

# CAPEL PARISH COUNCIL

## Minutes of a meeting of CAPEL PARISH COUNCIL held in Capel Village Hall at 8pm on Monday 1 July 2024

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

In attendance: Louise Goldsmith, Clerk

County Councillor Sarah Hamilton (arrived 8.10pm) and 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 not received any requests from anyone intending to record or film the meeting.   |
| 1232      | <b>2. APOLOGIES:</b><br>An apology for absence was received from Cllr. Sawyer and the reason for absence was accepted.  |
| 1233      | <b>3. DECLARATIONS OF INTEREST:</b><br>Cllr. Mackonochie declared an interest in agenda item 10 (e).  |
| 1234      | <b>4. CHAIRMAN'S ANNOUNCEMENTS: None</b>  |
| 1235      | <b>5. APPROVAL OF MINUTES:</b><br>It was <b>resolved</b> that the minutes of the Parish Council Meeting held on the 3 June 2024 be signed as a true and accurate record subject to changing the word 'conjunction' to 'partnership' in line two of the resolution of agenda item 7 and the insertion of the Borough Councillor report.  |
| 1236      | <b>6. CLERKS REPORT/PAST MATTERS:</b><br>The Clerk has checked both defibrillators and has updated their status on The Circuit. Allotments: Pleased to see the allotments in general are being well cultivated. Will be checking the water level in the well tomorrow and will advise the allotment holders.  |
| 1237      | <b>7. OPEN SESSION:</b><br>A member of the public expressed their concern about sightlines at the junction of Falmouth Plance and Five Oak Green Road which are affected by motorists parking their vehicles on the corner.   |
| 1238      | <b>8. EXTERNAL REPORT</b><br>a) Borough Councillors Report:<br>Not much to say this month as the restricted period caused by the General Election has meant that any announcements have to be on hold until 5 July 2024. Week 2 of the Stage 3 Local Plan Hearings will take place on the 16 and 17 July 2024 and reserve dates if necessary. The focus will be on East Capel/Paddock Wood and Highway issues including the impact on Five Oak Green. As in week 1 it is expected that Save Capel and Capel Parish Council will be jointly represented at the Hearings and submitted an agreed Hearing Statement to the Inspector last Friday. I will be meeting informally with Pembury Parish Council and the other ward councillors before this meeting to discuss expectations. I will report back orally at the meeting. It was suggested and agreed to postpone a decision about whether Capel Parish Council should also meet with the Borough Councillors to discuss their expectations until September 2024.<br>b) County Councillor: County Councillor Sarah Hamilton urged Members to respond to KCC's consultation on the budget for 2025-2026. |
| 1239      | <b>9. COMMITTEE REPORTS</b><br>a) <b>Finance &amp; Resources Committee</b><br>i) A report on the accounts as at the 31 May 2024 was noted.<br>ii) A bank reconciliation as at the 31 May 2024 was noted.<br>iii) UK Shared Prosperity Fund:<br>It was noted that the Clerk has submitted 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   |

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allotments. The proceeds of the sale of the container will also be used to support the cost of the project. A decision is awaited.

- iv) FCC Community Grant Award for an outdoor gym: The Clerk reported that the application for funding through the FCC Community Action Fund has been successful and a grant of £24,978.01 has been awarded for outdoor gym equipment for the recreation ground. A third party contribution of £2,685.14 is now due which has already been agreed and included in the budget for this financial year. On receipt of this payment and some other supporting documents the Clerk advised that the FCC Foundation will then issue a funding agreement. This can take up to 4 weeks.
- v) Unity Trust signatory and online access update  
It was noted that Unity Trust had confirmed that the previous Councillor Maggie Fenton has been removed as a signatory on the account. Previous Councillor Suzi Rich was not a signatory so did not need to be removed. It was also noted that Cllr. Malpas now has online access.
- 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. Malpas checked the invoices against the payment list in accordance with the Financial Regulations.
- b) **Staff, Office & Administration Committee:**  
Cllr. Young advised that a meeting is due to be held on the 11 July 2024.
- c) **Planning Committee:**  
The minutes of the meeting held on the 3 June 2024 were received and noted.
- d) **Flooding Panel:**  
There was no report.
- e) **Memorial Cottages & Housing Working Group:**  
A meeting is due to be held on the 11 July 2024.
- f) **Recreation Ground and Allotments Working Group:**  
Cllr. Saunders and the Clerk will be meeting with a representative from Capel History Group to discuss the planting of a memorial bench and tree for the late Rev. Holman.
- 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.

