

CAPEL PARISH COUNCIL

MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD REMOTELY ON MONDAY 18 MAY 2020 AT 7.30pm

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

IN ATTENDANCE: County Councillor Mrs Clack, District Councillor Mrs Huggins, District Councillor Mrs Salmon and Mrs Watson.

Mr Ball offered his resignation as Chairman of the Parish Council. The Clerk then addressed the meeting and asked for nominations for Chairman.

ELECTION OF CHAIRMAN: Mr Ball was nominated to continue as Chairman. This was proposed by Mrs Schryver and seconded by Mr McLachlan. No other nominations were put forward. All Councillors voted in favour.

ELECTION OF VICE CHAIRMAN: Mr McLachlan was nominated to continue as Vice-Chairman. This was proposed by Mr Ball and seconded by Mr Ashwood. No other nominations were put forward. All Councillors voted in favour.

ELECTION OF CHAIRMAN OF PLANNING COMMITTEE: Mr Garber was nominated to continue as Chairman of this Committee. This was proposed by Mr Ball and seconded by Mrs Schryver. No other nominations were put forward. All Councillors voted in favour.

It was agreed that as Mr Garber was not attending meetings regularly it should be noted that his position on the Council would be reviewed again in six months. It was also agreed that any correspondence sent from the Council regarding planning matters should be approved by all members of the Planning Committee before being forwarded.

ELECTION VICE CHAIRMAN OF PLANNING COMMITTEE: Mrs Dale was nominated to this position. This was proposed by Mr Ball and seconded by Mr McLachlan. No other nominations were put forward. All Councillors voted in favour.

ELECTION OF CHAIRMAN OF FINANCE COMMITTEE: Mr Salter was nominated to continue as Chairman of this Committee. This was proposed by Mrs Schryver and seconded by Mr McLachlan. No other nominations were put forward. All Councillors voted in favour.

APPOINTMENT OF PARISH COUNCIL COMMITTEES:

Executive: All members of the Council and the Clerk

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

Planning: All members of the Council and the Clerk.

REPRESENTATIVES:

Mole Valley District Council Standards Committee: Mr McLachlan

SSALC: Mr McLachlan

SUB COMMITTEES:

Beare Green Pavilion Management Committee: Mr Salter, Mr Cox, and the Clerk

Beare Green Village Hall: Mrs Ryan

Beare Green Playground: Mr Cox, The Clerk

Beare Green and Capel Grounds Maintenance Committee: Mr Cox and Mr Anderson

Capel Burial Ground: Mrs Schryver and the Clerk

Surrey Waste and Minerals: Mr Garber, Mr McLachlan

Capel Sports Pavilion Management Committee: Mrs Schryver, the Clerk

Footpaths, Bridleways and Byways: Mr McLachlan, Mr Cox, Mrs Dale

Capel Village Memorial Hall: Mrs Schryver, Mr Ashwood

Emergency Planning: Mr Ball, the Clerk
Capel Playground: Mrs Schryver, the Clerk
Capel Allotments: Mrs Schryver, the Clerk
Coldharbour Playground: Mr McLachlan, the Clerk
Cycling: Mr McLachlan, Mr Salter
Surrey Hills Working Groups: Mr McLachlan, Mrs Dale

Appointment of Auditor: It was agreed to continue using Mulberry and Company for the half-year and end of year audits for 2020/2021.

