

CAPEL PARISH COUNCIL

MINUTES OF THE FULL PARISH COUNCIL MEETING HELD IN HYBRID FORM ON MONDAY 21 JUNE 2021 AT 7.30pm

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

IN ATTENDANCE: District Councillors Lesley Bushnell, Caroline Salmon and Mary Huggins. County Councillor Helyn Clack.

1. **APOLOGIES FOR ABSENCE:** Mr Garber and Mr McLachlan
2. **TO RECEIVE AND ADOPT MINUTES OF ANNUAL PARISH MEETING HELD ON 17 MAY 2021:** The minutes were accepted 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 COMMITTEE MEETING HELD ON 14 JUNE 2021:** 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:**
None.
7. **CLERK'S REPORT:**
 - i. A tree in the copse in Markham Park is causing problems for a neighbour, blocking light to an upstairs window. The owner would like the council to consider cutting the tree back if possible. Councillors agreed to finance the work.
 - ii. Fred Evans is due to start work on the patio and path at the tennis clubhouse on 28 June.
 - iii. There have been a few complaints regarding the grass cutting around the village. The contractor has advised that he has employed new operatives who were not sure of the areas. They are now fully informed and will ensure that all areas are now covered.
 - iv. The verge protection bollards have been ordered and will be delivered within the next two to three weeks.
8. **POLICE CRIME STATISTICS:**
The crime statistics for Beare Green, Capel and Coldharbour had been supplied by the police and circulated prior to the meeting. The incidents were read out without comment.
9. **PLANNING APPLICATIONS:**
One application was due to be discussed at the meeting, MO/2021/0587, The Crown Public House, The Street, Capel but as further information had not been received, this will be deferred until the next Planning Committee meeting on Monday 5 July 2021.
10. **TO DISCUSS CREATING A DATABASE FOR COLDHARBOUR CHURCH GRAVEYARD:**
It had been suggested that a database be commissioned to include all the information currently held in registers. The cost for Pear to produce the digital map of the grave layout in the churchyard will be £550.00 + VAT and a charge of £50.00 + VAT to cover the postage and packaging costs. There will also be a one-time charge for the Ordnance Survey background data is likely to be around £35.00 + VAT. The current annual technical support and software updates charge that the council pays will cover the

additional church records and map at no additional cost. The council considered the costs and agreed to go ahead with the project, asking Mrs Bignall to speak to the church warden to begin the transfer of information.

11. TO DISCUSS CAPEL CRICKET CLUB USING THE BOWLS GREEN:

The use of this area had been proposed by the Cricket Club. Mrs Schryver said that a representative from the Club would be willing to address the council, should that be necessary. The council agreed that this would be good use of the area, which is not being used at present. Historically this area is used for the dog show at the annual Capel Show and assurance had been given that this would still be allowed. A copy of the proposal originally submitted will be circulated to all councillors.

12. TO DISCUSS THE SPORTS PAVILION LEASE:

Mrs Schryver said that correct wording is still being worked on and will be brought before the council for consideration once it is complete. Councillors were informed that parking during matches is a problem. Cars are parking along Mortimer Road, which could be a significant risk should an emergency response vehicle need to attend a property at the bottom of the close. Indiscriminate parking also causes a problem for uses of the Memorial Hall. A suggestion was made that the spaces fronting the Memorial Hall should be marked for use of hall users only.

13. TO DISCUSS THE QUEEN'S PLATINUM CELEBRATIONS JUNE 2022:

Ideas have been circulated regarding these celebrations next year. It was agreed that a road closure would be too difficult, but the recreation ground could be used to celebrate the event. It was suggested that events in Beare Green, Capel and Coldharbour should be linked and committees for the royal celebrations should liaise. County Councillor Helyn Clack suggested that tree planting could be an option, and any planting should ideally take place in October, so the trees are in full leaf next year. It is possible to apply for trees from www.woodlandtrust.org.uk. The official canopy website is <https://queensgreencanopy.org/>. The Clerk will contact Andrew Davidson and ask for a specific proposal for the celebrations.

14. TO DISCUSS QUOTATION TO IMPROVE THE FOOTPATH ON CAPEL RECREATION GROUND:

A quotation had been circulated regarding the resurfacing of a section of the footpath and installation of French drain. It was discussed that the recent works undertaken by SES Water might be the cause of this flooding. The clerk will contact the water company requesting they inspect the area. This item will be included on the agenda again once the inspection has taken place.

15. TO DISCUSS QUOTATION TO ESTABLISH A FOOTPATH AT MISBROOKS LANE, CAPEL:

A quotation had been circulated regarding the installation of this path. The council questioned if a ditch adjacent to the path might assist to keep the area clear of surface water. The clerk will ask Bill Kear to visit the site again to look at further options before a decision is made. * It has been confirmed that there is a ditch in this area. The clerk will ask Fred Evans to clear it before any further decision is made on the installation of the new path.

