

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 21 OCTOBER 2019 AT 7.30pm IN CAPEL PARISH HALL

PRESENT: Mr Ball, Mr McLachlan, Mrs Schryver, Mrs Dale, Mr Salter, Mrs Ryan, Mr Ashwood and the Clerk.

IN ATTENDANCE: District Councillors Mrs Mary Huggins and Mrs Caroline Salmon. Mr Richard Tyson-Davis and Mr Bill Kear.

- 1 **APOLOGIES FOR ABSENCE:** Mr Garber, Mr Cox, Councillor Mrs Lesley Bushnell and District Councillor Mr Helyn Clack.
- 2 **TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 17 September 2019:** The minutes were adopted and signed by the Chairman.
- 3 **TO RECEIVE AND ADOPT MINUTES OF PLANNING MEETING ON 7 October 2019:** The minutes were adopted and signed by the Chairman.
- 4 **MATTERS ARISING:** None.
- 5 **DECLARATIONS OF INTEREST:** None.
- 6 **PUBLIC QUESTIONS:** None.
7. **CLERK'S REPORT:**
 - Mole Valley have advised that Street Poppies can be displayed from Friday 25 October. We currently have sufficient poppies for Beare Green, Capel and Coldharbour but more are available should they be required.
 - The playground inspections in Beare Green, Capel and Coldharbour will be taking place over the next three weeks. This is a free service, provided by Mole Valley. Once reports are received, they will be circulated.
 - The lawnmower purchased for use on the allotments has been added to the Parish Council's insurance to cover against theft and damage. There will be additional cost to the insurance this year and just a minimal increase next.
 - Two requests have been made by residents living in the south end of Capel to have a notice board erected, ideally on the land outside Carterdale Cottages.
 - Highways Reference: 1276884. Confirmation has been received from Surrey County Council that the lines outside the GP surgery in Capel will be refreshed sometime during November or December.
8. **PROPOSED BRIDLEWAY, NEWDIGATE ROAD:**

The Chairman welcomed Mr Richard Tyson-Davis to the meeting. Details of the proposed bridleway along Trig Street had already been received by the Parish Council and this information circulated to Councillors. The Chairman said that the Parish Council was keen to hear what support was being looked for to enable the proposal to go forward. Mr Tyson-Davis said that at the present time, support from the Parish Council was all that was wanted. The proposal had the full support of Newdigate Parish Council residents and if the bridleway was constructed, it would be an inter-connecting path between Newdigate and Beare Green. There were legal issues that were being worked through with Surrey County Council at present, and some funding for the scheme had already been pledged. Questions were asked regarding the total cost of the scheme and the provision of on-going maintenance for the finished scheme. These still had to be confirmed. All Councillors gave their support to the scheme. The Chairman mentioned that the Capel NDP encourages walking and cycling, and this scheme would boost both activities. The Chairman suggested that there could be a potential for match funding, once definite figures were known, but it would be difficult to commit to on-going maintenance.

Councillor Mrs Huggins said that she was very pleased the two Parish Councils were taking this opportunity to work together.

The Chairman thanked Mr Tyson-Davis for taking the time to come and address the Council.

9.. MOLE VALLEY LOCAL PLAN

The Chairman said that he was not aware of any change to the 3 February 2020 start date for the Mole Valley Local Plan six-week consultation.

10. UPDATE PLAYING FIELDS/GROUNDS MAINTENANCE CONTRACT:

The proposed tender for this five-year plan had been circulated to all Councillors. Mr McLachlan said that before the invitation to tender is sent out to interested parties, the Parish Council must be aware of all necessary regulations and perhaps it might be prudent to invite interest parties to present to the Parish Council to ascertain their suitability to undertake the work.

Mrs Schryver asked for areas in Markham Park, Coles Lane and Old Horsham Lane to be included. It was also suggested that a statement be added to the contract stating that any additional work that was required be undertaken at the agreed rate.

The Chairman said that Capel Cricket Club had been made aware of the proposed tender as Mr Chris Anderson, their Groundsman, was a member of the Grounds Maintenance Committee. It was mentioned that the Capel Football Club would be asking if they could use the Bowls Club green for Little League games and Cricket Club use it for nets practice. It was agreed that this item should be included on the agenda for the November meeting.

