

CAPEL PARISH COUNCIL

MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON MONDAY 17 JANUARY 2022 AT 7.30pm in CAPEL PARISH HALL

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

IN ATTENDANCE: District Councillor Mr Salmon and Mr Luke Margetts (Item 6).

1. **APOLOGIES FOR ABSENCE:** Mr Garber. Surrey County Councillor Helyn Clack and District Councillors Mrs Huggins and Mrs Bushnell.
2. **TO RECEIVE AND ADOPT MINUTES OF FULL PARISH MEETING HELD ON 13 DECEMBER 2021:** The minutes were accepted as a true record of the meeting. All Councillors voted in favour of accepting the records and the minutes were signed by the Chairman.
3. **TO RECEIVE AND ADOPT MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 4 JANUARY 2022:** All Councillors voted in favour of accepting the records and the minutes were signed by the Chairman.
4. **TO RECEIVE AND ADOPT MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 10 JANUARY 2022:** All Councillors voted in favour of accepting the records and the minutes were signed by the Chairman.
5. **MATTERS ARISING FROM OPERATIONS COMMITTEE MEETING HELD ON 10 JANUARY 2022:**

Mr McLachlan addressed the Council regarding the recent meeting, advising that the Committee had made the decision to change the name from HR to Operations as this will incorporate all matters concerning the efficient running of the Council.

An insurance policy has been procured and accepted which will cover the cost of employing a locum Clerk should the Clerk be away from the post due to long-term sickness.

The Committee reviewed the job specification for the Parish Clerk and considered the role for the next year. It was agreed the job specification needs to be more flexible, having a full-time clerk and a locum when necessary. This decision could impact on the Assistant Clerk's role. Legal advice had been taken, and a package put together. It was agreed that no further meetings of this Committee will take place until this issue is resolved.
6. **MATTERS ARISING:**

Capel Sports Pavilion: The Council was reminded that the two additional amendments to the Capel pavilion lease need to be agreed. These statements relate to the opening times of the bar in the Pavilion and the times the new cricket practice nets will be used. It was hoped that the amendments would be agreed and ratified at this meeting, but the Cricket Club has put forward amendments.

The Council had established that the bar in the Pavilion bar should only be open on match and practice days. Any special events held at the pavilion would need the prior permission of the Parish Council. This condition was to protect the livelihood of the local pub and to ensure that the pavilion was not being used as a social club.

The new cricket nets, to be positioned on the bowls green, had been questioned by the Trustees of Charlotte Broadwood flats whose elderly tenants live in close proximity to these nets. The Trustees had been given assurances that times of use, supervision and behaviour would be controlled the Cricket Club. The Parish Council agreed with these terms.

Mr Margetts addressed the Committee stating that the times of use indicated nets usage last season and should only be considered as a guide and nothing more. The Cricket Club was asking for time restrictions to be removed. By way of a compromise, the Cricket Club suggested that the nets would not be used for formal sessions before 5.30pm on weekdays, or before 9.30am at weekends but could

be subject to change. Extra time might be needed for setting up equipment for sessions and informal sessions and practice by members on an ad hoc basis outside these times.

The Council stressed that controls must be put in place so that the neighbours were not subjected to unreasonable disturbances and these times must be agreed as well as opening times for the Pavilion bar. These conditions must be added to the lease to ensure that future Cricket Club Committee members and Parish Councillors are all aware of the agreements. It was mentioned that some concerns had been received from neighbours regarding noise when the pavilion bar was open during the evenings.

It was agreed that Mr Margetts would obtain a lead time for the installation of the new nets. This would give the Parish Councillors time to discuss the matter again at a public meeting and ensure agreement. This item will be included on the agenda for the February Planning Committee meeting.

Mr McLachlan suggested that whilst the lease for the pavilion was being reviewed, the Tennis Club lease should also be reviewed. This item will also be included for the February Full Parish Council meeting.

7. DECLARATIONS OF INTEREST:

None.

8. PUBLIC QUESTIONS:

District Councillor Salmon addressed the meeting advising that the matter of the new road markings recently installed at the junction of Mill Road and the A24 at South Holmwood would be going to committee next week. These new markings had seen an increase in the accidents at the junction and traffic tail backs as cars wait to cross the A24.

Councillor Salmon also mentioned the clearing of footpaths, which was the responsibility of Surrey County Council Highways and Joint Waste Solutions, who should be working together.

Parking outside the shops in Beare Green will now be restricted to 20 minutes, but only for deliveries. This is to ensure that farm traffic, namely tractors, can drive through without obstruction.

9. CLERK'S REPORT:

- The precept request for 2022/23, in the sum of £101,090.00, agreed at the December meeting, was signed at the Finance Committee meeting and has been forwarded to Mole Valley District Council.
- The replacement cross pole of the swings at Coldharbour playground, identified in the recent inspection, have been ordered at a total cost of £1,403.51 including VAT and installation.
- The Council has received a quote for the installation of a Hearing Loop for the Parish Hall. A decision has been deferred until the next financial year. In the meantime, a quote has been asked for a similar installation in the Memorial Hall.
- Fred Evans has been asked to repair the two Surrey Hills signs in Coldharbour.
- The safety barriers at the entrance to Misbrooks Green Lane have been installed.
- Treeline have been asked to provide a price to supply and plant three Copper Beech trees, one for each ward, to commemorate the Queen's Platinum Jubilee. Each tree will be supplied with a protective cage around each tree trunk, solid enough to have a commemorative plaque mounted on them.
- The Finance Committee agreed the purchase of a bench to commemorate the Jubilee. The bench will be installed on the concrete base by the bowls green on Capel recreation ground. It was agreed the order should be placed now to ensure delivery before the Jubilee weekend.
- The Council agreed replacing the notice board for Coldharbour, but the Finance Committee agreed placing the order should be deferred until the next finance year.

