

# CAPEL PARISH COUNCIL

## Minutes of a meeting of CAPEL PARISH COUNCIL held in Capel Village Hall at 7.30pm on Monday 18 December 2023

**Present:** Cllrs Patterson, (Chair), Fenton, 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 not received any requests from anyone intending to record or film the meeting.
1133	2.	<b>APOLOGIES:</b> None
1134	3.	<b>DECLARATIONS OF INTEREST:</b> Cllr. Patterson declared an interest in agenda item 9 (f). Cllr. Fenton declared an interest in agenda item 10 (a).
1135	4.	<b>CHAIRMAN'S ANNOUNCEMENTS:</b> There were none.
1136	5.	<b>APPROVAL OF MINUTES:</b> It was <b>resolved</b> that the minutes of the Parish Council Meeting held on the 27 November 2023 be signed as a true and accurate record.
1137	6.	<b>CLERKS REPORT/PAST MATTERS:</b> 1] Defibrillators: The replacement batteries and pads for the defibrillators in the village hall car park and in the BT Box in Tudeley have now been installed. The Clerk has checked both defibrillators and has updated their status on The Circuit. 2] Fernham Homes will be attending the next Full Council meeting to present their outline thoughts for new homes in Tolhurst Road. 3] Durnell Yard, Capel: The Clerk has reported resident's concerns about the smell of sewage coming from Durnell Yard in Capel to Environmental Health. 4] Storage Container on the allotments: Capel Greenbelt Protection Society have agreed that as the container was gifted to the Parish Council that we can do as we wish with it. 5] Carol Service: The Clerk advised Members that the Carol Service on the village green held on the previous day had gone well and thanked Cllr. Mackonochie for organising the signage for the road closure.
1138	7.	<b>OPEN SESSION:</b> No comments.
1139	8.	<b>EXTERNAL REPORT</b> a) Borough Councillors Report: An overwhelming majority of councillors at the meeting on 13 December 2023, voted to delete Tudeley from the Local Plan (33-6 with 3 abstentions) and to advance to a further or consultation on reduced housing numbers in East Capel. The Consultation will run from 8 January to 19 February 2024. TWBC are encouraging online consultations, though I have asked them for a hard copy of the proposals to be made available in the Parish Office. Following that we expect a further round of hearings probably in late spring/early summer. b) County Councillor: The Clerk was asked to advise County Councillor Sarah Hamilton that a number of school children have been left stranded this week. The school bus service stopped for the Christmas period last week but some schools remain open this week leaving school children relying on the school bus service for transport stranded.
1140	9.	<b>COMMITTEE REPORTS</b> <b>Finance &amp; Resources Committee:</b> i) A report on the accounts as at the 30 November 2023 was noted. ii) A bank reconciliation as at the 30 November 2023 was noted.

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- iii) The minutes of the meeting held on the 4 December 2023 were noted.
- iv) To approve the Budget for 2024-2025  
**Resolved to accept the budget proposals for 2024-2025 and a total forecasted expenditure of £132,077.00.**
- v) To approve the proposed precept for 2024-2025  
**Resolved to set the precept for 2024-2025 at £87,500.00 which represents a total increase of 9.7% for a Band D property.**

- vi) Capel Village Hall:  
To discuss the land registry documents

The following information which has been provided by the solicitor was reported:

- The Parish Council is the registered freehold owner of the village hall.
- The application to register the freehold was submitted in 2005/2006.
- Aside from what was provided to HMLR at the time of registration, the Lease from 1976 is good evidence of title belong to Capel Parish Council as it is stated to be the Lessors granting a lease to the CCA for a term of 99 years, due to expire in 2075.
- The CCA are therefore entitled to occupy the premises on the terms set out in the Lease until 2075.
- This lease should have been registered by the CCA with HMLR at the time of registration and the Parish Council should have disclosed its existence at the time of the first registration. If this had been done the Lease would be registered against the title.
- Irrespective of whether the Lease is registered it remains effective. It is because there is an existing lease in place that it needs to be surrendered in order to grant a new lease with a longer term, and potentially updated terms.
- Once the deed of surrender and new lease are completed, it can be registered against the title.
- The standard position is that all buildings and structures attached to the land belong to the freeholder of the land, whoever erected and/or paid for them.

To discuss the way forward for a new lease

It was suggested and agreed that the Clerk shares the above information with the Trustees of the CCA and requests an informal meeting to discuss the draft lease provided by the solicitor and the plan. It was agreed that the meeting should be held in person in the village hall at a mutually convenient day and time.

- vii) **Payments:**

**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.

- c) **Staff, Office & Administration Committee:**

There was no update.

- d) **Planning Committee:**

The minutes of the meeting held on the 27 November 2023 were received and noted.

- e) **Flooding Panel:**

It was noted that various drains have finally been unblocked along Five Oak Green Road and at Brampton Bank.

- f) **Memorial Cottages & Housing Working Group:**

Cllr. Sawyer reported that he is waiting for the contractor to confirm an installation date for the replacement front doors for the memorial cottages.

- g) **Recreation Ground and Allotments Working Group:**

It was noted that Cllr. Saunders met informally with the Chair of the CCA Trustees and has expressed an interest in having an advisory role in the design of any replacement building. An alternative quote for refurbishing the internal cubicle doors and store cupboard door has come in higher than the quote provided by the contractor that carried out the refurbishment of the sanitaryware. The Clerk will arrange to meet with the original contractor to refine the quote and will also consider alternative options.

