

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 20 JANUARY 2020 AT 7.30pm IN CAPEL PARISH HALL

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

IN ATTENDANCE: District Councillor Mrs Caroline Salmon.

1 APOLOGIES FOR ABSENCE: Mr Garber, District Councillors Mrs Mary Huggins and Mrs Lesley Bushnell.

2 TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 18 December 2019: The minutes were approved, adopted and signed by the Chairman.

3 TO RECEIVE AND ADOPT MINUTES OF PLANNING MEETING ON 6 January 2020: The minutes were approved, adopted and signed by the Chairman.

4 MATTERS ARISING: Mr McLachlan asked if any further information had been received regarding planning application MO/2019/1907 – CPC/020/002. Nothing has been made available, and it was agreed that once information is obtained, it will be circulated to Councillors.

5 DECLARATIONS OF INTEREST: None.

6. PUBLIC QUESTIONS: Mrs Salmon said that a pre-consultation meeting regarding Mole Valley's Draft Local Plan has recently been held at Beare Green Village giving residents information on the two sites that have been promoted.

Mrs Salmon also asked for permission to erect a sign regarding "Keep Beare Green Green" on the recreation ground. Permission was granted.

7. CLERK'S REPORT:

- i. Playdale will undertake the repairs for the equipment at Coldharbour playground.
- ii. Tidy and Webb will be looking at the Memorial Hall car park on Thursday morning with a view to increasing the area available for parking.
- iii. The notice board for the south end of Capel has been delivered and will be erected later this week.
- iv. Newdigate Parish Council have purchased sticky labels for their residents to display on their wheelie bins, advising motorists to observe the speed limit and slow down. These have been used with good effect by Rusper Parish Council. An example has been obtained for information. Councillors agreed this was a cost-effective way to try to encourage traffic calming and a supply of 30 and 40 mph stickers will be purchased. They will be advertised, and residents encouraged to collect them from the Parish Office.
- v. An update regarding information on the proposed Trig Street bridleway has been received from Newdigate Parish Council.
- vi. The Public meeting regarding the Draft Local Plan has been rearranged and will take place on the evening of 21 February. Site promoters will be able to display their plans in the Capel Memorial hall during that afternoon. Banners giving this information have now been ordered and will be displayed as soon as they are received.

8. PRESENTATION BY PLANE JUSTICE:

Chris Quinlan addressed the Council, updating them on Gatwick departure Route 4. He explained about the various routes that had been used over the past years and the noise impact it has had on residents under these flight paths.

Mr Quinlan asked if the Council would consider supporting any decisions the CAA makes in the future which would benefit residents. He confirmed that he would forward any information that was made available.

The Chairman thanked Mr Quinlan for addressing the Council.

9. DECISION - PLAYING FIELDS/GROUNDS MAINTENANCE TENDERS:

The tenders had been discussed at the December meeting and all Councillors were asked to make their decisions on the information received.

The Council stated its preference to offer the tender to a local company employing local operatives. It also took value for money into consideration, along with references.

It was unanimously agreed that the tender should be offered to Surrey Sports Turf Managements Limited as there were two playing fields within the Parish and their maintenance needed to be a priority.

10. REVIEW STANDING ORDERS AND CODE OF CONDUCT:

These two documents were reviewed and approved. They will be identified for an annual review in future. The documents with review dates will be posted on the Parish Council website.

11. ADOPT DATA PROTECTION POLICY AND AGREEMENT FOR USE OF EMAILS FOR COUNCIL BUSINESS:

These two documents were reviewed and approved. They will be reviewed annually. The documents will both be posted on the Parish Council website.

12. COUNCILLOR EMAIL ADDRESSES:

The Council was advised that it is necessary for all Councillors to use Parish Council email addresses when answering or sending emails on behalf of the Council. The Chairman advised that there is a cost involved in setting up and a monthly charge for using these addresses. Discussion took place on trying to set up a system which does not carry a financial penalty. Nothing was agreed and this will be discussed again at the next meeting.

13. PLAYGROUND UPDATES:

Mr McLachlan informed the Council that the new climbing frame had been installed in the Coldharbour playground, but some problems had been identified with the paintwork. Wicksteeds will be informed and until the work is satisfactory, payment of the invoice will be withheld.

Wicksteeds had visited the Beare Green playground with a view to installing the dome slide agreed at the December meeting. However, since then it has been considered that a higher slide would be more appropriate, and a price for that equipment has been obtained. As the taller slide would be considerably more expensive, it was decided that a more exciting piece of equipment would be more cost effective. Further information regarding equipment and prices will be obtained and discussed at the February meeting, when it is hoped a decision will be made.

14. SURREY WASTE LOCAL PLAN (SWLP):

Information on this plan had been circulated to all Councillors. It was agreed that this will be discussed at the next meeting and a decision taken. A draft response letter will be put together.