11. PARKING – VICARAGE LANE, CAPEL:

Parking along Vicarage Lane from the junction with The Street down to Wayside is causing major problems. It is suggested that most of these vehicles are associated with Carters Garage and although they have been asked to park considerately, the problem has not been alleviated. Discussion was held regarding the installation of yellow lines, hatching on the north side of the road and possibly no parking signs between 9:00 and 17:00. It was agreed that any of these measures would require a Highways Traffic Order. It was agreed that the Clerk would contact Surrey Highways and ask for an official to visit make recommendations.

12. PROPOSAL FOR ADOPTION OF SALT BINS, CAPEL:

The Parish Council had been contacted by Mole Valley District Council to consider adopting the two salt bins in Capel for a further four years. One is in Bakers Way and the other by Broadwood Cottages. This would be at a cost of £1,180.00. It was agreed the Clerk would speak to Clay Griffin to ascertain if the cost would match his time gritting around these areas during the winter months. If it the adoption cost was considered good value for money, the Clerk would inform Mole Valley the Parish Council would accept the cost.

13. DISTRICT ASSOCIATION TO UNITE THE RURAL PARISHES IN MOLE VALLEY:

Mr McLachlan addressed the Council informing them that he had recently attended a SSALC meeting which had suggested rural Parish Councils unite so that they speak as a single voice on issues that affect all Mole Valley rural communities. Comments were made on who would organise such an association. Before any decision was made, it was agreed that the Clerk would contact other Mole Valley rural Parish Councils to find out how popular such an association would be.

15. COMMUNITY PROJECTS AND CIL PAYMENTS:

The Chairman said that further CIL money would be made available to the Parish Council. It was decided that some of the community projects already earmarked for funding would now be agreed to go forward. £2,000.00 would be donated to the Capel Memorial Hall to help toward the cost of a new boiler and £1,800.00 to Beare Green Hall to pay for a replacement CCTV. It was also agreed that a further £5,000.00 would be made available for projects around Beare Green and Mrs Ryan and District Councillor Salmon would work together to highlight what projects would benefit residents the most.

Reference was made regarding the hatching on the A24 at the Beare Green roundabout. County Councillor Clack is putting together a working party and it was hoped this would progress soon. Councillor Salmon mentioned the condition of the Beare Green underpass, particularly the footpath in

the underpass which was subject to flooding and the subsequent build-up of mud. She agreed to take this matter up with Surrey County Council. Please see Appendix 1 -

16. REPORTS FROM MEMBERS

(a) Finance: The accounts detailing receipts and payments for the period 16 September to 21 October 2019 were presented for approval and signature. All invoices were approved and signed by two councillors:

INCOME

Interment of Ashes	£295.00
Hall Hire	£117.00

ADMIN AND OTHER PAYMENTS

	Net	VAT	Gross
CiLCA Registration Fee	£350.00		£350.00
SLCC membership	£211.00		£211.00
Wellers Hedleys legal fees	£3,097.50	£619.50	£3,717.00
HMRC Clerks Income Tax	£519.00		£519.00
Mrs L Bignell October salary	£263.00		£263.00
Mrs J Russell October salary	£1,902.62		£1,902.62
Viking Stationery	£51.15	£12.26	£63.41
Burley and Sons	£904.21	£180.84	£1,085.05
Hepdesq	£53.56	£10.71	£64.27
Mrs J Russell reimbursement	£34.20		£34.20
The Image Company	£48.50	£9.70	£58.20
SES Water Beare Green Pavilion	£48.03		£48.03
SES Water Capel Allotments	£44.32		£44.32
SES Water Capel Bowls Club	£12.49		£12.49
Treeline	£180.00	£36.00	£216.00
S Dixon for L Quirk	£45.00		£45.00
John Petts – Coldharbour church hedge cutting	£400.00		£400.00
Wes Attridge – Capel Burial ground maintenance	£547.00		£547.00
Lexis Nexis (Local Council Administration)	£110.99		£110.99
BT D/D	£20.50	£4.10	£24.60
OPUS Energy Gas D/D	£34.73	£1.74	£36.47
OPUS Energy Electricity D/D	£36.95	£1.85	£38.80
Donation Capel Memorial hall boiler*	£2,000.00		£2,000.00
Donation Beare Green Village Hall CCTV replacement*	£1,800.00		£1,800.00
Totals	£12,715.27	£876.70	£13,591.97

