

# CAPEL PARISH COUNCIL

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**ALL COUNCILLORS ARE HEREBY SUMMONED to attend the Parish Council meeting of CAPEL PARISH COUNCIL to be held in Capel Village Hall, Five Oak Green at 7.30pm on 24<sup>th</sup> September 2018 when it is proposed to transact the business shown on the agenda below. The meeting will be open to press and public.**

## AGENDA

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Minute  
No

- 307 1) **ADMINISTRATION** Fire Exits, Sign In Sheets, Assembly Point, Mobile Phones.  
**To resolve to go into closed session and to exclude the press and public during items (Admissions to Meetings) Act 1960 – item 314.8.g.ii ii) To discuss with the Borough Councillor the recent meeting with held with Tunbridge Wells Borough Council regarding local plan.**
- 308 2) **APOLOGIES** – to receive and accept apologies for absence.
- 309 3) **DECLARATION OF INTEREST & CHANGES TO REGISTER OF INTEREST** -  
Declarations of Pecuniary interests on any item on the agenda. Where any councillor has a Disclosable Pecuniary Interest (as defined in the Members' Code of Conduct) in any matter to be considered at a meeting of the Council, a committee, sub-committee or joint committee, they must withdraw from the meeting room during the whole of the consideration of that matter and must not participate in any vote on that matter unless a dispensation has been obtained from the Monitoring Officer.
- 310 4) **CHAIRMAN'S ANNOUNCEMENTS**
- 311 5) **APPROVAL OF MINUTES**  
a) To consider the minutes of the Full Council Meeting of 3rd September 2018 and if in order to authorise the Chair to sign as a true and accurate record.  
b) To receive the minutes of the Finance & Resources Committee of 16<sup>th</sup> August and 9<sup>th</sup> July 2018.  
c) To receive the minutes of the Recreation Ground Improvements and Regeneration Committee of 16<sup>th</sup> August 2018.  
d) To receive the minutes of the Planning Committee 30<sup>th</sup> July 2018.  
e) To receive the minutes of the Housing & Memorial Cottages Committee 13<sup>th</sup> September 2018.
- 312 6) **MATTERS ARISING FROM PREVIOUS MINUTES NOT COVERED IN CURRENT AGENDA**
- 313 7) **EXTERNAL REPORTS**  
a. **Borough Councillors Report**  
- Proposal from TWBC regarding the collection of garden waste.  
b. **County Councillors Report**
- 314 8) **COMMITTEE AND PORTFOLIO REPORTS**  
a) **Finance & Resources Committee**  
i) Adopt Financial Regulations  
ii) Adopt Standing Orders

- iii) To RESOLVE Insurance costs for 2018/19
- iv) Bank mandate to be signed by all Councillors.
- v) To make payments from 04.09.18 –24.09.18.
- vi) To receive Income and Expenditure Report for August.
- vii) To note Account Balances.

b) **Planning Committee**

c) **Flooding Committee**

d) **Highways & Traffic Portfolio**

e) **Housing & Memorial Cottages Committee**

- i) To RESOLVE the recommendation to increase the rent of No 10 Brampton Bank by 1.6% per annum.

f) **Recreation Ground Improvements and Regeneration Committee**

- i) To RESOLVE the proposed layout and equipment list for the new children's play area by Friends of Five Oak Green.
- ii) To RESOLVE to take ownership of the play equipment from the Friends of Five Oak Green once purchased and arrange installation of equipment, cost of equipment and installation to be met by Friends of Five Oak Green. The parish council to co-ordinate the installation.

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

- i) To discuss and RESOLVE the cost of providing 1 x raised bed for an available allotment plot – Cllr Sawyer & Cllr Young.
- ii) Discuss recent meeting with TWBC and Borough Councillor regarding local plan.

315 9) **PARISH MATTERS (not covered under Parish Development above)**

- a) WW1 Commemoration report from Cllr Hollamby
- b) Speedwatch update.

316 10) **CORRESPONDENCE RECEIVED**

- a) A letter from a parishioner regarding the proposal from TWBC regarding the collection of garden waste
- b) A request from Rag Solutions, Smarden to place a clothes recycling point in the recreation ground car park. Rag Solutions would pay £400 per tonne clothes collected or standard rental of £70 p/m for each bank.

317 11) **REPRESENTATION AT MEETINGS**

318 12) **QUESTIONS FROM MEMBERS**

319 13) **CLERK'S REPORT –**

- a) Capel Community Association Constitution amendment progress update.

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14) **ADJOURNMENT TO HEAR FROM MEMBERS OF THE PUBLIC**

321 15) **DATE OF NEXT MEETING – 29th October 2018.**

**Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.**