

## CAPEL PARISH COUNCIL

### MINUTES OF THE HYBRID FULL PARISH COUNCIL MEETING HELD ON MONDAY 19 OCTOBER 2020 AT 7.30pm

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

**IN ATTENDANCE VIA ZOOM:** District Councillors Mrs Huggins and Mrs Salmon.

1. **APOLOGIES FOR ABSENCE:** Mr Garber
2. **TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING HELD ON 21 SEPTEMBER 2020:** The minutes were regarded as a true record of the meeting. All Councillors voted in favour accepting the records and the minutes were signed by the Chairman.
3. **TO RECEIVE AND ADOPT MINUTES OF THE PLANNING MEETING HELD ON 05 OCTOBER 2020:** The minutes were regarded as a true record of the meeting. All Councillors voted in favour accepting the records and the minutes were signed by the Chairman.
4. **MATTERS ARISING:**  
None.
5. **DECLARATIONS OF INTEREST:**  
None.
6. **PUBLIC QUESTIONS:**  
District Councillor Mrs Salmon mentioned the potential Miyawaki Forest. The Chairman said that this item will be discussed under Section (12).
7. **CLERK'S REPORT:**
  - i. A planning application has been made to remove three Ash trees in the Council burial ground. As soon as permission is received, this work will be carried out.
  - ii. Two replacement cradle swing seats for Beare Green playground have been received and will be installed as soon as possible.
  - iii. The work to the apron at the entrance to Capel recreation ground has been completed and inspected.
  - iv. Training for Salmonella testing at Beare Green pavilion has been undertaken. A risk assessment has been provided and testing will now be carried out monthly.
  - v. To comply with the risk assessment, plumbing works have had to be undertaken at the pavilion. The premises can now be re-opened for use.
  - vi. Work on removing the bund from the edge of the ditches on Beare Green recreation ground has been temporarily halted. The ground is too wet for vehicles to drive over. Work will start again when the ground dries out.
  - vii. The Council has been informed by Newdigate Parish Council that the proposal for a bridlepath along Trig Street is now very much on hold but has not been shelved. Newdigate Parish Council is still looking for ways to fund the scheme so that when SCC is able to move on this, the funding will be in place.
  - viii. The Council has put a Thank You to Committee members of the Parish magazine into the latest edition. A notice has also been posted, asking if there are any volunteers who would like to take over this duty. The editor of Ockley magazine has been approached and asked if they can assist/advise with future copy.

**8. POLICE CRIME STATISTICS**

The crime statistics had been received and circulated. The Council was disappointed that there were no officers in attendance. It was agreed that these statistics would be beneficial if there was an officer in attendance and give the Council background information. It was agreed the Clerk would contact the Police Crime Commissioner, copying in County Councillor Helyn Clack and PC Sue Gargini asking for representation at the next meeting.

The Councillors discussed concerns regarding the lack of police presence in the villages and the fact that reported rural crime does not appear to warrant police attendance. It was agreed that Police call centre staff should be trained to deal with rural crime. There was discussion over what crimes do demand an immediate Police response. Mrs Dale confirmed that Covid-19 had had an impact on Police numbers and there was now a concerted effort to recruit to Neighbourhood teams.

**9. PLANNING APPLICATIONS:**

There were no planning applications to discuss. Any applications received within the next two weeks will be discussed at the November Planning Committee meeting.

**10. TO REVIEW THE CAPITAL PROJECTS PROGRAMME**

Mr McLachlan had updated the spreadsheet and the information had been circulated to all Councillors. It was agreed that no further projects will be accepted for consideration until the next financial year. The programme was therefore closed and will not be included for any further discussion until April 2021.