1. **APOLOGIES FOR ABSENCE:** Mr Garber and Mr Cox.
2. **TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING HELD REMOTELY ON 20 APRIL 2020:**
The minutes were regarded as a true record of the meeting. All Councillors voted in favour accepting the records and the minutes will be signed at the next fully converged meeting.
3. **TO RECEIVE AND ADOPT MINUTES OF THE PLANNING MEETING HELD REMOTELY ON 4 MAY 2020:**
The minutes were regarded as a true record of the meeting. All Councillors voted in favour accepting the records and the minutes will be signed at the next fully converged meeting.
4. **TO RECEIVE AND ADOPT MINUTES OF THE FINANCE MEETING HELD REMOTELY ON 11 MAY 2020:** The minutes were regarded as a true record of the meeting. All Councillors voted in favour accepting the records and the minutes will be signed at the next fully converged meeting.
5. **DECLARATIONS OF INTEREST:**
None.
6. **PUBLIC QUESTIONS:**
Mrs Watson mentioned the stile leading from Highland Road into the fields needed some repair. The Chairman said that this was the responsibility of Surrey County Council. Mrs Clack agreed to pass this request onto the relevant department.
County Councillor Clack congratulation Mr Ball on his election to Chairman. She asked the Council if they had given any thought to a recovery plan for when the pandemic was over and lockdown regulations were eased. She asked if the Council had considered giving support to local people or businesses. The Chairman said that this had not been discussed but agreed to put this on the Agenda for the June meeting and in the meantime SSALC would be contacted to find out if there were any guidelines available.
District Councillor Huggins also offered congratulations to Mr Ball. She stated that tomorrow should have been that Annual Council meeting of Mole Valley District Council but as this had been cancelled Councillor Huggins would continue in the role of Chairperson for a further year.
District Councillor Salmon spoke about the amazing job the Parish Angels were doing and was pleased they have been the focus of a television programme. The help from across Mole Valley was amazing. The team were currently bagging up to 130 food parcels a week and had packed over 900 parcels over the past eight weeks. She said that regrettably there had been a rise in demand recently due to redundancies from Gatwick Airport.
The Chairman suggested that the Council should consider making a further donation to the Mid Surrey Community Fridge, and all Councillors unanimously agreed that a further £250.00 should be given.
The Chairman commented that since the lockdown restrictions had been eased, the noise from motorbikes travelling along the A24 at weekends, especially during the early mornings was increasing. It was suggested that complaints should be made in writing and could then be submitted to Mole Valley.
7. **CLERK'S REPORT:**
 - The work on the car park outside the Parish hall will be started on Tuesday 26 May. Arrangements for the painting are in hand to start the following Tuesday.

- Painting on the playground equipment in the Capel playground will be within the next two weeks. It has been noticed the canopy over the slide and the platform on the climbing frame both need replacing. H.A.G.S. the suppliers have been contacted and these items have been ordered.
- Mr Brown has until the end of this week to respond to the solicitor's letter regarding the installation of the hard standing at Temple Lane. If he fails to make contact the Council has indicated that Court proceedings will be started.

8. UPDATE ON PARISH ANGELS SCHEME

This item had been discussed under Public Questions (6). Councillor Salmon thanked the Council for their donations to the Community Fridge and for the donation towards the mobile phones.

A discussion took place on putting all positive projects undertaken by the Council onto a Facebook page, that would not allow any comments. It was agreed that this would be a positive way of letting residents know what the Parish Council is doing.

It was agreed to include this as an agenda item for the next Parish Council meeting.

9. TO REVIEW CAPITAL PROJECTS AND AGREE NEXT PROJECT

The updated Capital Projects spreadsheet had been circulated to all Councillors. It was agreed that a new project should be started, and all Councillors unanimously agreed to go forward with the installation of an all-weather path around Capel recreation ground. This was something residents had been requesting for some time. A quotation had been obtained in February at a total cost of £35,000, and a budget approved. The Clerk will now accept the quote for the path and obtain a date for the work to begin.

Details of bat boxes had been circulated to all Councillors. As the project had already been agreed and a budget set, it was agreed the Clerk would purchase the boxes and it was hoped that installation would be carried out by Beare Green volunteers.

10. REPORTS FROM MEMBERS

(a) Finance: The accounts detailing receipts and payments for the period 26 April to 18 May 2020 were presented for approval. Mr Salter said that there were no unexpected expenditures. The following payments were approved:

INCOME

Allotment	£45.00	£45.00
Allotment	£30.00	£30.00
Total	<u>£75.00</u>	<u>£75.00</u>

	Net	VAT	Gross
ADMIN AND OTHER PAYMENTS			
Donation – Centenarian Celebration Bench	£150.00		£150.00
The Blacksmith Studio – 50% of total cost	£757.11		£757.11
Maltaward Barriers – Temple Lane	£660.00	£132.00	£792.00
S Dixon for L Quirk Hall Cleaning	£45.00		£45.00
Helpdesq	£52.07	£10.41	£62.48
Helpdesq	£20.25	£4.05	£24.30
HMRC	£518.80		£518.80
Mrs L Bignell salary	£263.52		£263.52
Mrs J Russell Clerk's salary	£1,902.82		£1,902.82
Surrey ALC Subscription	£1,218.67		£1,218.67
Surrey Sports Turf Management – April Invoice	£1,330.00	£266.00	£1,596.00
J Russell – reimbursement Zoom update	£14.39		£14.39
PWLB (DD)	£2,712.54		£2,712.54
OPUS Energy Gas (DD)	£87.14	£4.58	£91.72
OPUS Energy Electricity (DD)	£33.38	£1.75	£35.13
Total	<u>£9,801.66</u>	<u>£418.79</u>	<u>£10,220.45</u>

- (ii) The Internal Audit for the end of year will take place on Tuesday 26 May 2020 and the report from the Auditor will be circulated once it is received.
- (iv) The Annual Return for the year ending 31 March 2020 will be circulated to all Councillors. The AGAR will be signed at the June Council meeting and the accounts will then be available for

public inspection at the Parish Office between 13 July and 10 August 2020 weekdays between the hours of 10:00 and 13:00.

11. Ward Matters for note or inclusion on a future agenda:

- (i) Beare Green:** Mrs Ryan addressed the Council regarding the inadequate lighting in the car park at Beare Green Village hall. The lights need to be upgraded and as the hall was not able to pay for these, it was hoped that the Council might be able to assist financially. The request was being made as the hall had declined an offer for the installation of an outside drinking water fountain and therefore hoped this funding might be redirected. The Chairman asked if grants had been sought from other areas, and if the hall had applied to the District Council for the Small Business Grant. Councillor Salmon told the Council that as the Village hall was a charity, it was not entitled to apply for this kind of funding. It was agreed that effort should be made to find funding from other areas. The Council would discuss match funding for this project at the next meeting.
- (ii) Capel:** There were no items for discussion.
- (iii) Coldharbour:** Mr McLachlan mentioned that the planning application for works recently undertaken at 2 The Nest in Coldharbour has been refused but an appeal has been registered. The Council cannot make any further representation on this application which is now a matter for Mole Valley and the Planning Inspectorate. Mr McLachlan agreed to forward information relating to the appeal to Mrs Huggins who agreed to pass it onto the Planning team to assist with the upholding of the decision.

12. CORRESPONDENCE:

- (i)** Residents have been complaining about the noise from motorbikes racing along the A24, early mornings at weekends. A letter has been received from the Police to say that although the roads are quieter, the speed limits remain in force. Residents are urged to forward complaints to the Police as action is only taken on statistics.
- (ii)** Mole Valley have installed a pollution monitor at Beare Green and a letter has been circulated to Councillors giving information.
- (iii)** The Mole Valley JET team have been busy clearing fly tipping at Beare Green.
- (iv)** An aerial view of the allotments in Coldharbour has been circulated to all Councillors. This area is looking well-tended.

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

DATES OF NEXT MEETINGS:

Planning Committee: Monday 1 June 2020
Next Full Council Meeting: Monday 15 June 2020
Finance Committee: Monday 14 September 2020

Both meetings will be held remotely at 7:30 pm unless Government regulations are relaxed.