

## CAPEL PARISH COUNCIL

### MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 21 MAY 2018 AT 7.30pm IN CAPEL PARISH HALL

**PRESENT:** Mr Ball, Mrs Schryver, Mrs Dale, Mr Cox, Mrs Ryan and the Clerk

**Election of Chairman:** Mr C Ball agreed to continue as Chairman. No other nominations were put forward. This was proposed by Mrs Schryver and seconded by Mrs Dale.

**Election of Vice Chairman:** Mr S McLachlan was proposed by Mr Ball and seconded by Mrs Dale.

**Appointment of Parish Council Committees:**

**Finance:** Mr Salter, Mr McLachlan, Mrs Schryver, Mr Ball, Mrs Dale and the Clerk.

**Planning:** All members of the Council and the Clerk.

**Appointment of representatives to Committees and Working Groups:** See parish web-site. Members of the new Mole Valley Local Plan Committee were appointed.

**Appointment of Auditor:** It was agreed to continue using Mulberry and Company for the half-year and end of year audits for 2018/19.

**1 APOLOGIES FOR ABSENCE:** Mr Margetts, Mr McLachlan, Mr Garber and Mr Salter.

**2 TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 16 APRIL 2018:** The minutes were discussed, and it was agreed that the last two lines of Section (13) should be reworded to read *"It was considered that large vehicles were damaging verges and roads. The condition of the roads is a topic that should be included on the agenda at a future meeting"*. Mrs Ryan asked about the information requested in Section (5) regarding Beare Green Court. The Clerk said that information had been passed to Councillor Watson regarding the owner of the property and it was agreed that it was for Beare Green Court leaseholders to contact the owners directly to take this matter further.

**3 DECLARATIONS OF INTEREST:**

None.

**4 PUBLIC QUESTIONS.**

None.

**5 CLERK'S REPORT:**

- The ditch clearing around Beare Green recreation ground has been put back to June 2018. Dates will be given to the Weald School once they are confirmed.
- The ash trees in the Capel burial ground have been cut back and a note of thanks and appreciation has been sent to the Parish Council from the resident in 2 Old Barn Drive. There were thanks to the Treelines operatives, and this has been passed on.
- New seats for the swings at Capel playground have been ordered but will not be available until mid-June. In the meantime, the defective swing has been removed.
- There are several allotments still vacant this year. Advertisements have been put up on the Parish notice boards and in the Parish Magazine. As the vacant plots are become increasingly overgrown, the allotment holders have asked the Parish Council for assistance in controlling the weeds. Proposals from an allotment holder will be discussed in Section (8).

**6 PLANNING APPLICATIONS:**

**MO/2018/0603 and 0604 – CPC/18/21 and 22. 149 and 151 The Street, Capel.** These two applications had been discussed at the last Planning Meeting and additional information was sought from the Agent. Amended plans have been received by Mole Valley District Council showing a change to the dormer windows from box to small with pitch roof. These amendments are in line with Capel NDP and the Parish Council agreed that planning permission should be granted.

**7 REPORTS FROM MEMBERS**

**(a) Finance:** The accounts detailing receipts and payments for the period 16 April to 21 May 2018 were presented for approval and signature. Cheques were signed by two councillors:

	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
<b>ADMIN AND OTHER PAYMENTS</b>			
S Dixon (for Lindsay Quirk)	£42.00		£42.00
Mrs J Russell reimbursement postage	£20.86		£20.86
Helpdesq	£54.90	£10.98	£65.88
Donation – Capel Sports Pavilion	£5,000.00		£5,000.00
Donation – Coldharbour Sports and Social Club	£5,000.00		£5,000.00
Mr F Evans – grounds maintenance Markham Park	£2,500.00		£2,500.00
HMRC	£389.00		£389.00
Mrs L Bignell salary	£192.64		£192.64
Mrs J Russell Clerk’s salary and mileage	£1,420.80		£1,420.80
Community Heartbeat Trust – Pead defib pads	£80.95		£80.95
Community Heartbeat Trust – Adult defib pads	£73.00		£73.00
Burleys – April invoice	£807.36	£161.47	£968.83
AHS Limited Playbark	£198.00	£39.60	£237.60
Treeline – Capel burial ground tree work	£325.00	£65.00	£390.00
Printerland – photoconductor pack	£103.50	£20.70	£124.20
OPUS Energy Electricity (DD)	£80.96	£4.05	£85.01
OPUS Energy Gas (DD)	£67.15	£3.36	£70.51
<b>Total</b>	<b><u>£16,722.72</u></b>	<b><u>£378.36</u></b>	<b><u>£17,101.09</u></b>

- (ii) Minutes of the Finance Committee held on 14 May 2018 were agreed and signed.
- (iii) The Internal Audit procedure and other financial procedures were reviewed by all Councillors and found to be effective.
- (iv) The Annual Return for the year ending 31 March 2018 was signed by the Chairman. The accounts will be available for public inspection at the Parish Office between 5 June and 14 July on weekdays between the hours of 10:00 and 13:00.

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

- (i) **Beare Green:** (a) Mrs Ryan said that she had received a text message regarding a tree that was overshadowing a property. The Committee agreed that before anything could be discussed, it would be necessary to establish who owns the land on which the tree is growing. Mrs Ryan agreed to take photographs and come back to the Parish Council with information. (b) Mr Cox said that he would be putting the post in around Beare Green recreation ground as residents were beginning to worry that there was unrestricted access for travellers. He confirmed that he would also be putting up the no over-night or long-term parking signs in the car park.
- (ii) **Capel:** (a) Mrs Schryver told the Committee that one of Capel’s small businesses had approached SES Water for compensation regarding loss of trade due to the long-term works that had closed The Street to through-traffic. Before the works had started, SES Water had confirmed that compensation could be sought but it now appeared that the application form was so arduous, it was unlikely that any financial compensation would be applied for. The Committee agreed that Mrs Schryver would speak to the owners of the business and obtain precise information before the Parish Council made any representation on behalf of the traders. (b) It appears that both bus stops at the south end of The Street adjacent to the GP surgery, are not in use. This is very inconvenient for passengers as the nearest bus stops are

located in the middle of the village and not within easy walking distance to the surgery. (c) It was discussed if it might be appropriate for the Parish Council to organise a thank-you for SES Water's operatives once the work in The Street was complete. This will be discussed further once the finish date of the works is known. (d) The footpaths are Clark's Green still need to be cleared as they were now obscuring pedestrian access. (e) The no dog fouling sign still needs to be replaced at Bennetts Green. (f) The fatal accident on the A24 at Coles Lane was discussed. Mr Ball said this section of the A24 had been the subject of discussion with Mole Valley recently. Options discussed was the closing of the opening on the Coles Lane reservation and reduction in the speed limit. The Parish Council discussed that hatching on the road should be considered as this was working effectively on the A24 at Beare Green.

(iii) **Coldharbour:** There were no items for discussion.

## **8 CORRESPONDENCE:**

- The Chairman said that a proposal had been received from Mr Partridge, a current allotment holder, regarding the Parish Council's maintenance of the Capel allotments. It was confirmed that the Parish Council was responsible for the upkeep of the paths within the allotments and hedges around the boundary. The Parish Council also pays for the water supply. It was agreed that an Allotment Society would be advantageous and that the Allotment Tenancy Agreement should be altered to allow the erection of small individual sheds. However, there should be no communal shed. The Parish Council also agreed to purchase heavy duty polythene to cover vacant allotments to control weeds. The Clerk would write to Mr Partridge outlining the updated proposals.
- The Chairman confirmed that at the recent Finance meeting agreement had been given to transfer £10,000 into the savings account. Agreement had also been given to reduce the Printing budget to £5,000 and put £5,000 into a budget for GDPR.
- Approval had been given to grant a donation of up to £5,000 towards the refurbishment of the kitchen in the Capel Memorial Hall. Mrs Schryver said that since that meeting, an application for a grant from a further source had unfortunately been refused and therefore the Parish Council's offer of £5,000 would be most appreciated.
- The Chairman confirmed that every six months, the Parish Council would consider Community Fund Project applications. The criteria for applications would be on an individual application basis but evidence should be given that funding from other sources had been made and whether it had been successful or not. If other grants had been successful, the Parish Council would then consider match funding. Applications should be for projects that benefit the community. The decisions for Community Fund Project applications should be made at extra-ordinary meetings, which would exclude members of the public.
- An application had been received from the Kent Surrey Sussex Air Ambulance Trust asking for a donation toward the up-keep of this vital service. The Parish Council was pleased to donate £100.00.
- As dog fouling in public areas continued to be an on-going problem, the Parish Council made the decision to erect dog poop bag dispensers on Capel Recreation Ground, Bennetts Green and Beare Green Recreation Ground. Dog walkers would have no excuse not to pick up after their dogs.

**Any requests for agenda items should be notified to the Clerk one week before the next meeting.**

## **DATES OF NEXT MEETINGS:**

<b>Planning Committee:</b>	<b>Monday 4 June 2018 at 7.30pm in the Parish Hall, Capel.</b>
<b>Full Council Meeting:</b>	<b>Monday 18 June 2018 at 7.30pm in the John Venus Hall, Coldharbour.</b>
<b>Finance Committee:</b>	<b>Monday 10 September 2018 at 8.00 pm in the Parish Hall, Capel.</b>