10. POLICE CRIME STATISTICS:

Police crime statistics had been received and circulated prior to the meeting.

11. CAPEL CHURCH PATH UPGRADE:

The upgrade to the church path had been discussed, and although the section leading from the lychgate to the church porch was still under discussion, the section leading from the porch to the Parish Council burial ground extension had been priced separately. The cost of resurfacing the tarmac path and removing spoil from site would be £3,200.00 plus VAT. The Councillors unanimously agreed to accept this quote and the Clerk will obtain a lead time for work to begin.

12. QUEEN'S PLATINUM JUBILEE CELEBRATIONS JUNE 2022:

Mrs Schryver said that Capel Horticultural Society would like to plant a commemorative tree on the recreation ground, with railings and a plaque. All Councillors agreed.

Mr McLachlan said he had not heard anything further from the National Trust regarding the possibility of beacon lighting at Coldharbour.

13. REPORTS FROM MEMBERS:

(a) Finance:

(i) Mr Salter addressed the Council, advising that with just two months until the end of the current financial year, the current account was still expected to end on budget. Cash flow was good, and no unforeseen expenditure was expected.

(ii) It has been agreed that Mulberry and Company will undertake the end of year internal audit in May 2022.

(iii) The accounts detailing income and expenditure for the period 13 December 2021 to 17 January 2022 had been circulated for approval. Details of invoices were given, and all councillors approved payments. It was agreed that the invoice from Waterscape and Wildlife Gardens should be paid in full, and not be deferred.

All invoices were authorised for payment by two councillors.

Bank reconciliation 17 January 2022 – Current Account £38,107.24. Reserve account balance £40,302.93. An up-to-date statement for this account is expected at the end of January 2022.

EXPENDITURE	Net	VAT	Gross
S Dixon for L Quirk	£45.00		£45.00
J Russell – reimbursement – 4 x keys	£20.00		20.00
J Russell – reimbursement miscellaneous	£8.05		£8.05
Mrs L Bignell – reimbursement postage	£4.06		£4.06
Helpdesq Invoice 34659	£55.14	£11.03	£66.17
Jane Roberts – Payroll Services	£90.00		£90.00
Mrs L Bignell January salary	£267.80		£267.80
Mrs J Russell January salary	£2,479.80		£2,479.80
HMRC Clerks Income Tax	£664.00		£664.00
Helpdesq Invoice 34819	£81.99	£16.40	£98.39
Fred Evans – Charlotte Broadwood footpath	£422.00		£422.00
Fred Evans – Misbrooks Green/Glebe Field	£1,685.00		£1,685.00
Waterscape and Wildlife Gardens	£1,000.00		£1,000.00
BT DD	£20.50	£4.10	£24.60
OPUS Energy Gas DD	£76.75	£3.84	£80.59
OPUS Energy Electricity DD	£44.21	£2.21	£46.42
Total	<u>£6,369.90</u>	<u>£37.58</u>	<u>£7,001.48</u>

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

(i) **Capel:** (i) Mrs Schryver mentioned that parking outside the GP surgery in The Street is become problematic. ¹The Clerk confirmed that a request has been forwarded to Surrey County Council Highways and Surrey County Councillor Helyn Clack asking if a parking restriction sign could be installed. It will also be requested that the zig zag lines outside the surgery should be repainted.

(ii) Mr Ashwood asked if the footpaths along The Street to be cleared to allow pedestrians to pass without having to walk in the road.²

(ii) **Coldharbour:** (i) Mr McLachlan told the Council that a final decision on the byways situation should be announced later this month.

(iii) **Beare Green:** (i) Councillor Salmon confirmed that The Dukes Head has now been sold for housing and The Ark, the cottage adjacent to The Dukes Head, has been sold and is now occupied. (ii) Mr Cox mentioned the drains at the junction of the A24 and Newdigate still need

¹ A request was made on 12 January 2022.

² A reference number from Surrey County Council for this work have been received.

to be cleared and the old posts and poles from the damaged fencing are still in the ditch adjacent to the footpath leading to the junction. The Clerk has reported this to Surrey County Council again, asking for action to be taken.³

CORRESPONDENCE:

Mr Garber had forwarded a report to all Councillors outlining the information that has been received from a policy paper published by the Government regarding its initial response to Natural England on 15 January 2022 entitled "Landscapes Review National Parks and AONBs".

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

DATE OF NEXT MEETINGS:

Planning Committee:	Monday 7 February 2022 starting at <u>7:00pm</u>
Full Council Meeting:	Monday 21 February 2022
Finance Committee:	Monday 9 May 2022

³ Reference numbers from Surrey County Council for the drain and ditch works have been received.