- h) **Neighbourhood Plan Working Party:**

As reported at the last meeting the examiner was not going to send any Clarification

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Note until a decision had been reached by TWBC on the future of Tudeley. Cllr. Patterson advised that the working group will need to meet in January 2024 to discuss the Clarification Note once received.

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## 10. PARISH MATTERS

### a. **Local Plan Examination Update:**

As reported in agenda item 8 (a), TWBC approved revisions to the Local Plan at the meeting held on the 13 December 2023 to include deleting Tudeley garden village and reducing the number of houses in East Capel to 1,200. The consultation on the revised Local Plan is likely to run from the 8 January to the 19 February 2024 and all responses will be reviewed by the Examiner. Cllr. Patterson advised that as before Save Capel has suggested that they and the Parish Council join forces to jointly finance a response to the revised Local Plan consultation and possible subsequent hearings. It is thought that the bulk of the spending will go on towards funding Motion as Highways Consultants. The Parish Council would be invoiced separately for the work which is estimated to be in the region of £6000.00. The consultant's report could also then be used as evidence at the Hearings. It was agreed in principle to support this proposal and it was noted that a formal resolution will be discussed at the next meeting. Cllr. Patterson advised that as all Local Plans now have to be on a rolling basis it is likely that the process for the next Local Plan will commence as soon as this one is adopted which will be with a further call for sites.

### b. **Climate Change Initiatives:** Connected Kerb, the contractor working for KCC to install EVCP points have apologised to the Clerk for the fact workers turned up on site to commence the installation with no prior notification. Along with some preliminary works a meter cupboard was installed. Following a further complaint from the Clerk the contractor returned to tidy the area. Connected Kerb have since advised that the installation works should be completed by the end of February 2024. Some concern has been expressed about the location of the meter cupboard and whether transporters bringing fair equipment to the recreation ground will be able to access the area.

### c. **Mobile Coverage:** The Clerk reported that MP Greg Clark has agreed to lobby Ofcom to try and get an improved mobile phone service for the area.

### d. **Kent Police:** There was no update.

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## 11. HIGHWAYS

### a) **Highways Improvement Plan**

#### i) Proposal to fund the installation of the SID Scheme on Five Oak Green Road

The Community Engagement Officer has advised that the Traffic Operations and Technology Team have now ordered the equipment and that installation and handover is expected in 8-10 weeks. It was noted that a quote of £1,040.00 (excluding VAT) from Capel Groundcare to charge and change the SID battery every 4 weeks, change the location of the device every 8 weeks and download the data and process every 4 weeks over a 12 month period has been allocated in the budget for 2024-2025.

1143

## 12. REPRESENTATION AT MEETINGS

### a) **KALC Meeting:** There has been no meeting.

### b) **Parish Chairmen's Group Meeting:** Notes and copies of presentations from the meeting held on the 12 December 2023 have been circulated.

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

### d) **Other external meetings:** The Clerk attended the virtual KCC Highways Parish Seminar held on the 1 December 2023 and has circulated some notes on the presentations given.

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## 13. CORRESPONDENCE/CONSULTATIONS: None

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## 14. ANY CONFIDENTIAL ITEMS: None.

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## 15. DATE OF THE NEXT MEETING:

Full Council Meeting: Monday 29 January 2024 at 7.30pm.

With no further business to discuss the meeting closed at 8.20pm

Signed: .....

Dated: .....

Initialled: .....

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## Payments: December

Ref:	Payee	Description	Gross
<b>BACs Payments for approval on 18 December 2023</b>			
In between meetings	KCC	SID Scheme	9,513.22
BACS 12-01	Louise Goldsmith	Expenses	204.20
BACS 12-02	HMRC	PAYE & NIC	533.88
BACS 12-03	F&C Cleaning	Cleaning public toilets	424.80
BACS 12-04	Heliocentrix Ltd	Monthly Microsoft 365 subscription	78.34
BACS 12-05	JRB Enterprise	Dog waste bags	159.90
BACS 12-06	CCA	Meeting room hire	44.00
BACS 12-07	Capel Groundcare	Tree works and fence repair	613.80
BACS 12-08	Louise Goldsmith	Reimburse padlock	36.77
BACS 12-09	Parish Online	Digital Mapping Subscription	80.64
BACS 12-10	Castle Water	Water public toilets	80.89
<b>TOTAL</b>			<b>11,770.44</b>

Date	Payee	Description	Gross
<b>Direct Debits and Standing Orders</b>			
01/12/2023	EDF	Electricity - cricket pavilion	74.00
01/12/2023	EDF	Electricity - public toilets	78.00
03/12/2023	TalkTalk	Telephone & Broadband	40.87
02/12/2023	EE	Mobile Phone	18.00
16/12/2023	Sage	Payroll software	9.60
19/12/2023	B&CE Holdings	Pension - Clerk	188.29
25/12/2023	Louise Goldsmith	Payroll and backdated pay	1,922.29
25/12/2023	Capel Groundcare	Grounds maintenance contract	2,216.09
<b>TOTAL</b>			<b>4,547.14</b>

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