

# CAPEL PARISH COUNCIL

## Minutes of a meeting of CAPEL PARISH COUNCIL held in Capel Village Hall at 7.30pm on Monday 29 April 2024

**Present:** Cllrs Patterson, (Chair), Mackonochie, MacKenzie, Malpas, Rich, Saunders, and Young  
**In attendance:** Louise Goldsmith, Clerk.

- .....
- | 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.  |
| 1190      | <b>2. APOLOGIES:</b><br>An apology for absence was received from Cllr. Fenton and Sawyer and the reasons for absence were accepted.  |
| 1191      | <b>3. DECLARATIONS OF INTEREST:</b><br>Cllr. Patterson declared an interest in agenda item 9 (a) (iv).<br>Cllr. Mackonochie declared an interest in agenda item 9 (a) (v).   |
| 1192      | <b>4. CHAIRMAN'S ANNOUNCEMENTS:</b><br>None received.  |
| 1193      | <b>5. APPROVAL OF MINUTES:</b><br>It was <b>resolved</b> that the minutes of the Parish Council Meeting held on the 25 March 2024 be signed as a true and accurate record.   |
| 1194      | <b>6. CLERKS REPORT/PAST MATTERS:</b><br>The Clerk has checked both defibrillators and has updated their status on The Circuit.<br>The intruder alarm in the Parish Office will be serviced on the 4 June 2024.<br>The annual service on the zip wire in the playground has taken place.<br>The repairs to the roof of the bus stop in Hartlake Road have been completed.<br>Coronation Photograph: The free framed photograph of King Charles III has been hung in the entrance hall to the village hall.   |
| 1195      | <b>7. OPEN SESSION:</b> No members of the public present.  |
| 1196      | <b>8. EXTERNAL REPORT</b><br>a) Borough Councillors Report: Nothing much to report as the restricted period for the election has covered the last month. The election takes place on Thursday 2 May and the next Borough Council meeting is the Annual Meeting on 29 May at 10am.<br>b) County Councillor: There was no report.  |
| 1197      | <b>9. COMMITTEE REPORTS</b><br>a) <b>Finance &amp; Resources Committee</b><br>i) A report on the accounts as at the 31 March 2024 was noted.<br>ii) A bank reconciliation as at the 31 March 2024 was noted.<br>iii) Member Grants: KCC has confirmed that a grant application of £1000.00 has been awarded.<br><i>Cllr. Patterson declared an interest in the following item.</i><br>iv) Grant Funding Request: Members considered a request for grant funding from All Saints Church.<br>It was resolved to make a donation of £150.00.<br><i>Cllr. Mackonochie declared an interest. Cllr. Patterson took the lead on the following agenda item.</i><br>v) Capel Fete:<br>i) It was <b>resolved to</b> agree to a request from the Capel Fete Committee to use the recreation ground from the 5-7 July 2024 for the annual fete.<br>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.<br><b>Resolved:</b> To pay the insurance premium of £595.00 noting that an allocation has been made in the current budget. |

