

CAPEL PARISH COUNCIL

Minutes of a meeting of CAPEL PARISH COUNCIL held in Capel Village Hall at 7.30pm on Monday 3 June 2024

Present: Cllrs Patterson, (Chair), Mackonochie, MacKenzie, Malpas, Saunders (arrived 8.45pm), Sawyer and Young

In attendance: Louise Goldsmith, Clerk.

3 members of the public, Jonathan White, Corporate Manager at TWBC

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- | Minute No | Agenda No |
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| | 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. |
| 1218 | 2. APOLOGIES:
An apology for absence was received from Borough Councillor Astra Birch and the reason for absence was accepted. |
| 1219 | 3. DECLARATIONS OF INTEREST:
None received. |
| 1220 | 4. CHAIRMAN’S ANNOUNCEMENTS:
Cllr. Patterson explained to Members that the main purpose of this meeting was to discuss the future of the village hall and that Jonathan White from TWBC had been invited to address Members. |
| 1221 | 5. APPROVAL OF MINUTES:
It was resolved that the minutes of the Parish Council Meeting held on the 29 April 2024 and the Annual Parish Council meeting held on the 13 May 2024 be signed as a true and accurate record. |
| 1222 | 6. CLERKS REPORT/PAST MATTERS:
The Clerk has checked both defibrillators and has updated their status on The Circuit.
Exercise of public rights 3 June-12 July 2024: The Notices have been placed on the Noticeboards and website along with a copy of the Accounting Statements and Governance Statement.
Citizen of the Year Award: Posters have been placed on the noticeboards, website and social media. The closing date for nominations is the 24 June 2024. The sponsorship funds have been received.
Annual Leave: The Clerk will be on annual leave from the 10-21 June 2024. |
| 1223 | 7. FUTURE OF THE VILLAGE HALL
Cllr. Patterson explained that the CCA Trustees had asked if Jonathan White, Corporate Property Manager, at TWBC, could attend a Parish Council meeting to update Members about the condition of the hall and to discuss how the Parish Council can assist with fund raising and managing the project moving forward. Jonathan White briefly explained his experience with both refurbishing and building new village halls. Mr White has been instrumental in the development of the new community centre in Paddock Wood. TWBC has agreed for Mr. White to assist both the Parish Council and the CCA regarding the future of Capel Village Hall. Jonathan White outlined the issues with the current hall. Jonathan White has inspected the roof with a quantity surveyor and is concerned that a section of the roof apex roof seems to have collapsed and that there is evidence of rippling under the felt. Jonathan White also expressed his concern about the condition of the drains and the cladding. Jonathan White explained that all UK emissions are to reach net zero by 2050 which includes public sector buildings such as village halls. Jonathan White advised Members that it is imperative that an inspection of the roof is undertaken as soon as practicable to determine precisely the status of the underlying roof structure and to establish possible treatment, associated cost and subsequent outcomes. Outcomes could include immediate closure of the hall, a light touch or full refurbishment or rebuild. Jonathan White touched lightly on some of the costs associated with these options. The cost of refurbishment could range from £300,000 for repairs to just the roof to approximately £1m |

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for a complete refurbishment. The cost of a new build is estimated at £3-4m. A quote of £3,290.00 has been received for an extensive survey of the roof to include opening an area of approximately 1m² on the pitch of the roof and the opening of a further area of approximately 1m² where water is currently sitting to expose the substrate and determine if water ingress has compromised the integrity of the deck. Core samples will be carried out in various locations of each roof to confirm the thickness of the existing insulation. Jonathan White explained that it is imperative that the Parish Council takes ownership of this project as it is better placed than the CCA Trustees to raise funds, apply for grants and loans and is also exempt from paying VAT. The CCA Trustees have neither the funding or capacity to take on this project and the Parish Council ultimately own the hall. Jonathan White advised that he would be able to assist the Parish Council with the whole process including procurement. It was agreed that a project programme would need to be devised once the condition of the roof is known. This programme will also include consultation with the residents. It was therefore suggested and agreed to arrange for the survey of the roof to take place when the pre-school breaks for the summer holidays. In the meantime, Jonathan White suggested that the Parish Council investigates the cost of temporary accommodation for the pre-school. It was noted that the CCA will fund the cost of the survey and may look to apply for a UKSPF Community Grant to cover the cost.

Resolved: To proceed with the condition survey of the roof and to take ownership of the project working in conjunction with the CCA Trustees.

8.26pm Jonathan White and two members of the public left the meeting.

1224 **8. OPEN SESSION:**

A member of the public expressed their concern about sightlines at the junction of Falmouth Place and Five Oak Green Road which are affected by motorists parking their vehicles on the corner.

1225 **9. EXTERNAL REPORT**

- 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.
- b) County Councillor: There was no report.

