insurance of the annual fete.  
**Resolved:** To pay the insurance premium of £596.00 noting that an allocation has been made in the current budget.  
iii) It was resolved to agree to a request from the Capel Fete Committee to install temporary toilets for the event
- e) Community Ownership Fund Round 3: Members discussed a request from the CCA seeking the Parish Council's support in applying for the next round of the UK Gov Community Ownership Fund. The fund is targeted at helping secure community services and associated assets that require substantial financial capital support to survive. An initial "Expression of Interest" is required to apply for funds which would be for the treatment of the village hall roof, building fabric repairs, security and services.  
**Resolved:** The Parish Council supports an initial 'Expression of Interest' application for the next round of Community Ownership Funding,
- f) Kent Police: The Clerk reported that PCSOs have now moved onto other roles within the organisation. Kent Police now have the 'Beat Team' which is made up of Police Officers who will deal with community engagement, problem solving and local issues. Beat Officers hope to attend Parish Council meetings on a quarterly basis.

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## 11. HIGHWAYS

### a) Highways Improvement Plan

#### i) SID Scheme

The Clerk advised that KCC is expected to make a decision in the next week or two about the suitability of a third potential site that has been identified for the SID scheme. The Clerk has submitted an assessment report for this site. KCC has already agreed that the location of the two recently removed vehicle activated signs meet the criteria but a minimum of three sites is required for the SID scheme.

#### ii) Crossing point on Five Oak Green Road

The site visit identified a possible location for a crossing point on Five Oak Green Road and the engineers at KCC are now considering the feasibility. It was suggested that funding would be an issue but that it would be helpful to carry out a feasibility study leading to this site being hopefully approved. Funding options could then be considered.

#### iii) Proposal Speed Reduction Alders Road

See item 9 (a) (ix).

#### b) Bridge replacement and proposed removal of motorcycle barrier, Footpath WT194

KCC has advised that the existing concrete footbridge just north of Brook Farm has been identified for replacement. The intention is to remove the handrail and uprights and then install a new timber footbridge over the existing concrete deck. KCC has also noted there is a substantial motorcycle barrier just north of the bridge on the path and have advised that this is a hinderance to walkers and that they would like to remove it. Members agreed that the barrier could be removed but requested that the Clerk queries the robustness of the proposed timber footbridge. The Clerk was also asked to point out that the timber footbridge between Reeds Farm and Brook Farm also needs replacing.

#### c) Proposed closure of KCC Waste Sites

Cllr. Sawyer expressed his concern about the proposed closure of four KCC waste sites and possible partial closures of other sites. It was agreed that Cllr. Sawyer should draft a letter to be sent to KCC expressing the concern of the Parish Council about the planned closures and the likelihood that this will increase the incidents of flytipping.

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## 12. REPRESENTATION AT MEETINGS

i) **KALC Meeting:** It was noted that the next meeting is due to take place tomorrow evening.

ii) **Parish Chairmen's Group Meeting:** Cllr. Patterson reported the following: The budget consultation for 2023/24 will be 4 weeks instead of 6 based on advice from the Government. TWBC is consulting with 10,000 residents in a survey which is also open to all, the consultation closes on the 23 July 2023. The Local Government Boundary Commission report will be laid before Parliament in October 2023 and it is expected to be approved. The call for sites for the Tunbridge Wells Town Plan has been issued and it is hoped to have a plan in place by December 2025.

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

iv) **CCA:** Cllr. Patterson reported that following the recent public meeting held on the 31 May 2023 volunteers have been assigned to various subcommittees. A new booking clerk/cleaner has been appointed and is due to start thioat the meeting held on the 22 June 2023 discussions centred on organising an event to celebrate the 50<sup>th</sup> Anniversary of the hall.

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

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## 13. CORRESPONDENCE/CONSULTATIONS: None to consider.

*8.44pm The meeting was closed to the public.*

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## 14. ANY CONFIDENTIAL ITEMS:

Members considered the nominations for the Citizens of the Year award. A silent vote was taken and the Clerk will make the arrangements for the presentation of the award.

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## 15. DATE OF THE NEXT MEETING:

Full Council Meeting: Monday 31 July 2023 at 7.30pm.

With no further business to discuss the meeting closed at 8.56pm

Signed: .....

Dated: .....

Initialed: .....

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## Payment List – June 2023

Ref:	Payee	Description	Gross
<b>BACs Payments for approval on 26 June 2023</b>			
BACS 06-01	SLCC	1/3 of Clerk's Membership	134.97
BACS 06-02	Louise Goldsmith	Expenses	220.40
BACS 06-03	HMRC	PAYE & NIC June	420.96
BACS 06-04	F&C Cleaning	Cleaning public toilets	424.80
BACS 06-05	CCA	Hall Hire invoice 26 & 33	120.00
BACS 06-06	Heliocentrix Ltd	Monthly Microsoft 365 subscription	78.34
BACS 06-07	EJ Vision	Annual Service Cover	408.00
BACS 06-08	Louise Goldsmith	Reimbursement annual Zoom subscription	143.88
BACS 06-09	Fuzion	Annual Service Alarm	212.40
BACS 06-10	Viking	Replacement printer ink	261.94
BACS 06-11	Capel Groundcare	Zip wire service	333.24
BACS 06-12	Capel Groundcare	Bollard removal	1,080.00
BACS 06-13	Castle Water	Water invoice	68.95
BACS 06-14	EJ Vision	50% Remaining Balance CCTV system,	7,940.40
BACS 06-15	Capel Groundcare	December extras	136.80
BACS 06-16	Louise Goldsmith	Reimbursement frame	5.99
BACS 06-17	Capel Fete Committee	Donation to insurance	596.00
<b>TOTAL</b>			<b>12,587.07</b>

Date	Payee	Description	Gross
<b>Direct Debits and Standing Orders</b>			
01/06/2023	EDF	Electricity - cricket pavilion	20.00
01/06/2023	EDF	Electricity - public toilets	62.00
03/06/2023	TalkTalk	Telephone & Broadband	35.94
23/06/2023	EE	Mobile Phone	40.50
19/06/2023	Sage	Payroll software	8.40
22/06/2023	B&CE Holdings	Pension - Clerk	168.10
30/06/2023	Unity Trust	Quarterly Charge	18.00
25/06/2023	Louise Goldsmith	Payroll	1,760.83
25/06/2023	Capel Groundcare	Grounds maintenance contract	2,216.09
<b>TOTAL</b>			<b>4,329.86</b>

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