**11. FUTURE OF CAPEL AND BEARE GREEN PARISH MAGAZINE:**

The Chairman congratulated the committee of the Capel and Beare Green Parish magazine. Now the committee was retiring, it was an opportunity for the Parish Council to assist the magazine to move forward. Mrs Schryver told the Council that the Rev. Liz Richardson would be interested in assisting as she has a background in graphic design. Volunteers will be needed to staff the magazine, covering the editorial, advertising, finances, and delivery. Mrs Schryver agreed to act as a conduit and keep the Council informed on how the publication was moving on.

**12. POTENTIAL MIYAWAKI FOREST BY THE WEALD SCHOOL:**

This information had been provided by Councillors Huggins and Salmon. The installation of a small forest of trees and plants would be of benefit to the environment. Councillor Salmon said that the area between Newdigate Road and The Dukes Head pub would be an ideal site for such a forest and air quality would be improved after planting. This is Parish Council owned land.

The Chairman asked the Committee if they were in favour of the principle and it was agreed unanimously. The concept would need to be investigated as there could be drawbacks such as roots growing into the infrastructure.

Councillor Salmon agreed to collect further information.

**13. BRIGHT PLAN TRAFFIC MANAGEMENT REPORT:**

The Council had received information from Bright Plan Traffic Management regarding undertaking a feasibility study on reducing the carriageway along the A24 at Beare Green roundabout. Until Surrey County Council confirms it will accept the study, the Council will not begin the survey. The Clerk will contact SCC and ascertain if this study will be acceptable to them.

In the meantime, there have been discussions with the headteacher at The Weald School regarding inconsiderate parent car parking along Newdigate Road. It was agreed that the study now needs to be redefined and extended to include this problem.

The traffic studies at Beare Green roundabout and Clarkes Green roundabout have been discussed with SCC over the past years. The Council is now frustrated that there has been such a long time in getting these studies undertaken, even though the Parish Council has made a commitment to part fund both surveys. The Clerk will contact SCC highways and County Councillor Helyn Clack and ask for an update on progress.

**14. UPDATE ON PARISH COUNCIL FACEBOOK PAGE:**

Mrs Ryan addressed the Council, saying that she had recently attended an online Advanced Social Media session. She gave the Council further ideas to make the page attractive and accessible. It was agreed that the Facebook page would be an agenda item each month, so that items can be approved for inclusion before the page is published.

**15. GOVERNMENT WHITE PAPER – PLANNING FOR THE FUTURE – COUNCIL RESPONSE:**

Paul Uttley, who had been instructed to work with the Council to respond to the White Paper, had forwarded a draft response for Councillors to consider.

It was agreed that a further meeting will be arranged to gather all Councillors opinions to the questions, and an agreed response will then be forwarded. This private meeting will take place on Wednesday 21 October 2020.

\*The meeting took place as scheduled. The response from the Parish Council and that from Form Design Group was forwarded to the Government email address on Thursday 29 October.

**16. REPORTS FROM MEMBERS**

**(a) Finance:**

(i) The accounts detailing receipt and payments for the period 21 September to 19 October 2020 had been circulated for approval. All councillors approved payment of the invoices.

Mr Salter talked through the summary of the budget analysis and it was agreed that there were sufficient funds in the current account to cover invoices for the remainder of the financial year. It was unanimously agreed that no further Capital Projects would be considered until the beginning of the new financial year. Applications will be accepted and filed ready for discussion/agreement in April 2021.

**INCOME**

Easement		£500.00
	<b>Total</b>	<b><u>£500.00</u></b>

	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
<b>ADMIN AND OTHER PAYMENTS</b>			
SES Water – Bowls Club	£17.17		£17.17
SES Water – Allotments	£23.95		£23.95
SES Water – Sports Pavilion	£24.09		£24.09
Wicksteed – Playground Repairs	£347.20	£69.44	£416.64
S Dixon for L Quirk	£45.00		£45.00
J Russell reimbursement – Postage	£6.70		£6.70
Helpdesq – Broadband	£52.13	£10.43	£62.56
Maltaward Barriers	£66.43	£13.29	£79.72
Surrey Sports – Groundworks	£665.00	£133.00	£798.00
Valens Water – training Legionella	£75.00		£75.00
Valens Water – Risk Assessment	£150.00		£150.00
Bill Kear – Hardstanding entrance to Capel Rec.	£5,995.00	£1,199.00	£7,194.00
Treeline – tree clearance, pond, Beare Green	£215.00	£43.00	£258.00
AHS – Play bark Coldharbour playground	£214.50	£42.90	£257.40
J Russell reimbursement – Industrial Thermometer	£55.00	£11.00	£66.00
Mrs Schryver – reimbursement – hedging Bowls Club	£77.19		£77.19
J Russell – reimbursement – Zoom monthly charge	£14.39		£14.39
PJM – Fitting security camera at Coldharbour pavilion	£128.28	£25.66	£153.94
JRB Enterprise – Replacement dog poop bags	£410.00	£82.00	£492.00
SLCC Membership	£227.00		£227.00
Mrs L Bignell October salary	£267.80		£267.80
Mrs J Russell October salary	£1,949.90		£1,949.90
HMRC Clerks income tax	£531.80		£531.80
PJM Plumbing repairs Beare Green pavilion	£368.68	£73.74	£442.42
John Petts – Coldharbour Church hedge cutting	£400.00		£400.00
The Image Company – reissue of payment	£277.00	£55.40	£332.40
OPUS Energy – Electricity	£39.88	£1.90	£41.87
OPUS Energy – Gas	15.86	£0.79	£16.65
<b>Total</b>	<b><u>£12,659.95</u></b>	<b><u>£1,761.55</u></b>	<b><u>£14,421.50</u></b>

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

- (i) Beare Green:** (i) Mr Cox said that the replacement cradle swing seats had been replaced. (ii) The ditches running alongside the recreation ground had been cleared. (iii) Mr Cox mentioned the litter that was being left on the touchlines after football matches. Anti-littering signs would be provided. (iv) Mr Cox also mentioned the blocked drain and fly tip by the Beare Green emblem, and the verge cutting by The Dukes Head pub. \*All these issues have now been reported online to Mole Valley. (v) Mr Cox also mentioned the railings and posts that were still in the ditch by the A24 after the safety fence had been repaired. The Clerk will contact SCC and ask for them to be removed.
- (ii) Capel:** (i) Mr Ashwood said that verges still need to be cut back. The Clerk will contact SCC and ask for this to be done. (ii) Mrs Dale mentioned the sign at Rusper Road was broken and needed to be repaired. (iii) Mrs Schryver mentioned the posts that were still in place on Clarks Green roundabout. These had been left after the chevrons had been removed. (iv) Mrs Schryver mentioned Riverdale travellers' site. She asked if the Council was aware of a lot of extra activity in the adjoining field and what seems to be a new additional entrance into the site. The Clerk will contact Mole Valley Enforcement Team.
- (iii) Coldharbour:** (i) Mr McLachlan said that were still issues with the work at Wolvens Lane. Once the work has been completed, a road closure should be introduced to protect the new surface.

**18. CORRESPONDENCE:**

Councillor Salmon addressed the meeting, giving Councillors information regarding parking along Newdigate Road outside The Weald School. District Councillor Salmon, County Councillor Clack and Parish Councillor Ken Salter had attended a meeting with the headteacher to discuss the problem of selfish car parking at the school. Cars are being parked at drop off and pick up times, without consideration to local residents and other road users. It was agreed that the problem had been exacerbated because there was no longer any car sharing because of the Covid crises and school buses had been withdrawn because they were not being used.

The school will work with parents, asking them to park considerately. A petition has also been delivered to the Local Committee asking if parking restrictions could be introduced outside the school.

**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 02 November 2020</b>
<b>Finance Committee:</b>	<b>Monday 09 November 2020</b>
<b>Full Council Meeting:</b>	<b>Monday 16 November 2020</b>

**All meetings will now be held in the Parish Hall, starting at 7:30 pm unless Government regulations are amended in the meantime.**