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- vi) Container on the allotments: The Clerk advised that an offer has been received for the container. The Clerk presented some information on the market values of containers.  
**Resolved:** To accept an offer of £2,010.00 for the shipping container from a local resident. The Clerk to ensure the sleepers remain.
  - vii) Utility Bills: The Clerk reported that online accounts have now been opened for the waste and fresh water supply to the public toilets and for the fresh water supply to the recreation ground. The meters have been located and meter readings have been given to the suppliers. Direct debits have been set up for all of the accounts except for the fresh water supply to the recreation ground as this is currently £167.96 in credit.
  - viii) The Annual Internal Audit Report 2023/2024 was received and noted.
  - ix) The Annual Governance Statement for 2023/24 was read out by Cllr. Patterson and was received and approved.  
**Resolved:** To approve the Annual Governance Statement for 2023/24 and for the Clerk and the Chair to sign.
  - x) The Accounting Statement for 2023/2024 was received.  
**Resolved:** To approve the Accounting Statement for 2023/24 and for the Chair to sign.
  - xi) To note the arrangements for the Exercise of Public Rights.  
Said dates are the 3 June 2024 to the 12 July 2024.
  - xii) Payments:  
**Resolved:** To adopt the list of payments overleaf and for Cllrs. Patterson and Cllr. Mackonochie to authorise the payments set up online by the Clerk. Cllr. Saunders checked the invoices against the payment list in accordance with the Financial Regulations.
- b) **Staff, Office & Administration Committee:**  
Cllr. Rich thanked the Committee and the Clerk for their help during her time as a Councillor.
  - c) **Planning Committee:**  
The minutes of the meeting held on the 25 March 2024 were received and noted.
  - d) **Flooding Panel:**  
The minutes of the meeting held on the 25 April 2024 were received and noted. Cllr. Mackonochie advised that the Clerk will try and arrange a meeting with KCC Highways Drainage team to discuss a number of issues. Cllr. Mackonochie reported that despite the fact that nearly 40mm of rain fell in a very short space of time on Saturday evening there were no issues with flooding in the parish.
  - e) **Memorial Cottages & Housing Working Group:**  
There was no report.
  - f) **Recreation Ground and Allotments Working Group:**
    - i) Playground Inspection Report: It was noted that two areas of tarmac need some remedial works. The Clerk has asked Capel Groundcare to carry out the repairs.
    - ii) Annual Tree Survey: The Clerk has circulated the report from Living Forest which will be considered by the working group at the next meeting.
  - g) **Neighbourhood Plan Working Party:**  
Cllr. Patterson advised that the Examiner's Report has been received today. The Examiner has included supporting text to explain the parish's position over the Strategic Sites and has advised the parish to review the plan within six months of the adoption of the Local Plan. TWBC has confirmed that they can now meet the reporting cycle require for a referendum to take place in September 2024.

1198

### 10. PARISH MATTERS

- a) **Local Plan Examination Update:**  
Cllr. Patterson advised that the public consultation on TWBC's response to the initial findings ended on the 12 April 2024. As part of the Examination process TWBC has now set the dates for the Stage 3 Hearings sessions. These will be held on the 18, 19 and 20 June and then on the 16, 17 and 18 July 2024. The Hearing sessions are expected to be held in person in the Town Hall.
- b) **Citizen of the Year Award:** It was noted that the Clerk will issue the nomination papers next week and has asked the sponsor for a copy of their logo.

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- c) **Capel Community Association:** Cllr. Patterson and the Clerk recently attended a meeting with Jonathan White, Corporate Property Manager at TWBC. Cllr. Patterson explained that the CCA Trustees had requested that Jonathan White met with the Parish Council to explain the enormity of the remedial works required to the village hall and the issues with funding. Jonathan White has suggested that the Parish Council and the Trustees work in unison to save the hall. Jonathan White has also suggested that the Parish Council is best placed to take over the fundraising and that the Trustees should just continue with the day to the day running of the hall. Jonathan White stated that the hall, in its current condition, has a lifespan of 18 months to 2 years and that it is in the interest of the Parish Council, as the freeholder, to get involved now. Jonathan White is going to attend the Full Council meeting due to be held on the 3 June 2024 to explain the demise of the hall, the funding required and how the Parish Council is best placed to take this forward. Jonathan White has suggested that TWBC would be prepared for him to advise and assist the Parish Council.
- d) **Elections:** The election for the Police and Crime Commissioner and Local Elections will take place on Thursday 2 May 2024 along with the election for the Borough Councillors. The Parish Council election is uncontested. Seven Councillors will remain on the Parish Council and there will be two vacancies. Cllr. Patterson publicly thanked Cllr. Fenton and Rich, who have both stepped down as Councillors, for all their hard work.
- e) **Kent Police:** Cllr. Patterson reported that Kent Police has been dealing with an unauthorised encampment on the old A21 at Castle Hill. The encampment was on KCC land so Kent Police has been working closely with them.