16. TO DISCUSS ENGAGING WITH SURREY HILLS TO BECOME A SURREY HILLS CHAMPION:

The council has received a request to engage in an initiative in conjunction with the Surrey Hills Society. A donation of £25 would support sustainability and community projects, events, products and services in the Surrey Hills. All councillors agreed to the donation and support this scheme.

17. REPORTS FROM MEMBERS:

(a) Finance:

- (i) To approve the accuracy of minutes from the Finance Committee meeting on 10 May 2021. The minutes were accepted as a true record of the meeting. All Councillors voted in favour accepting the records and the minutes were signed by the Chairman.
- (ii) The Annual Return for the year ending 31 March 2021 was signed by the Chairman at the meeting. The accounts will be available for public inspection at the Parish Office between 25 June and 6 August 2021 on weekdays between the hours of 10:00 and 13:00. The signed AGAR will be posted on the council's website together with end of year Audit report.

- (iii) The accounts detailing income and expenditure for the period 20 May to 21 June 2021 had been circulated for approval. Details of invoices were given, and all councillors approved payments. The council was advised that the new printer had been purchased as this was a cheaper option than buying new cartridges and having the old printer serviced. All invoices were authorised for payment by two councillors.

INCOME

Easement	£500.00
Ashes Interment	£250.00
Allotment subscription	£60.00
Total	<u>£810.00</u>

EXPENDITURE	Net	VAT	Gross
S Dixon for L Quirk	£45.00		£45.00
Reimbursement – Zoom monthly payment	£14.39		£14.39
Reimbursement – postage	£5.25		£5.25
Mole Valley District Council – printer removal	£42.00		£42.00
Wes Attridge – Burial Ground maintenance	£880.00		£880.00
Mulberry and Co. End of year audit	£143.85	£28.77	£172.62
Fred Evans – Grounds maintenance	£2,260.00		£2,260.00
Peter Mariner – replacement defib cabinet light	£182.14	£36.43	£218.57
SSTM Grounds Maintenance – May 2021	£1,330.00	£266.00	£1,596.00
SSTM Grounds Maintenance – June 2021	£1,330.00	£266.00	£1,596.00
Jane Roberts – Payroll services	£90.00		£90.00
EDF Energy	£33.76	£1.69	£35.45
Printerland – VersaLink Printer	£539.30	£107.86	£647.16
Mrs L Bignall June salary	£267.80		£267.80
Mrs J Russell June salary inc back pay April & May	£3,538.20		£3,538.20
HMRC	£928.60		£928.60
OPUS Energy – Electricity DD	£25.53	£1.28	£26.81
OPUS Energy – Gas DD	£7.17	£0.36	£7.53
Total	<u>£11,680.96</u>	<u>£709.29</u>	<u>£12,390.51</u>

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

- (i) **Capel:** (i) Mrs Schryver mentioned the silver birch on the recreation ground is dying and needs to be replaced. The clerk will arrange for the tree to be felled. It was agreed this could be an area for a Jubilee tree to be planted. (ii) The areas along The Street and at the top of Mortimer Road now need to be strimmed as the daffodils have finished flowering. (iii) There is long grass and thistles on the recreation ground adjacent to the new path. The contractor will be asked to ensure this is cut back in future. (iv) The pavement in Vicarage Lane from Charlotte Broadwood flats to The Street needs to be repaired. The clerk will write to Surrey County Council emphasising that this section of pavement used by elderly residents from the flats and is trip and fall hazard. (v) There is no further update on the travellers site at Rusper Road. The clerk will contact Mole Valley and ask for any information. (vi) Mrs Dale told the council that activity had been reported at the Old Bonfire field in Temple Lane, but there had been no further attempts to remove the barriers.
- (ii) **Coldharbour:** (i) Nothing to report.
- (iii) **Beare Green:** (i) Mr Cox mentioned the continual fly tipping of garden waste on the area adjacent to The Weald School. (ii) The planning application for The Dukes Head public house was mentioned. Councillor Bushnell informed the council that the decision on this application had been deferred again, until 7 July. She said that more clarification on the NDP statement regarding the location of the pub was needed. Mr Ball said that information had been forwarded to Mole Valley suggesting the Case Office had misinterpreted the statement. It was agreed that the council would send in further support to keep the pub. (iii) Mrs Ryan mentioned giant hogweed was growing alongside the footpath adjacent to the A24. The clerk will contact Surrey County Council Highways and ask them to undertake some weed control.

18. CORRESPONDENCE:
None.

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

DATES OF NEXT MEETINGS:

Planning Committee: Monday 5 July 2021
Full Council Meeting: Monday 19 July 2021
Finance Committee: Monday 13 September 2021

All meetings commence at 7:30 pm in Capel Parish Hall subject to government guidelines.