

CAPEL PARISH COUNCIL

MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON MONDAY 15 NOVEMBER 2021 AT 7.30pm

PRESENT: Mrs Dale (Chairperson), Mr Ball (Vice-Chairperson), Mr McLachlan, Mrs Schryver, Mr Ashwood, Mr Salter and the Clerk.

IN ATTENDANCE: Mrs Michelle Watson, Mrs Corinna Osborne-Patterson and District Councillor Caroline Salmon.

1. **APOLOGIES FOR ABSENCE:** Mr Garber, Mr Cox and Mrs Ryan. Surrey County Councillor Helyn Clack and District Councillor Mrs Huggins.
2. **TO RECEIVE AND ADOPT MINUTES OF FULL PARISH MEETING HELD ON 18 OCTOBER 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 01 NOVEMBER 2021:** All Councillors voted in favour accepting the records and the minutes were signed by the Chairman.
4. **TO RECEIVE AND ADOPT MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 08 NOVEMBER 2021:** All Councillors voted in favour accepting the records and the minutes were signed by the Chairman.
5. **MATTERS ARISING:**

Mr McLachlan mentioned Item 11 (Byways Campaign) in Full Parish meeting minutes dated 18 October 2021. The Parish Council was looking for support from Surrey ALC Chairman Mrs Anne Bott for this campaign. It had been made apparent that the Board did not wish Parish Councils to be regarded as a campaigning groups. Although backing for the Byways campaign will be considered at the January 2022 Board meeting, it was unlikely to be endorsed. It was questioned whether this was Surrey ALC Boards opinion or that of Mrs Anne Bott. Mr Ball insisted this campaign should have proper support and if the Board was not prepared to support this matter, they should be made aware of the Parish Councils dissatisfaction. Mr McLachlan agreed to report back to the Board with the Parish Council's views. Mr McLachlan also offered to attend the next Clerk's meeting and inform other Parish Councils of the work that has been achieved so far.
6. **DECLARATIONS OF INTEREST:**

None.
7. **PUBLIC QUESTIONS:**

Mrs Watson addressed the Parish Council, informing them that Surrey County Council had put up notices in Old Horsham Road, Beare Green regarding changes to parking controls and waiting restrictions. The proposal is for the introduction of double yellow lines between Greenfields Place and the A24 Old Horsham Road. The approach to this junction is hindered by parked cars and is used by large farm machinery, as well as buses and HGVs. The approach to the A24 is often hindered. There is also the introduction of a 20-minute loading bay that operates from Monday to Saturday 8:00 to 18:00 to formalise the existing loading area layby. Residents were opposing these changes as parked cars slows traffic and businesses in Beare Green Court would suffer from the restrictions. Mrs Watson suggested the changes have been proposed as users of mobility vehicles have found it difficult to navigate the area.

The deadline for receipt of responses is 9 December 2021 and the Council agreed that this item should be included on the agenda for the next Planning meeting.

8. CLERK'S REPORT:

- i. A complaint has been received regarding the hedge along Misbrooks Green Road near to Hill House Farm. The hedge is overgrown and is obscuring drivers vision. The landowners have been contacted and asked to cut back. * Councillors agreed that as this hedge was on a bend it would need traffic control for the work to be carried out. Surrey County Council will be contacted.
- ii. A resident in Bakers Way has complained about a large leylandii growing at the back their property. The tree is on private land, and information has been given to the complainant regarding requesting attention from the landowner.
- iii. "No Dumping of Waste" signs have been printed as agreed at the last meeting. One has been installed on the land adjacent to The Weald School, Newdigate Road and the other two will be positioned just outside the copse in Markham Park.
- iv. Dave Guy has cleared the fallen leaves from the pathway outside Charlotte Broadwood flats making the area safer for the residents. He will continue to keep the area clear.

9. POLICE CRIME STATISTICS:

Police crime statistics were received and circulated to all Councillors.

10. TO DISCUSS THE FORMATION OF A PARISH COUNCIL HR COMMITTEE

All Councillors agreed that this Committee should be established. The motion was proposed by Mr Ball and seconded by Mr McLachlan. Both Councillors agreed to enrol for the Committee together with Mrs Dale and Mrs Schryver. The first meeting will take place at the end of November.

11. QUEENS JUBILEE CELEBRATION – PLANTING OF TREES:

Mrs Schryver addressed the Council and confirmed that the celebrations would be over the weekend of 4 and 5 June 2022. A cricket match is being organised for Saturday 4th and a street party Sunday 5th. It was agreed that a tree should be planted on the recreation ground to commemorate the event and perhaps plant two or three trees around the bowls green to replace the hedge once it is removed. Mrs Schryver offered to obtain a quotation for the hedge removal. It was also suggested that a beacon might be lit. This will be discussed at a future meeting.

12. TO DISCUSS REQUEST FOR FINANCIAL SUPPORT FROM MOLE VALLEY DISTRICT COUNCIL FOR SAFETY EQUIPMENT, MEREBANK POND, BEARE GREEN:

The Council had received a request from Mole Valley to pay for safety equipment to be installed at Merebank Pond, Beare Green. The Councillors debated the request, recognising that the land is owned by Mole Valley and safety should be the responsibility of the District Council. The Clerk will respond to the District Council saying the Parish Council is unable to assist.

