

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 16 DECEMBER 2019 AT 7.30pm IN CAPEL PARISH HALL

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

IN ATTENDANCE: District Councillor Mrs Lesley Bushnell.

- 1 **APOLOGIES FOR ABSENCE:** Mr Garber, Mr Salter, Mrs Ryan, District Councillors Mrs Mary Huggins and Mrs Caroline Salmon.
- 2 **TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 18 November 2019:** The minutes were adopted and signed by the Chairman.
- 3 **TO RECEIVE AND ADOPT MINUTES OF PLANNING MEETING ON 2 December 2019:** The minutes were adopted and signed by the Chairman.
- 4 **MATTERS ARISING:** Mr McLachlan asked for the minutes to record that the Parish Council would not be using Beare Green hall for any meetings in the future, as there was no guarantee that the Council would be able to use a suitable meeting area. The Parish Council acknowledged that as it only needed to use Beare Green hall twice a year, it would interrupt any regular bookings.
- 5 **DECLARATIONS OF INTEREST:** None.
6. **PUBLIC QUESTIONS:** None.
7. **CLERK'S REPORT:**
 - i. Following receipt of the playground reports, Fred Evans has been asked to replace the supports on the swings at Coldharbour playground without delay.
 - ii. Fred Evans has recently cleared ditches along Misbrooks Green Road to alleviate the risk of flooding along the road.
 - iii. Boarding out the cupboards under the eaves in the Parish Hall has been completed.
 - iv. The painting of the Parish Hall continues and should be finished by the end of this week.
 - v. Clay Griffin has been reminded to submit prices for the work on Capel recreation ground. (Post and rail fence between the Bowls Club pavilion and Charlotte Broadwood flats and the removal of part of the hedge around the bowls green).
 - vi. Treeline has supplied a price to undertake a further tree assessment. This is less than the original assessment as the map is already to hand.
 - vii. Crocus bulbs have been purchased and should now be planted around Beare Green.
8. **ADOPTION OF LONE WORKER, FREEDOM OF INFORMATION AND DATA PROTECTION POLICIES:**

The three policies had been circulated to all Councillors prior to the meeting. After discussion it was agreed that the Lone Worker and Freedom of Information policies would be adopted and would be reviewed yearly. These policies would be published on the Parish Council website.

The Data Protection Policy needs to be signed by all Councillors and will therefore be on the agenda for discussion and adoption at the January 2020 meeting.

The Parish Council is aware that it should adopt the use of Parish Council email addresses for all Councillors. This will be discussed at the January 2020 meeting.
9. **PLAYING FIELDS/GROUNDS MAINTENANCE CONTRACT:**

The closing date for the return of this tender was 15 December 2019. Three tenders have been received and were opened and reviewed at the meeting. The documents were discussed, and it was agreed that the Clerk should contact the tenderers and ask the following questions:

 - a. How would the contract continue during holiday times and sickness and absence?

- b. Can a financial statement be made available to confirmed stability?
- c. Is appropriate equipment available to deliver appropriate sports ground maintenance?

10. DEMONSTRATION PARISH COUNCIL WEBSITE:

Mr McLachlan has worked on the website, transferring the server from Surrey County Council which is due to close in March 2020. The Councillors were very pleased with all the work Mr McLachlan had done, and discussion took place regarding the Disability Discrimination Act which covers the website and whether the Parish Council website might be exempt. It was agreed that Auditors Mulberry and Company would be contacted for assistance in taking this matter further.

11. CIL PAYMENTS:

The Chairman said that this item was on the agenda as Capel was now receiving CIL payments at a higher percentage because of the NDP. This year the Parish Council had received more payments than previously, and stressed it was for the Parish Council to decide how this money was spent, although recommendations and suggestion would be welcomed from District Councillors. The Chairman thanked Councillor Salmon for actioning projects around Beare Green.

12. FEEDBACK ON HALF YEAR INTERNAL AUDIT:

Copies of the report were circulated at the meeting. The Parish Council had already actioned updating necessary policies, and steps were being taken to ensure the website was DDA compliant.

13. PLAYGROUND REPORTS:

Risk assessment reports on all three playgrounds had been received and circulated to all Councillors. Action had already been taken to replace the timber on equipment in Coldharbour and the Capel playground will be repainted as soon as the weather permits. It was agreed that a further piece of play equipment should be purchased for Beare Green playground. A quotation had been received from Wicksteeds to supply a play mound with double width embankment slide, climbing timber and tunnel, all covered in artificial grass. The cost quoted was £14,545 excluding VAT which includes delivery and installation. All Councillors were in favour of having this equipment installed, agreed that this should be purchased. The Clerk was asked to place the order.

14. REPORTS FROM MEMBERS

(a) Finance: The accounts detailing receipts and payments for the period 18 November to 16 December 2019 were presented for approval and signature. All invoices were approved and signed by two councillors:

INCOME

Interment of Ashes	£125.00
Hall Hire	£45.00

ADMIN AND OTHER PAYMENTS

	Net	VAT	Gross
Mr D Guy – hall painting	£505.56		£505.56
Howard Cundey – professional fees	£975.00	£195.00	£1,170.00
Wellers Hedleys – legal fees	£1,000.00	£200.00	£1,200.00
Wellers Hedleys – legal fees	£1,788.00	£354.00	£2,142.00
Mulberry and Co. Half year audit	£187.95	£37.59	£225.54
Mrs L Bignell December salary	£263.52		£263.52
Mrs J Russell December salary	£1,937.62		£1,937.62
HMRC Clerks income tax	£519.00		£519.00
Helpdesq	£35.75	££7.15	£42.90
Mr S McLachlan mileage	£79.20		£79.20
Mr S Dixon for Ms L Quirk	£47.00		£47.00
Mr F Evans	£1,760.00		£1,760.00
Mrs J Russell reimbursement	£35.70		£35.70
EDF Energy	£43.50	£2.18	£45.68

Treeline – Newdigate Road, Beare Green	£1,120.00	£224.00	£1,344.00
Surrey County Council – Salt Bin adoption Broadwood Cott	£590.00		£590.00
Surrey County Council – Salt Bin adoption Bakers Way	£590.00		
Helpdesq	£50.55	£10.11	£60.66
Jane Roberts – Payroll service	£90.00		£90.00
Capel Football Club – donation pitch survey	£100.00		£100.00
Mrs J Russell reimbursement	£71.52		£71.52
OPUS Energy Gas D/D	£103.10	£5.20	£109.10
OPUS Energy Electricity D/D	£43.43	£2.17	£45.60
Totals	£11,973.99	£999.81	£12,974.60

Bank reconciliation at 31 October 2019 - £64,966.79

Current Account reconciled 16 December 2019 - £65,136.79

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

- (i) **Beare Green:** (a) Mr Ball mentioned the showers in the Beare Green pavilion. These were not working as well as they should and an estimate of £1,000.00 had been received to resolve the problem. The Pavilion was asking the Parish Council for a grant to assist with the cost. Mr Cox said he thought the problem was with the water pressure. It was agreed that Mr Cox would contact SES Water to see if there was anything they could do before any decision on the grant was made. (b) Mr Cox said that he had met with Treeline regarding removing trees that were growing in the ditch around Beare Green recreation. Once the quote was received a decision would be made on the felling and replanting. (c) Mr Cox said there had been some fly-tipping on the land by The Weald School. Although this was on private land, and had been cleared, all instances of fly-tipping should be reported to Mole Valley. (d) Trees were obscuring the street-light behind the bus stop layby in Horsham Road. This will be reported to Mole Valley.
- (ii) **Capel:** (a) Mrs Schryver asked if a price would be obtained for providing an all-weather path around Capel recreation ground. The Clerk will make enquiries and advise Councillors. (b) Mrs Schryver asked for improvements to parking in the Memorial Hall car park to be moved forward. Mr Ball agreed to work with Mrs Schryver on this project. (c) Mrs Dale mentioned the crossing at Clarkes Green roundabout and asked if a price could be obtained for the initial feasibility study. The Clerk will contact Councillor Clack and ask if a price could be given. (d) It was reported that the light in the Bowls Club was not working. The Clerk will have this repaired. (e) Mrs Schryver mentioned the height of the hedge on land outside 178 The Street. Possible legal intervention was mentioned in order to have the resident abide by the agreement.
- (iii) **Coldharbour:** (a) Mr McLachlan said that there no items for discussion.

15 CORRESPONDENCE:

The Chairman said that an email had been received from Capel Sports Pavilion asking if a member of the Parish Council would be willing to act as a Trustee. Mrs Schryver offered to take up the position. The Clerk will notify the Sports Pavilion Committee.

Treeline had been asked to submit a quotation to have all the trees on parish land assessed again. The price for this work is £456.00 and all Councillors agreed the quotation.

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

DATES OF NEXT MEETINGS:

Planning Committee: Monday 6 January 2020 at 7:30pm
Full Council Meeting: Monday 20 January 2020 at 7:30pm
Finance Meeting: Monday 20 January 2020 at 6:30pm
These meetings will all be in Capel Parish Hall.