***Both payments agreed at the 21 October Parish Council meeting.**

Bank reconciliation at 30 September 2019 - £74,597.97

Current Account reconciled 21 October 2019 - £74,910.10

(b) Ward Matters for note or inclusion on a future agenda:

- (i) **Beare Green:** (a) Councillor Mrs Salmon mentioned the recently submitted rail passenger questionnaire and said that she had received a response from Govia Thameslink giving a list of works that would be undertaken. This included improvements to the steps at Holmwood Rail Station and a feasibility study regarding Dorking Rail Station.
- (ii) **Capel:** (a) Mrs Schryver said that there was some spoil in the burial ground, near the gate. She asked for this to be removed. (b) The copse at Markham Park needed some attention. Mr Griffin had given a quote of £1,000.00 to remove the ash trees. (c) Requests had been received for the air quality in Capel to be tested. The Councillors were advised that Mole Valley District

Council were currently undertaking these tests. (d) Mrs Dale mentioned the blocked drain along Temple Lane which was causing flooding. The Clerk will report this to Surrey County Council asking for the drain to be cleared.

- (iii) **Coldharbour:** (a) Mr McLachlan said that the new play equipment would be installed within the next month. (b) Mr McLachlan said that he was hoping the hatching outside the pub will be carried out soon.

18 CORRESPONDENCE:

The Parish Council has received an invoice from South East Tree Surgeon regarding emergency work that had been undertaken on a fallen tree on Parish land in Newdigate Road, Beare Green. The Parish Council was not contacted to undertake this work in the first instance and therefore is questioning the invoice. There are items on the demand which do not appear to relate directly to the emergency. The Parish Council's preferred contractor has been asked to give a price for their emergency call out and clearing work and a decision will then be made on how much of the invoice will be paid. All Councillors agreed with this course of action.

- 19 Requests for agenda items should be notified to the Clerk one week before the next meeting.**

DATES OF NEXT MEETINGS:

Planning Committee: Monday 4 November 2019 at 7:30pm followed immediately by the Finance Committee meeting at Capel Parish Council.

Full Council Meeting: Monday 18 November 2019 at 7:30pm at Beare Green Hall

APPROVED FUNDING FOR PROPOSED PROJECTS

PRIORITY	PROJECT	AMOUNT	COMMENTS
1	Bat Boxes – Beare Green		Lisa to provide quote
3	Skate Park – Beare Green		
2	Bridle Path, Newdigate Road, Beare Green		Project headed by Newdigate PC. Capel PC will provide 40% match funding.
1	Speed Restrictions		Not sure what this one is
3	Underpass – Beare Green		Caroline Salmon to confirm the details
1	De-cluttering – Parish	£1,500.00	
1	Flower Boxes	3 x £300.00	
1	Notice Board – Capel	£1,500.00	
1	Play Equipment – Capel and Beare Green		Councillors to provide details
1	Drinking Water Fountain	£1,000.00	
1	Replacement Tree Planting – Beare Green	£500.00	
1	Website	£1,000.00	Stuart to provide a quote
1	Salt Bins – Capel	£1,200.00 v	Done
2	Hatching – Road Safety – Coldharbour and Beare Green		Helyn Clack to organise working group for Beare Green. Coldharbour nearing completion.
1	Beare Green Village Hall – CCTV	£1,800.00 v	Done
3	All weather path - Capel		
1	Post and rail fence, Bowls Green, Capel	£1,000.00	
1	Football and Cricket Club use of Bowls Green – hedge removal	£600.00	
1	Football Club Land Survey	£200.00	
1	Memorial Hall Car Park – extension and marking	£10,000.00	
1	Capel Memorial Hall Boiler – donation	£2,000.00 v	Done