

CAPEL PARISH COUNCIL

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

Present: Cllrs Patterson, (Chair), MacKenzie, Saunders and Young

In attendance: Louise Goldsmith, Clerk and 1 member of the public

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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. |
| 1245 | 2. APOLOGIES:
An apology for absence was received from Cllrs. Sawyer, Malpas and Mackonochie and the reason for absence were accepted. |
| 1246 | 3. DECLARATIONS OF INTEREST: None. |
| 1247 | 4. CHAIRMAN'S ANNOUNCEMENTS: None. |
| 1248 | 5. APPROVAL OF MINUTES:
It was resolved that the minutes of the Parish Council Meeting held on the 1 July 2024 be signed as a true and accurate record. |
| 1249 | 6. CLERKS REPORT/PAST MATTERS:
The Clerk has checked both defibrillators and has updated their status on The Circuit.
The survey of the village hall roof is taking place this week and the Parish Office will be closed on Thursday.
The Clerk reported that there has been a couple of reports of anti-social behaviour. |
| 1250 | 7. OPEN SESSION:
No comments. |
| 1251 | 8. EXTERNAL REPORT
a) Borough Councillors Report:
The Tunbridge Wells Local Plan Stage 3 hearings concluded earlier this month.
We clearly do not know at this stage what the Inspector's final recommendations will be - indeed he has asked for another round of consultation on late documents produced by TWBC and another hearing day probably in late September.
At the moment it looks like the plan will be for 10 years with reduced housing numbers subject to an immediate review and a new call for sites. During the hearings we argued against bringing Tudeley back into the plan as part of a review and pointed out the serious impact on local roads and communities of building large (albeit reduced) numbers of new housing in East Capel. Worries about flooding and the impact on the Green Belt were also raised.
b) County Councillor: There was no report. |
| 1252 | 9. COMMITTEE REPORTS
a) Finance & Resources Committee
i) The minutes of the meeting held on the 9 July 2024 were noted.
ii) A report on the accounts as at the 30 June 2024 was noted.
iii) A bank reconciliation as at the 30 June 2024 was noted.
iv) UK Shared Prosperity Fund:
It was noted that a decision regarding 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 has not yet been received.
v) Revised Financial Regulations:
It was noted that the revised Financial Regulations were considered by the Finance and Resources Committee at meeting held on the 9 July and been recommended for adoption.
Resolved: To adopt the revised Financial Regulations. |

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- vi) **List of 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. Patterson checked the invoices against the authorised payment schedule and initialled immediately below the last item and also verified and signed the bank reconciliation in accordance with the Financial Regulations.
- b) **Staff, Office & Administration Committee:**
Cllr. Young advised that the meeting due to be held on the 11 July 2024 was postponed. The Clerk was asked to try and arrange a meeting to be held in August 2024. It was noted that the Clerk's appraisal has been completed.
- c) **Planning Committee:**
The minutes of the meeting held on the 1 July 2024 were received and noted.
- d) **Flooding Panel:**
There was no report.
- e) **Memorial Cottages & Housing Working Group:**
The meeting due to be held on the 11 July 2024 was postponed. The Clerk was asked to try and arrange a meeting to be held in August 2024.
- f) **Recreation Ground and Allotments Working Group:**
 - i) The minutes of the meeting held on the 16 July 2024 were noted.
 - ii) Cllr. Saunders reported that the funding agreement has been signed by all parties for the outdoor gym equipment. An order has been placed with Wicksteed for the sum of £24,978.01 excluding VAT.
 - iii) The revised terms of reference were approved.
- g) **Highways and Transportation Committee**
 - i) The minutes of the meeting held on the Monday 15 July 2024 were noted.
 - ii) The revised terms of reference were approved.

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11. PARISH MATTERS

- a) **Local Plan Examination Update:**
See agenda item 8(a). Cllr. Patterson advised that TWBC submitted a collection of documents very late during the last round of Public Hearings. The Inspector accepted the documents but has insisted on a further round of consultation which is likely to take 6 weeks. A further Public Hearing session will then need to be organised and is likely to take place by the end of September 2024. Unfortunately, a response to these documents will require further professional advice which is estimated to cost around £3,000.00 and to be shared equally with Save Capel. Members agreed in principle to this additional cost which falls within the allocated budget. Cllr. Patterson advised that the Inspector seems to have taken on board the likely highway issues in Five Oak Green and Colts Hill which will hopefully ensure the need for mitigation explicitly referred to in any policy for the Strategic Site.
- b) **Neighbourhood Plan Update:** Cllr. Patterson advised that the referendum version of the Neighbourhood was approved by Cabinet on the 17 July 2024 and that the referendum will take place on the 5 September 2024. Cllr. Patterson and the Clerk will place notices about the Referendum on the website, social media and noticeboards. Members were encouraged to share details about the Referendum with residents.
- c) **Kent Police:** The Clerk was asked to request an update on local activity given numerous reports of anti-social behaviour. The Clerk will also place a reminder for residents to sign up for My Community Voice on the website and social media.

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11. 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.

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d) **Other External Meetings:**

CCA Trustees Meeting: Cllr. Patterson advised that a meeting is due to be held next week to consider the results of the condition survey of the roof.

1255 **13. CORRESPONDENCE/CONSULTATIONS:**
None to consider.

1256 **14. ANY CONFIDENTIAL ITEMS:**
None to consider.

1257 **15. DATE OF THE NEXT MEETING:**
Full Council Meeting: Monday 30 September 2024 at 7.30pm.

With no further business to discuss the meeting closed at 8.05pm

Signed:

Dated:

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Payments: July 2024

Ref:	Payee	Description	Gross
BACs Payments for approval on 29 July 2024			
BACS 07-01	Louise Goldsmith	Expenses and padlock	237.60
BACS 07-02	HMRC	PAYE & NIC	735.65
BACS 07-03	F&C Cleaning	Cleaning public toilets	370.80
BACS 07-04	Heliocentrix Ltd	Monthly Microsoft 365 subscription	78.34
BACS 07-05	Capel Village Hall	Hall Hire	32.00
BACS 07-06	JRB Enterprise	Dog waste bags	159.90
BACS 07-07	Motion Consultants	Local Plan Statement	3,600.00
BACS 07-08	Landmark Chambers	Local Plan Statement	750.00
BACS 07-09	Capel Groundcare	SID Maintenance	194.00
BACS 07-10	Capel Groundcare	Playground repairs	775.02
BACS -07-11	Business Stream	Waste Water Toilets	64.81
BACS 07-12	The Barrister Group	Professional Fees Local Plan	8400.00
BACS 07-13	Louise Goldsmith	Reimbursement Jotform Subscription and stationery	195.18
TOTAL			15,593.30

Date	Payee	Description	Gross
Direct Debits and Standing Orders			
01/07/2024	EDF	Electricity - cricket pavilion	91.00
01/07/2024	EDF	Electricity - public toilets	50.00
04/07/2024	TalkTalk	Telephone & Broadband	49.92
01/07/2024	EE	Mobile Phone	19.42
17/07/2024	Sage	Payroll software	9.60
17/07/2024	Castle Water	Water supply	17.96
01/07/2024	B&CE Holdings	Pension - Clerk	188.29
25/07/2024	Louise Goldsmith	Payroll	1,718.52
25/07/2024	Capel Groundcare	Grounds maintenance contract	2,325.10

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