13. TO AGREE DECISIONS MADE BY THE FINANCE COMMITTEE:

- Immediate works to Capel Village Pond (£500). The Councillors unanimously agreed this remedial work should be undertaken with complete work to be started after April 2022.
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- Installation of hearing loop in Parish Hall. The Clerk will obtain a quote to have this equipment installed in the hall.

To approve Grant Applications

- **St John the Baptist Church, Capel.** An application has been received but the Council has questioned the total cost. The Church Wardens have been advised that a further quote should be obtained, and the costings compared. A decision will be made once all prices have been received.
- **Christ Church Coldharbour.** An application has been received to match fund the felling of a tree in the church ground. All Councillors agreed to support the grant of £550.00.
- **Beare Green Village Christmas Walk.** An application has been received to donate to this Village Christmas event which will include a children's Christmas party. All Councillors agreed to support the grant of £125.00.

14. REPORTS FROM MEMBERS:

(a) Finance:

- (i) Mr Salter addressed the Council, predicting that the current account should end the financial year slightly under budget. The Finance Committee had met, and next year's precept request had been discussed. A 9% increase had been suggested partly due to possible conflicts within the upcoming Future Mole Valley Local Plan making the precept request for 2022/2023 £101,420.00. It had been calculated that the cost of legal fees could be up to £50,000 if sites not beneficial to the parish are included in the plan. It was agreed that some of these costs will be covered from the Reserve Account. However, the total costs could be spread over two years. If contingency provision for these legal fees was not necessary, there would be no need to increase the precept request. All Councillors agreed that if the extra precept was not used on legal fees, the money will go back into the Community Projects budget. Mr Salter proposed the precept request, which was seconded by Mr Ball. All Councillors approved the motion.
- (ii) The accounts detailing income and expenditure for the period 16 October to 16 November 2021 had been circulated for approval. Details of invoices were given, and all councillors approved payments. All invoices were authorised for payment by two councillors. Bank reconciliation 16 November 2021 – Current Account £53,035.40. Reserve account balance £40,302.93.

INCOMEEasement £500.00

EXPENDITURE	Net	VAT	Gross
S Dixon for L Quirk	£49.00		£49.00
Form Planning Consultancy – MVDC Local Plan	£2,137.50	£427.50	£2,565.00
Helpdesq – i34314	£50.83	£10.17	£61.00
Helpdesq – i34352 – Annual Spam filtering	£48.00	£9.60	£57.60
J Russell – reimbursement – Zoom monthly charge	£14.39		£14.39
Helpdesq – i34066 – Broadband	£48.57	£9.91	£59.48
Donation – Royal British Legion	£100.00		£100.00
Grant – Coldharbour Church	£550.00		£550.00
Reimbursement - £50.00 Capel Boule Committee*	£50.00		£50.00
Mrs L Bignall November salary	£267.80		£267.80
Mrs J Russell November salary	£2,479.80		£2,479.80
HMRC Clerks Income Tax	£664.00		£664.00
The Image Company – printing	£48.90	£9.78	£58.68
The Image Company – printing	£155.33	£30.00	£185.33
John Petts – Hedge cutting Coldharbour	£400.00		£400.00
The Image Company – printing	£30.00	£6.00	£36.00
Surrey Sports – Groundworks	£700.00	£140.00	£840.00
PWLB Loan repayment	£2,712.54		£2,712.54
SES Water – Bowls Club	£17.29		£17.29
OPUS Energy Gas DD	£17.61	£0.88	£18.49
OPUS Energy Electricity DD	£38.20	£1.91	£40.11
Total	<u>£10,580.36</u>	<u>£645.75</u>	<u>£11,226.11</u>

*A payment of £250 had been received from SES Water to cover damage to the Boule Pitch. £200 had been used to pay for the immediate works. The remaining £50 has now been reimbursed.

**Payment for the invoice received from Bill Kear (£4,914.00) will be withheld until all works have been completed satisfactorily.

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

- (i) **Capel:** (i) Mrs Schryver mentioned that ivy was encroaching on the bus stop by the school. The Clerk will arrange to have this attended to.
- (ii) **Coldharbour:** (i) Mr McLachlan addressed the Council and said that although a letter is being prepared to be sent to Surrey County Council regarding the problems with BOATs in Surrey and how a tweaking of the Surrey County Council's policy should make it easier to address the problems, a decision needs to be made on who will head the campaign. This had been discussed in detail in Item 5 (Matters Arising) above. Mr McLachlan agreed he would attend the next Mole Valley Parish Council Clerk's meeting to give all Parish Councils an overview of what had happened so far, and what is hoped will be achieved.
- (iii) **Beare Green:** (i) Mr Ball said that a firework party had been hold on Beare Green recreation ground, without permission. However, the party goers did clear up all their litter and pieces of used fireworks after the event once they were asked to do so. (ii) Mr Salter said that The Dukes Head had been sold for development and would not be going back to a commercial property.

The **Boundary Commission Review** will be addressed at the Planning Committee meeting 6 December 2021.

ii. 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 6 December 2021
Full Council Meeting: Monday 13 December 2021
Finance Committee: Monday 10 January 2022