

CAPEL PARISH COUNCIL

COUNCIL MEETING MINUTES

Monday 22nd May 2017 Capel Village Hall at 7:30pm

IN ATTENDANCE: Cllrs Mrs Fenton (Chair), Patterson (Vice Chairman), Mackonochie, Saunders, Anthony, Hollamby and Parker.

APOLOGIES: Cllr Young & Cllr Sawyer

Mrs Emma Ivory Clerk also in attendance

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Minute No		Action By
085	1) ADMINISTRATION Fire Exits, Sign In Sheets, Assembly Point, Mobile Phones.	
086	2) APOLOGIES FOR ABSENCE – Apologies given and accepted for Cllrs Young and Sawyer	
087	3) DECLARATION OF INTEREST & CHANGES TO REGISTER OF INTEREST - None	
088	4) CHAIRMAN’S ANNOUNCEMENTS – Recent Annual Report has been well received, Chairman thanked the Clerk for her work.	
089	5) QUESTION/STATEMENTS FROM MEMBERS OF THE PUBLIC a) Standing orders may be suspended to hear questions/statements from members of the public received in accordance with the guidelines in the Appendix to Standing Orders. b) In addition to the above, Standing Orders may be dropped at the discretion of the Chair for a period of up to 15 minutes to allow members of the public to speak on items within the meeting agenda.	
090	6) APPROVAL OF MINUTES a) Minutes of the Council Meeting on 24 th April 2017 to be agreed and signed as a true and accurate record. Agreed and signed.	
091	7) MATTERS ARISING FROM PREVIOUS MINUTES NOT COVERED IN CURRENT AGENDA - Parking issues at the junction of Falmouth Place and Badsell Road, Five Oak Green, reply from PCSO Fuller. Clerk advised parishioners again to report any vehicles parking too close to the junction to 101, therefore creating a log of dates, times and persistent offenders. Highways Portfolio holders to contact KCC to establish what action they can take with vehicles contravening the Highway Code by parking within 10 meters of a junction.	
092	8) EXTERNAL REPORTS a. Borough Councillors Report – BC Mackonochie, nothing to report. b. County Councillors Report – State of flux so no report. c. Police Report – No report.	
093	9) COMMITTEE AND PORTFOLIO REPORTS a) Finance & Resources Committee – Finance Officer reported Issues with Scribe and end of year accounts b) Requests for Payments, Funds or Donations – None. c) Receipts and Payments - April accounts for ratification and May accounts for approval for payment. Accounts not circulated to council so unable to ratify or approve, deferred to June CPC meeting. d) Finance Risk & Audit Portfolio - None e) Planning Committee - None f) Flooding Committee and Portfolio - None g) Highways & Traffic Portfolio – Kent County Council Highways Tracker Survey	

Report. Cllr Fenton feels it would be wise to wait and discuss the issues after the initial report and meeting with Highways Michael Hardy. Cllr Mackonochie would like to discuss the report in Council before the meeting with Highways. Clerk to put on June agenda. Cllr Patterson commented that it is the intention to ensure Alders Rd is part of the discussion with Highways. Cllr Mackonichie suggested the village green could become a roundabout. Cllr Fenton commented that it would then make the road a B road which may not be possible. BC Mackonochie commented that she does not remember Highways saying making the green into a roundabout would make it a B road. Highways talked about removing the double yellow lines on Whetsted Road but Cllr Fenton said they are there to ensure the buses are able to get around the green. Tracker survey – Chair felt not enough people were canvased, only 8% across the borough. Cllr Anthony commented the report didn't feature Dampiers Corner as a delay hotspot which is inaccurate.