Councillor Salmon asked that Mole Valley be advised of all areas that are regularly fly tipped, even if it is on private land, and the waste removed.

15. UPDATE ON CAPITAL PROJECTS:

The updated Capital Projects spreadsheet was circulated to all Councillors and it was agreed that the projects prioritised as (1) should be moved on and commitments made to start on these during 2020. The showers in the Beare Green pavilion were discussed. These showers are not working properly, either due to low water pressure or installation of incorrect pipework. The Clerk will contact SES to ensure that the water pressure is correct. Once this information is received, the matter will be discussed again.

16. TO AGREE AND SIGN OFF PRECEPT REQUEST FOR 2020/2021:

A proposal was put forward by the Finance Committee to apply for a precept of £92,500.00 which is the same of last year. Mr Salter said that by not increasing the precept, this would give residents the message that the Parish Council is managing the budget well on their behalf. All in favour. The precept form was signed off by Mr Ball and Mr Salter.

17. REPORTS FROM MEMBERS

(a) Finance: Mr Salter said that the finances were on target for the remaining two months of this current financial year. The accounts detailing receipts and payments for the period 16 December 2019 to 20 January 2020 were presented for approval and signature. All invoices were approved and signed by two councillors:

INCOME

Easements	£15,500.00
Hall Hire	£34.00
Hall Hire	£35.00

ADMIN AND OTHER PAYMENTS

	Net	VAT	Gross
Clay Griffin – Groundwork Markham Park copse	£1,100.00		£1,100.00
S Dixon for L Quirk	£50.04		£50.04
Helpdesq	£39.96	£7.99	£47.95
Printerland	£185.75	£37.15	£222.90
Wes Attridge – Burial Ground groundwork	£210.00		£210.00
Reimbursement – J Russell – Bullguard internet security	£41.66	£8.33	£49.99
Stuart McLachlan – Website consultancy fee	£1,000.00		£1,000.00
Reimbursement – J Russell – postage and miscellaneous	£45.76		
Helpdesq	£59.80	£11.96	£71.76
Helpdesq	52.98	£10.60	£63.58
Wicksteed – Coldharbour Dome Climber	£4,895.50	£979.10	£5,874.60
	<i>Payment withheld. (See (13) above)</i>		
Mr Fred Evans	£835.00		£835.00
Treeline Survey	£1,180.00		£1,180.00
Greenbarnes – Capel Noticeboard	£1,238.83	£247.76	£1,486.59
HMRC	£518.80	£10.11	£518.00
Mrs L Bignell – January Salary	263.52		£263.52
Mrs J Russell – January Salary and mileage	£1,937.82		£1,937.82
BT D/D	£20.50	£4.10	£24.60
OPUS Energy Gas D/D	£143.69	£7.18	£150.87
OPUS Energy Electricity D/D	£43.42	£2.17	£45.59
Totals	£13,661.32	£1,513.01	£15,174.33

Bank reconciliation at 31 December 2019 - £67,262.19

Current Account reconciled 20 January 2020 - £65,509.13

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

- (i) Beare Green:** (a) A letter from Sir Paul Beresford MP was read out to the Council regarding his views on the two sites in Beare Green promoted in the Mole Valley Draft Local Plan. (b) Mr Cox asked for permission to have a tree cut back which was outside Beare Green cottages. The spread of the canopy was preventing parking. Permission was granted. (c) Mr Cox mentioned incidents of fly tipping recently near The Weald School and in the ditch alongside the recreation ground.
- (ii) Capel:** (a) Mrs Schryver confirmed that she had not yet been made aware of any comments regarding the Draft Local Plan, in agreement or otherwise. (b) Mrs Schryver said that she had received a telephone complaint regarding the road sign that had been knocked down on the Wolves Hill roundabout at the south end of the village. The Clerk confirmed that this had already been reported to Surrey Highways. (c) Mrs Dale said that a tree was leaning over, causing a possible safety hazard, along Temple Lane. The Clerk will check and have the tree made safe.

(iii) **Coldharbour:** (a) Although no Ward Matters were mentioned, Mr McLachlan asked that all Councillors ensure their Pecuniary Interests forms were up to date so this information can be published on the website. The Clerk will circulate blank forms to all Councillors so this can be addressed.

15 CORRESPONDENCE: None

Mrs Schryver asked for her apologies to be recorded for the Planning meeting scheduled for 3 February. Mr Ashwood and Mrs Dale asked for their apologies to be recorded for the Full Parish Council meeting scheduled for 17 February 2020.

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

DATES OF NEXT MEETINGS:

Planning Committee: Monday 3 February 2020 at 7:30pm (Cancelled)

Full Council Meeting: Monday 17 February 2020 at 7:30pm

ANNUAL PARISH MEETING: Monday 9 March 2020 at 7:30pm

Finance Meeting: Monday 11 May 2020 at 7:30pm

These meetings will all be in Capel Parish Hall.