8.45pm Cllr. Saunders arrived

1226 **10. COMMITTEE REPORTS**

a) **Finance & Resources Committee**

- i) A report on the accounts as at the 30 April 2024 was noted.
- ii) A bank reconciliation as at the 30 April 2024 was noted.
- iii) UK Shared Prosperity Fund: Members discussed two possible projects which could qualify for a grant up to £3,500.00 from the UK Shared Prosperity Fund.

Resolved: The Clerk to submit an application for a grant of up to £3,500.00 from the UK Shared Prosperity Fund to partially fund the installation of CCTV in the allotments. The proceeds of the sale of the container to be used to support the cost of the project.

iv) List of Payments:

Resolved: To adopt the list of payments overleaf and for Cllrs. Patterson and Cllr. Macknochie to authorise the payments set up online by the Clerk. Cllr. Malpas checked the invoices against the payment list in accordance with the Financial Regulations.

b) **Staff, Office & Administration Committee:**

Cllr. Young advised Members that the Clerk's appraisal will be carried out on the 8 July 2024.

c) **Planning Committee:**

The minutes of the meeting held on the 29 April 2024 were received and noted.

d) **Flooding Panel:**

There was no report.

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

There was no report.

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- f) **Recreation Ground and Allotments Working Group:**
Members considered a request from the Capel History Group to install a bench and tree on the recreation ground in memory of Rev. Holman. The Clerk advised that Capel History Group has suggested that they would be willing to purchase both the bench and tree and would like the Parish Council to install them and maintain them. In principle Members had no objections to this proposal and it was agreed that the Clerk and Cllr. Saunders should meet with a representative from Capel History Group to discuss further.
- g) **Highways and Transportation Committee**
The Clerk advised that the first meeting has been arranged for 7pm on Monday 15 July 2024 in Capel Village Hall.
- h) **Neighbourhood Plan Working Party:**
TWBC has confirmed that they can meet the reporting cycle required for a referendum to take place in September 2024. Meeting on 17 July 2024.

1227

11. PARISH MATTERS

- a) **Local Plan Examination Update:**
Cllr. Patterson explained that the first Hearing Sessions will be held on the 18, 19 and 20 June. The Hearing Statements for these sessions were submitted on the 31 May 2024. Draft Hearing Statements are now being prepared for the Hearing Sessions due to be held on the 16, 17 and 18 July 2024 which need to be submitted by the 28 June 2024. Cllr. Patterson advised that as agreed at the last meeting Simon Bell has been jointly appointed to represent both Save Capel and the Parish Council at the Hearing Sessions due to be held on the 18 and 19 June and to draft responses to the MIQs for Matters 3, 4, 7, 8 and 9. James Neill has been jointly appointed for the the preparation of Matter 1. **Resolved:** As agreed at the last meeting the Parish Council to share the cost of the legal advice with Save Capel. The cost to the Parish Council is expected to be in the region of £10,000.00.

1228

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:** There has been no meeting.
d) **Other External Meetings:**
CCA Trustees Meeting: There has been no meeting.

1229

13. CORRESPONDENCE/CONSULTATIONS:

None to consider.

1230

14. ANY CONFIDENTIAL ITEMS:

None to consider.

1231

15. DATE OF THE NEXT MEETING:

Full Council Meeting: Monday 1 July 2024 at 7.30pm

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

Signed:

Dated:

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Payments: May 2024

Ref:	Payee	Description	Gross
BACs Payments for approval on 3 June 2024			
BACS 05-01	Louise Goldsmith	Expenses	204.20
BACS 05-02	HMRC	PAYE & NIC	104.45
BACS 05-03	F&C Cleaning	Cleaning public toilets	382.80
BACS 05-04	Heliocentrix Ltd	Monthly Microsoft 365 subscription	78.34
BACS 05-05	Capel Village Hall	Hall Hire	60.00
BACS 05-06	CK Copier King	Printing of Annual Report	39.18
BACS 05-07	SLCC	Share of Clerks Membership	103.00
BACS 05-08	Capel Fete	Payment for insurance	595.00
BACS 05-09	Capel United Church	Donation towards replacement porch	150.00
BACS 05-10	Capel Groundcare	Allotment clearance works	336.00
BACS 05-11	Capel Groundcare	SID Maintenance	194.00
BACS 05-12	Louise Goldsmith	Reimbursement for Zoom payment	155.88
TOTAL			2,402.85

Date	Payee	Description	Gross
Direct Debits and Standing Orders			
01/05/2024	EDF	Electricity - cricket pavilion	91.00
01/05/2024	EDF	Electricity - public toilets	50.00
07/05/2024	TalkTalk	Telephone & Broadband	49.92
01/05/2024	EE	Mobile Phone	19.42
16/05/2024	Sage	Payroll software	9.60
07/05/2024	Castle Water	Water supply toilets	73.13
17/05/2024	Castle Water	Water supply	10.82
03/06/2024	B&CE Holdings	Pension - Clerk	188.29
25/05/2024	Louise Goldsmith	Payroll	1,974.52
25/05/2024	Capel Groundcare	Grounds maintenance contract	2,325.10
TOTAL			4,791.80

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