h) **Housing including Memorial Cottages**

i) **Housing -**

ii) **Memorial Cottages** – Recommendations and legal landlord responsibilities following Clerks attendance at recent National Landlords Association Landlord Foundation Course. **Clerk strongly recommended the Council arrange for Conservation and Housing Officer from TWBC to visit both cottages to ensure high landlord requirements are being met and no previous works carried out on the cottages require retrospective planning permission. All Councillors agreed, Clerk to arrange.**

i) **Parish Development - Recreation, Amenities, Allotments & Open Spaces**

i) Vacant allotments – 2 and planned meeting between Cllr Sawyer and Saunders and allotment holders. **Cllr Saunders commented the meeting previous planned has been delayed but it is still the intention to hold a meeting.**

ii) Update on the Working Party set up to investigate the possibility of a MUGA (Multi Use Games Area) on the recreation ground, Falmouth Place. **Cllr Mackonochie confirmed, in Cllr Sawyer's absence, that all companies have now given their initial presentations. The Working Party is meeting on 23rd May to agree on the three companies they will be suggesting CPC take forward to the next stage. Carol Mackonochie commented that if the next set of meeting with the three companies is arranged giving short notice she feels strongly that this could mean the attendance of those in the working party could be low. It is hoped that the names of the three companies' tenders and their T&C's can be brought to next CPC meeting in June or July. Cllr Fenton hopes the end of June full council can agree plans. Cllr Mackonochie suggested another option could be to partner with another successful tenderer to ensure the correct equipment is decided on.**

iii) Update on the request from Shared Access to site a telecommunication at the recreation ground, Falmouth Place. Shared Access is an independent owner and operator of wireless communications infrastructure, leasing space on any sports facility sites to different Mobile Network Operators.

(1) Council to consider the 2 Wayleaves issued by BT and UK Power Network – **Wayleaves with Wellers Solicitors, the route which is proposed by the gravel path could mean several tree roots will be disturbed, Clerk to confirm any trees will be reinstated. Cllr Mackonochie has concerns any cables need to go deep to ensure any heavy good vehicles could disturb any cables. A Parishioner expressed his concern over the reinstatement of any tracks within the allotment which may be disturbed. Cllr Fenton reassured parishioner any works will be repaired.**

(2) Resolve to approve the proposed route and send to solicitor for review - If Clerk hasn't received any further correspondence from BT confirming they will amend their route to follow the route used by UK Power Networks then Council to agree in principle. **Resolved to agree proposed route bar any further issues raised.**

iv) BT Phonebox, Tudeley – defibrillator. **UK Power Networks to attend site and confirm there has been no damage to the existing cable supply.**

v) The Council resolves to implement the previously agreed decision to remove the stile between the car park and the recreation ground, legal advised now received. To be replaced with a spring hinged round topped palisade gate which will meet all finger entrapment risk regulations - £439.78 inc VAT. **Resolved to remove stile and replace with wood gate. Cllr Mackonochie requested the Clerk investigate the cost of installing a metal gate.**

10) **Staff, Office and Administration - None**

- 094 11) **PARISH MATTERS (not covered under Parish Development above)**
a) WW1 Commemoration Update. **16 remembrance acts have already taken place, 18 left. Next 15th July George Edward Funnell.**
- 095 12) **CORRESPONDENCE RECEIVED –**
a) Draft Tunbridge Wells Borough Council Plan; draft Local Council Plan Issues & Options for discussion and comments. **Cllr Mackonochie this is the beginning of the process which has an effect on other areas. Cllr Fenton felt it didn't cover rural areas enough. Cllr Fenton asked Councillors to email Clerk with comments so Council can collate reviews. Issues and options – serious affect Capel, Fenton urged councillors to go online and reply with comments. Several pieces of information have been incorrectly identified. Collective option from Councillors is that Capel has been scored too high. Cllr Fenton asked if any Cllr had a preferred option. Cllr Patterson said the corridor option could have some positive effect. Cllr Fenton commented that KCC are just a consultee, there is no overview. Major development away from Capel because we do not have the infrastructure. Options 4 or 5 are the preferred option.**
- 096 13) **REPRESENTATION AT MEETINGS – Cllr Saunders recently attended the Kent Rail Summit, the possibility of cutting out rural stations has been reported incorrectly in the media, this is not the case.**
- 097 14) **QUESTIONS FROM MEMBERS - None**
- 098 15) **CLERK'S REPORT – All items covered within existing minutes.**
- 099 16) **DATE OF NEXT MEETING – 26th June 2017**

Closed 20.29

Signed: Dated: