

CAPEL PARISH COUNCIL

MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON TUESDAY 19 APRIL 2022 AT 7.30pm

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

IN ATTENDANCE: District Councillors Caroline Salmon and Hazel Watson. Mrs Corinne Osborne Patterson.

1. **APOLOGIES FOR ABSENCE:** Mr Garber and Mr Salter. Surrey County Councillor Helyn Clack and District Councillor Mary Huggins.
2. **TO RECEIVE AND ADOPT MINUTES OF FULL PARISH MEETING HELD ON 21 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.
3. **TO RECEIVE AND ADOPT MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 4 APRIL 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:**

District Councillor Caroline Salmon asked the Councillors if they were aware of any Ukrainian refugees being accommodated in the parish, whereby private accommodation was being offered without Government financial assistance. District Councillor Salmon mentioned the Government scheme being implemented by Mole Valley District Council whereby government funding is available to both host and guest families, supporting the guests to rebuild their lives and integrate into local communities. It is known up to 39 refugees will be welcomed into the area via this scheme.
5. **DECLARATIONS OF INTEREST:**

None.
6. **PUBLIC QUESTIONS:**

None.
7. **CLERK'S REPORT:**
 - No further communications have been received regarding the situation at Temple Lane, Capel.
 - Kenward have still not started work on Capel church path, leading to the Parish burial ground. A further enquiry has been made regarding the start date.
 - The remaining two ash trees in Capel burial ground have been surveyed by Treeline and both have ash die back. A planning application has been made to have both trees cut down for safety reasons.
 - The formal licence for use of the new cricket nets has been received and forwarded to the Cricket Club Committee. A legal copy has been requested for signature.
 - A meeting was held with members of the Capel Sports Pavilion Committee and Parish Councillors regarding concerns over noise, parking, safety and the open hours of the bar were discussed. The minutes have been forwarded to the Sports Pavilion Committee for comment.
 - Information has been received that the new cricket nets, due to be installed on the bowls green on Capel recreation ground, will not be available this season due to delays in artificial carpet supply. Therefore, any orders placed after Christmas will be delayed beyond the end of the season.
 - A complaint has been received regarding footballs being kicked at the goal recently erected in front of the old bowls pavilion. Footballs repeatedly miss the goal and end up in the garden of Charlotte Broadwood flats. The goal has now been removed from the recreation ground.

- Information has been circulated regarding the speed reduction from 50 to 40mph on sections of the Capel by-pass and A24 Horsham Road. Objections or representations should be forwarded by email to highways@surreycc.gov.uk to by 28 April 2022. ¹
- Surrey and West Sussex County Councils have commissioned a joint feasibility study of potential improvements to the A24 Horsham to Dorking corridor. The corridor has been identified as part of the Government's Major Road Network and the study outputs will inform future funding applications. The study corridor includes the A24 between the A24/A264 Great Daux roundabout near Horsham, and the A24/A25 Dorking Deepdene Roundabout. A **Microsoft Teams webinar meeting has been arranged for Thursday 12 May between 10am and 12 with an opportunity to ask questions and share views about the study priorities.**²

8. **POLICE CRIME STATISTICS:**

Police crime statistics had been received from Surrey Police and circulated prior to the meeting. There were a few incidents that would have benefited from further explanations. The Police rarely attended these meetings, and in future virtual conference facilities will always be offered to try and assist their attendance.

9. **PLANNING APPLICATIONS:**

- **MO/2022/0181 – 1 Broome Hall, Broomehall Road, Coldharbour.** This is an application for the erection of an artist studio outbuilding following the demolition of an existing barn. The Council was reminded that an identical application MO/2013/1576 had been previously submitted, refused by Mole Valley and dismissed on appeal in 2014. The dismissal had regard to the Green Belt, AONB etc. The Council was reminded of the statement made by the Appeals Inspector in his decision notice:

The Framework states that inappropriate development in the Green Belt is by definition harmful and should not be approved except in very special circumstances. However, paragraph 89 of the Framework does advise that an exception to this is where the proposal relates to the replacement of a building, provided the new building is in the same use and not materially larger than the one it replaces.

The Council agreed that this application was for an inappropriate development and the above statement from the Inspector will be included in the Council's response to Mole Valley recommending this application should be refused.

- **MO/2022/0328 –10 Henfold Cottages, Henfold Lane, Beare Green.** This is an application for the conversion of outbuilding into a habitable office and the installation of a septic tank. The Council discussed that as this structure was already in place, conversion to accommodate an office could be appropriate. The Council therefore recommended that this application should be approved.

10. **UPDATE MEETING WITH CAPEL SPORTS PAVILION COMMITTEE MEMBERS:**

The Councillors had received a copy of the minutes of this meeting, which took place on Thursday 7 April. The Chair confirmed that this meeting had taken place to ensure future operating hours of the pavilion without conflict.

The minutes had been forwarded to the Sports Pavilion Committee for their comments. Once the minutes have been approved, they will be forwarded to the Parish Council's solicitor to enable the current lease to have a legal addition.

11. **TO SIGN THE LEASE FOR USE OF CRICKET NETS ON CAPEL RECREATION GROUND:**

The Clerk advised that the legal copy of the lease had not yet been received from Wellers Hedley. Once it is received, the Parish Council and Capel Cricket Club will be required to sign the document.³

12. **FINAL ORDER FOR THE TRO TO PERMANENTLY CLOSE WOLVERNS LANE:**

Mr McLachlan confirmed that Surrey County Council had given the closure date as the 2 May 2022. A letter of support on behalf of the Parish Council had been forwarded to Surrey County Council. District

¹ The Councillors unanimously agreed that a response from the Parish Council should be forwarded supporting this change.

² Councillors were keen to join the Teams webinar and take part in the discussion. Joining instructions will be circulated.

³ Reminder has been forwarded to Wellers (03 May 2022) to enable the addition to be included in the current lease.

Councillor Watson confirmed that although there had been a lot of support for the permanent closure in the past, it was necessary for all parties to reconfirm their original opinions as this was now being viewed as a separate process.

13. QUEEN'S PLATINM JUBILEE CELEBRATIONS JUNE 2022:

Mrs Schryver confirmed the beacon had been erected on Capel recreation ground. The Commemorative tree had been delivered but had not yet been planted. The Commemorative bench had been ordered but a delivery date was still to be confirmed. Mrs Schryver asked for permission to erect a banner on Bennetts Green advertising the Jubilee weekend celebrations. All Councillors agreed. Mr McLachlan said that the beacon for Leith Hill needed to be erected on 1 June and removed after the event on June 2nd at 9:45 pm. The Clerk will arrange for this to be done. Mr McLachlan confirmed that there will also be a street party in Coldharbour on June 5th at 1 pm at the cricket pavilion which will be financed by Coldharbour Sports and Social club.

Mr Cox asked if Coldharbour's spare beacon basket could be loaned to Beare Green. Once it is received, a decision will need to be taken on where it will be sited on the recreation ground and assistance will be needed to erect the basket safely.

14. TO REVIEW AND ADOPT UPDATED NALC CODE OF CONDUCT:

The updated Code of Conduct had been circulated to all Councillors prior to the meeting. All Councillors voted unanimously to adopt the new policy. This will now be published on the Parish Council's website.

15. REPORTS FROM MEMBERS:

(a) Finance:

- (i) Mr McLachlan addressed the Council, advising that the end of year budget analysis showed an overspend of approximately 10%. The current account closed with a balance of £13,573.20 and Reserve Account £40,307.10.
- (ii) The accounts detailing income and expenditure for the period 21 March to 19 April 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 19 April 2022 – Current Account £13,244.24. No change to the Reserve Account. Three direct debit payments have been made.
- (iii) A discrepancy had been noted regarding the Sports Pavilion PWLB instalments. A payment of £235.83 had been made to rectify the shortfall. All future payments will now be correct.
- (iv) Mole Valley District Council have advised the half-year precept and grant payments. At the time of this meeting, the payments have still not been received.⁴
- (v) The end of year internal audit will take place on Wednesday 4 May 2022.

INCOME

Jubilee Fund	£100.00
Jubilee Fund ⁵	£70.00
Capel Sports Pavilion - underpayment	£235.83
Half-year precept	£50,545.00
Half-year concurrent grant	£4,319.00
Half-year extra grant	£1,096.00
	<u>£56,195.83</u>

EXPENDITURE

	Net	VAT	Gross
S Dixon for L Quirk	£45.00		£45.00
Community Heartbeat – Adult defib pads	£50.00	£10.00	£60.00
Mole Valley – Annual burial ground rate	£254.49		£254.49
SES Water – Parish Hall	£61.88		£61.88
Helpdesq – Invoice i35348	£18.75	£3.75	£22.50
Wes Attridge – Burial groundworks	£550.00		£550.00
Evergreen Exteriors – Jubilee Tree	£265.00	£53.00	£318.00

⁴ Half-year precept, concurrent and extra grant payments received on 20 April 2022.

⁵ The Parish Council is acting as treasurer for donations given toward the parish Jubilee Celebrations.

Community Heartbeat – Paediatric defib pads	£89.00	£17.80	£106.80
Fred Evans – Groundworks	£685.00		£685.00
SES Water – Beare Green pavilion	£108.34		£108.34
SES Water – Bowls Club	£17.29		£17.29
Mrs J Russell – April salary	£2,479.40		£2,479.40
HMRC Clerk’s Income Tax	£619.80		£619.80
Helpdesq – Invoice i35458	£51.23	£10.25	£61.48
BT DD	£20.50	£4.10	£24.60
OPUS Energy Gas DD	£172.57	£9.08	£181.65
OPUS Energy Electricity DD	£56.62	£2.92	£58.54
Total	£5,568.63	£110.90	£5,678.53

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

- (i) Capel:** (i) Mrs Schryver asked the Clerk to find out when Kenworth are likely to come and estimate the work needed on the path from Bennetts Green to the private nature reserve at the rear of Dairy House. (ii) Mrs Schryver also mentioned the trees planted on Beare Green recreation ground as a couple looked like they had died. (iii) Mrs Dale mentioned the verge protectors that had been put along Temple Lane are working. However, there are still a few that need to be positioned once passing places have been agreed.
- (ii) Coldharbour:** (i) Mr McLachlan confirmed that there will be a meeting on Thursday and Surrey County Council will be challenged regarding the policy regarding TROs. The challenge will be a test case to draw up a strategy for other byways in Coldharbour as it is an Area of Outstanding Natural Beauty. If the strategy within the policy is questioned all byways within all AONBs could be closed. Mr McLachlan said that to take this challenge forward, further financial assistance would be required, and asked the Parish Council to consider agreeing a budget of £500.00. All Councillors agreed this funding.
- (iii) Beare Green:** (i) Mr Cox said the trees and bushes growing adjacent to the pavements from Beare Green roundabout to Capel were causing an obstruction to pedestrians. The Clerk will contact Surrey County Council and ask for them to be cut back.

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: Tuesday 05 May 2022
Finance Committee: Tuesday 05 May 2022
Full Council Meeting: Monday 16 May 2022