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### 11. PARISH MATTERS

- a) **Local Plan Examination Update:**  
Cllr. Patterson advised that the first Hearing Sessions were held on the 18, 19 and 20 June 2024. It seems that TWBC will be forced to justify exceptional circumstances in East Capel at the Hearing Sessions due to take place in July 2024 and also justify the extent of land they want removed from the Metropolitan Green Belt. TWBC will need to have a much clearer timetable about reviewing the Local Plan. The TWBC consultants struggled to justify their calculations on the impact on traffic on the B2017 and elsewhere around Tonbridge and on hot spot junctions. The Inspector asked TWBC to produce a much clearer document looking at traffic with and without Tudeley and East Capel. Save Capel is keen to ensure that Tudeley is excluded from any future review. Cllr. Patterson will attend the next Hearing Sessions due to be held on the 16 and 17 July 2024. Assuming none of the reserve dates are needed the Inspector will then write a report and may suggest modifications that will need to go out to consultation or could even declare the plan as unsound. The Clerk has circulated the Hearing Statements for Matters 4, 7 and 9 for comment.
- b) **Neighbourhood Plan Update:** Cllr. Patterson advised that the referendum version of the Neighbourhood Plan is going through the committee cycle at TWBC. It is due to be reviewed by Cabinet on the 17 July 2024 and then the referendum should take place on the 5 September 2024.
- c) **Citizen of the Year Award:** To receive nominations and take a vote.  
**Resolved:** Given 4 nominations have been received to carry out the vote as a confidential item.

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- d) Capel Community Association: It was noted that the CCA Trustees have arranged and will be financing the survey of the village hall roof which is due to take place on the 1 and 2 August 2024.

*Cllr. Mackonochie declared an interest and did not participate in the next agenda item*

- e) Capel Fete Access Issues:  
**Resolved:** To ratify a decision between meetings to give temporary access to the organisers of the Capel Fete across the recreation ground for the week commencing the 1 July 2024. The removed section of fencing to be reinstated and the CCA have been informed of this decision.
- f) Elections: The UK General Election will take place on Thursday 4 July 2024.
- g) Co-Option: Members agreed to encourage parishioners to consider becoming a Parish Councillor. Cllr. Patterson also offered to mention that there are two vacancies during the presentation of the Citizen of the Year Award at the Capel Fete due to take place this weekend.
- h) Kent Police: The Clerk was asked to request an update on local activity.

1241 **11. REPRESENTATION AT MEETINGS**

- a) **KALC Meeting:** A meeting was held on the 25 June 2024. Cllr. Mackonochie advised that discussions were held about Highway Improvement Plans and the shortage of secondary schools in Cranbrook. Cllr. Young asked if the agendas and minutes of the meetings could be circulated to the Clerk to be passed on to Councillors. Cllr. Mackonochie advised that the meetings were private and that the documents could be viewed on the KALC website.
- b) **Parish Chairmen's Group Meeting:** The minutes of the meeting held on the 11 June 2024 have been circulated.
- c) **Joint Transportation Board:** There has been no meeting.
- d) **Other External Meetings:**  
**CCA Trustees Meeting:** Cllr. Patterson advised that a meeting was held on the 13 July 2024 at which it was agreed to carry out the condition survey of the roof.

1242 **13. CORRESPONDENCE/CONSULTATIONS:**

KCC Budget Consultation 2025-2026. Noted.

8.57pm: The meeting was closed to the public. County Councillor Sarah Hamilton and 1 member of the public left the meeting.

1243 **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.

1244 **15. DATE OF THE NEXT MEETING:**

**Full Council Meeting:** Monday 29 July 2024 at 7.30pm.

With no further business to discuss the meeting closed at 9.07pm

Signed: .....

Dated: .....

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## Payments: June 2024

Ref:	Payee	Description	Gross
<b>BACs Payments for approval on 3 June 2024</b>			
BACS 06-01	Louise Goldsmith	Expenses	139.40
BACS 06-02	HMRC	PAYE & NIC	481.65
BACS 06-03	F&C Cleaning	Cleaning public toilets	388.80
BACS 06-04	Heliocentrix Ltd	Monthly Microsoft 365 subscription	78.34
BACS 06-05	Capel Village Hall	Hall Hire	16.00
BACS 06-06	Knockout Print	Office Sign	48.00
BACS 06-07	The Living Forest Ltd	Tree Survey	414.00
BACS 06-08	Fuzion	Intruder Alarm Service	226.80
BACS 06-09	Capel Groundcare	SID Maintenance	194.00
BACS 06-10	Louise Goldsmith	Reimbursement frame	5.75
BACS -06-11	E J Vision	Annual Service CCTV	408.00
BACS 06-12	FCC Recycling (UK) Ltd	Third Party Contribution Outdoor Gym	2685.14
<b>TOTAL</b>			<b>5,085.88</b>

Date	Payee	Description	Gross
<b>Direct Debits and Standing Orders</b>			
03/06/2024	EDF	Electricity - cricket pavilion	91.00
03/06/2024	EDF	Electricity - public toilets	50.00
05/06/2024	TalkTalk	Telephone & Broadband	49.92
31/05/2024	EE	Mobile Phone	19.42
17/06/2024	Sage	Payroll software	9.60
19/06/2024	Castle Water	Water supply	18.16
03/06/2024	B&CE Holdings	Pension - Clerk	188.29
25/06/2024	Louise Goldsmith	Payroll	1,974.52
25/06/2024	Capel Groundcare	Grounds maintenance contract	2,325.10
<b>TOTAL</b>			<b>4,726.01</b>

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