1199

### 11. HIGHWAYS

#### a) Highways Improvement Plan (HIP)

- i) Annual Review of the HIP: The annual walkabout with the Community Engagement Officer took place on Monday 22 April 2024. Cllrs. Patterson, Mackonchie, Saunders and the Clerk attended. The Clerk had prepared a 'wishlist' of possible highway improvements collated from the discussion held at the Annual Parish Meeting. Emma Tilbury, the Community Engagement Officer, has since updated and circulated a copy of the HIP but has not included the unauthorised 20mph advisory sign outside the school as this has already been removed. Concerns relating to the bend on Hartlake Road on the approach to All Saints Church Tudeley has also been excluded from the HIP as the current signage is considered to be adequate. The Clerk advised that a Highways Committee is to be formed at the Annual Parish Council Meeting. The terms of reference have already been circulated. This Committee will take the items on the HIP forward as well as monitor the data from the SID. It was noted that the battery on the SID is only lasting about 2 weeks which is due to the volume of traffic.

1200

### 12. REPRESENTATION AT MEETINGS

- a) **KALC Meeting:** There has been no meeting.
- b) **Parish Chairmen's Group Meeting:** There has been no meeting.
- c) **Joint Transportation Board:** The minutes of the meeting held on the 8 April 2024 have been circulated. It was noted that HIPs were an agenda item. Cllr. Mackonchie suggested that the Clerk circulates a copy of the Appendix to this agenda item which gives guidance on possible highway solutions and costings.
- d) **Other External Meetings:**
  - CCA Trustees Meeting:** The minutes of the meeting held on the 18 April 2024 have been circulated.

1201

### 13. CORRESPONDENCE/CONSULTATIONS:

- a) Consultation on revised validation and guidance requirements for planning applications determined by Kent County Council. Noted.

1202

### 14. ANY CONFIDENTIAL ITEMS: None.

1203

### 15. DATE OF THE NEXT MEETING:

**Annual Parish Council Meeting:** Monday 13 May 2024 at 7.30pm

**Full Council Meeting:** Monday 3 June 2024 at 7.30pm

With no further business to discuss the meeting closed at 8.39pm

Signed: .....

Dated: .....

Initialed: .....

# CAPEL PARISH COUNCIL

## Payments: April 2024

Ref:	Payee	Description	Gross
<b>BACs Payments for approval on 29 April 2024</b>			
BACS 04-01	Louise Goldsmith	Expenses	204.20
BACS 04-02	HMRC	PAYE & NIC	261.45
BACS 04-03	F&C Cleaning	Cleaning public toilets	424.80
BACS 04-04	Heliocentrix Ltd	Monthly Microsoft 365 subscription	78.34
BACS 04-05	Business Stream (Paid between meetings)	Waste Water Services	311.47
BACS 04-06	Capel Village Hall	Hall Hire	48.00
BACS 04-07	Lionel Robbins	Internal Audit	140.00
BACS 04-08	KALC	Annual Subscription	929.35
BACS 04-09	Ability Ltd	Replacement toilet doors	4350.00
BACS 04-10	Capel Groundcare	SID maintenance	194.00
BACS 04-11	Capel Groundcare	Bus stop and Zip wire	423.00
<b>TOTAL</b>			<b>7,364.61</b>

Date	Payee	Description	Gross
<b>Direct Debits and Standing Orders</b>			
02/04/2024	EDF	Electricity - cricket pavilion	91.00
02/04/2024	EDF	Electricity - public toilets	50.00
04/04/2024	TalkTalk	Telephone & Broadband	49.92
02/04/2024	EE	Mobile Phone	18.00
12/04/2024	Sage	Payroll software	9.60
21/03/2024	B&CE Holdings	Pension - Clerk	188.29
25/04/2024	Louise Goldsmith	Payroll	1,948.21
25/04/2024	Capel Groundcare	Grounds maintenance contract	2,216.09
<b>TOTAL</b>			<b>4,571.11</b>

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