

CAPEL PARISH COUNCIL

MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON MONDAY 21 MARCH 2022 AT 7.30pm

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

1. **APOLOGIES FOR ABSENCE:** Mr Garber, Mr McLachlan and Mrs Ryan. Surrey County Councillor Helyn Clack and District Councillor Caroline Salmon.
2. **TO RECEIVE AND ADOPT MINUTES OF FULL PARISH MEETING HELD ON 21 FEBRUARY 2022:** 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 Chair.
3. **TO RECEIVE AND ADOPT MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 7 MARCH 2022:** 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 Chair.
4. **MATTERS ARISING:**
None.
5. **DECLARATIONS OF INTEREST:**
None.
6. **PUBLIC QUESTIONS:**
None.
7. **CLERK'S REPORT:**
 - A letter further has been forwarded to Mr Brown's solicitor regarding the easement at Temple Lane.
 - Kenward have not yet started work on Capel church path, leading to the Parish burial ground.
 - Residents at Misbrooks Green have sent a message of thanks to the Parish Council following the installation of safety fencing at the start of the drive.
 - The first draft of the Coldharbour Church Cemetery map has been received and forwarded to the PCC for their input. Work has continued on the Capel database and information will soon be available on the Parish Council's website.
8. **POLICE CRIME STATISTICS:**
Police crime statistics had been received from Surrey Police and circulated prior to the meeting.
9. **USE OF PHOTOGRAPHY/VIDEO LIVE STREAMING FOR CRICKET CLUB MATCHES**
The Parish Council had received a request from Capel Cricket Club to install a permanent camera on the side of the cricket club. This camera will be used to film all the home games throughout the summer months so the Clubs away teams can follow the home games, and those members that cannot attend are able to follow the game from home. Importantly, this camera is not in use outside of any game, and indeed cannot be accessed outside of the club. There is no recording done at any time outside of the games being recorded. The Club has tested the system for the past two seasons with great success. Councillors were concerned that recording children could be problematic and unlawful. These questions had been raised prior the meeting and the Cricket Club had confirmed that no filming would take place should any parents not give permission and was aware of the legal responsibilities. The Councillors agreed that if the Club was abiding by the law, there was no objection. The Clerk will send a letter of agreement to the Cricket Club.

10. MEETING WITH CAPEL SPORTS PAVILION COMMITTEE MEMBERS:

The Councillors were keen to arrange a meeting with Sports Pavilion Committee members to discuss the concerns regarding parking and noise when the pavilion bar was open. The opening hours of the bar will also need to be agreed.

The Clerk will contact the Sports Pavilion Committee and arrange a mutually convenient meeting for both parties. It was agreed that Mrs Schryver, Mrs Dale and Mr Ball would represent the Council, with Mr Cox being available, should another councillor be required.

11. QUEEN'S PLATINUM JUBILEE CELEBRATIONS JUNE 2022:

Mrs Schryver informed the Councillors that the commemorative bench had been ordered, paid for and the carved inscription agreed. The commemorative Copper Beech trees, one each for Beare Green, Capel and Coldharbour have been ordered and will be supplied and planted by Treeline. The positioning of the trees still needs to be agreed. It was agreed metal tree guards should be positioned around each tree once it is planted.

The Beacon lighting will be co-ordinated on Thursday 2 June at 9:45pm with a hot roast and drinks tent on Capel recreation ground. A bring and share tea party is being planned for Sunday 5 June 2022.

12. UKRAINE LOCAL SUPPORT:

The Parish Council is being asked by the local community what is being done to support the Ukrainian refugees. The Parish Council had learned that because it had the General Power of Competence, a financial donation could be made but it was agreed to wait until the next Finance Committee meeting before agreeing a donation. It was discussed that any financial support could be channelled through the Red Cross to ensure it is distributed appropriately.

Mrs Schryver agreed to keep the vicar of Capel Church informed of these decisions.

13. REPORTS FROM MEMBERS:

(a) Finance:

- (i) Mr Salter addressed the Council, advising that the final budget analysis showed an overspend of approximately 10%. However, when all the March invoices are paid, the current account would close with a balance of £14,453.89 and the Reserve Account balance of £40,307.10.
- (ii) The accounts detailing income and expenditure for the period 21 February to 21 March 2022 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 21 March 2022 – Current Account £26,048.61. Reserve account balance £40,307.10.
- (iii) Income for the Sports Pavilion PWLB instalment and VAT refund totalled £4,127.65.

EXPENDITURE	Net	VAT	Gross
S Dixon for L Quirk	£45.00		£45.00
EDF Energy	48.08	2.40	£50.48
Helpdesq Invoice i35230	£53.33	£10.67	£64.00
Clay Griffin groundworks Bowls Club hedge	£1,829.00		£1,829.00
Fred Evans groundworks Capel recreation ground	£3,314.00		£3,314.00
J Russell March salary	£2,479.40		£2,479.40
HMRC Clerk's income tax	£619.80		£619.80
Pear Technology	£485.00	£97.00	£582.00
Form Design Group	£320.00	£64.00	£384.00
Wellers Hedleys Legal Fees Employment	£870.00	£174.00	£1,044.00
Wellers Hedleys Legal Fees Temple Lane	£500.00	£100.00	£600.00
Treeline invoice 25473	£330.00	66.00	£396.00
Treeline invoice 25407	£240.00	£48.00	£288.00
Kent Surrey Sussex Air Ambulance donation	£400.00		£400.00
ICO GDPR DD	£35.00		£35.00
OPUS Energy Gas DD	£89.67	£4.27	£93.94
OPUS Energy Electricity DD	£55.96	£2.66	£58.62
Total	£11,714.24	£569.00	£12,283.24

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

- (i) Capel:** (i) Mrs Schryver informed the meeting that the quote for the installation of a hearing loop in the Memorial Hall had been approved. It was agreed that previously supplied quote for a hearing loop in the Parish Hall should be accepted and installed at the same time. (ii) The quote from Treeline for work on the wooded area in Markham Park had been accepted.
- (ii) Beare Green:** (i) Mr Cox informed the meeting that the football pitch on Beare Green recreation ground had been officially checked, as the team was moving up the league and a grant could be available to level the pitch. (ii) Mr Cox confirmed that the showers on the pavilion were working well, and the water temperature is being checked regularly. (iii) The drains along Newdigate Road are still blocked, despite this being reported repeatedly to Surrey County Council.

CORRESPONDENCE:

A request has been received from the Kent Surrey and Sussex Air Ambulance Charity, requesting a financial grant. The Councillors unanimously agreed that such a vital service should be supported and a donation of £400.00 was agreed and will be forwarded to this charity.

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

DATES OF NEXT MEETINGS:

Planning Committee:	Monday 04 April 2022
Full Council Meeting:	Tuesday 19 April 2022
Finance Committee:	Monday 16 May 2022