

**MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON MONDAY 17 APRIL 2023
AT CAPEL PARISH HALL**

1 IN ATTENDANCE: Mrs Dale, Mr McLachlan, Mr Ball, Mrs Schryver, Mr Ashwood, Mr Salter, Mr Cox, Mrs Ryan and the Clerk.

IN ATTENDANCE: Mr Darren Litten and Nicola Davidson, Rural Housing Enabler, Surrey Community Action.

2 APOLOGIES FOR ABSENCE: Mr Garber

3 TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 20 MARCH 2023

The minutes were regarded as a true record of the meeting. All Councillors voted in favour of accepting the records and the minutes were signed by the Chair.

4 TO APPROVE THE ACCURACY OF MINUTES OF THE PLANNING COMMITTEE MEETING 3 APRIL 2023

The minutes were regarded as a true record of the meeting. All Councillors voted in favour of accepting the records and the minutes were signed by the Chair.

5 MATTERS ARISING:

Mr McLachlan asked if the Parish Council had responded to the AONB Boundary Review consultation. It was confirmed that a response had been forwarded, recommending that the boundary be extended to include land beyond Holmwood railway station in Beare Green up to the A24/A29 and that the team monitoring the Surrey Hills area should be increased. At present the Surrey Hill area is overseen by just one employee.

6 DECLARATIONS OF INTEREST:

None.

7 PUBLIC QUESTIONS:

None.

8 CLERKS REPORT:

- Further to Surrey County Council's request to have the ditches near Barnips, Horsham Road, Capel cleared, arrangements for the work to be carried out this work as soon as possible.
- The end of year internal audit will take place on 3 May 2023. If the audit is successful, the external audit AGAR will be signed at the 15 May 2023 meeting.
- An application for funding has been received from Temple Lane Allotment Society. This will be discussed at the Finance Committee on 2 May and their recommendation put before the full Parish Council on 15 May 2023.
- The vacancy for a new Councillor for Capel ward has been advertised as per SALC regulations.
- Information regarding the uncontested Parish Council election has now been advertised on notice boards in all 3 wards.

9 NICOLA DAVIDSON. RURAL HOUSING ENABLER.

The Chair welcomed Ms Davidson to the meeting. She explained that as a Rural Housing Enabler her role is to try and increase affordable housing in the area. She works with Housing Associations to identify suitable sites for development. She also works with landowners to ensure their criteria for building affordable and social housing is suitable to obtain planning permission. This includes rural exception sites, building properties with no right to buy. Social housing is wholly supported as prices of affordable properties are often ambiguous.

The Chair thanked Ms Davidson for giving up her time to address the Council, and it was agreed that should any further information be required, Ms Davidson would be happy to attend another meeting.

10. KING CHALES III CORONATION CELEBRATIONS:

Celebrations activities for the Coronation weekend are confirmed for Capel. Coldharbour will be celebrating with a Coronation themed fete. Plans for Beare Green are still unconfirmed. However, it is known that a commemorative bench placed by the pond at Merebank would be welcomed. As this cannot be actioned prior to the Coronation, it was suggested that perhaps this could be funded by developers if the plans for the new housing site at Breakspear are approved.

The Committee also suggested the installation of commemorative rural gateway village signs. The Councillors were reminded that this had been agreed previously but Surrey County Council had failed to agree a location. It was suggested that Surrey County Council be contacted, asking if they would be prepared to match fund the cost with the Parish Council.

11. REPORTS FROM MEMBERS:

(a) Finance

(i) To agree, approve and Authorise Cash Book entries for month of February and March 2023:

The bank statement cash book entries for February and March 2023 were signed by the Chair.

(ii) To agree and approve accounts to 17 April 2023:

Mr Salter advised the Council that there had been a controlled overspend during the financial year 2022/2023 mainly due to unexpected legal fees. The first half of the precept for 2023/2024 had been received and it was disappointing that the grants from Mole Valley had been included in the total precept, taking it over 8.5%. The Parish Council had worked hard to keep the increase below the cost-of-living increase. It was agreed that in future, the Parish Council would anticipate the grants thus keeping the precept increase within the cost-of-living increase. An explanation has been forwarded to the editor of the parish magazine, asking for it to be included in an attempt to assure residents the Parish Council is working hard to keep costs down.

It was agreed that the Finance Committee would discuss transferring a sum into the Reserve Account at the next Finance meeting.

The current account balance on 31 March 2023 was £9,135.19 and the balance of the reserve account £30,353.31.

(iii) To approve and authorise payments of outstanding invoices:

Payment Received

Grant from MV Coronation Fund	£	300.00
First half precept	£	60,145.00
VAT Refund	£	1,368.52
Hall Hire	£	103.50
Ashes interment	£	150.00

Payments

		VAT	TOTAL
Zurich Insurance	£4,911.99		£4,911.99
Landmark Chambers	£250.00	£50.00	300.00
SES Water Bowls Club	£17.31		£17.31
SES Water Beare Green Sports Pavilion	£50.02		£50.02
SES Water Allotments	282.67		282.67
Helpdesq Invoice 13334	£51.23	£10.25	61.48 £
Pear Technology	£85.00	£17.00	£102.00
J Russell Reimbursement Postage	£8.38		£8.38
J Russell Reimbursement Extra keys Rec. barrier	£33.45		£33.45
J Russell April salary	£2,479.40		£2,479.40
HMRC Clerk's Income Tax	£619.80		£619.80
BT DD	£20.50	£4.10	£24.60
OPUS Energy Gas DD	£178.60	£9.39	£187.99

OPUS Energy Electricity DD

57.15	£3.01	£60.16
£9,090.50	£93.75	£9,184.25

Although approved, payment to HAGS for playground repairs - **£501.30** continues to be withheld until all spares have been received.

(b) Ward Matters for discussion

Coldharbour - (i) Mr McLachlan asked if the village signs could be re-erected at either end of the village. The Clerk will arrange to have this work carried out.

Capel – (i) Mrs Schryver asked if the traffic signs into the village could be replaced. The Clerk will contact Surrey County Councillor Helyn Clack and ask for this to be carried out. (ii) Children were still kicking footballs up against the boundary wall of Charlotte Broadwood flats. It was proposed that in order stop this activity, a goal might be erected further along the recreation ground, by the MUGA. (iii) The hedge planted along Charlotte Broadwood boundary wall a little while ago was now non-existent. It was agreed that this will be replanted.

Beare Green – (i) Mr Cox said Newdigate Road had been swept but the drains had still not been cleared. (ii) Mr Cox mentioned that footpath leading from the car park to the pavilion on Beare Green recreation ground was extremely muddy and water-logged. It was agreed that the Clerk would obtain a quote to have a drainage pipe installed and chippings laid on the pathway. (iii) Mr Ball mentioned the planning application recently submitted by the owner of Ark Cottage, Horsham Road. It was agreed the Clerk would contact a surveyor and ask them to view the boundary map issued with the planning application against that obtained from the Land Registry. It appears that there could be trespass onto Parish land.

Mr Ball, Mr Salter and Mr Cox had recently attended a meeting with Surrey County Council regarding traffic management at the Beare Green A24 roundabout. Mr Bahram Assadi, Senior Traffic Engineer with Surrey County Council discussed the options that had been put forward and had discussed them with Surrey County Councillor Helyn Clack. It had been agreed to take Option 4 forward to the next stage which will take place in the Autumn. If the proposal was scored highly enough and if the total cost was within the £350,000 window, Option 4 could go forward. This would create a single carriage way leading to the roundabout from Leith Hill garage slowing traffic making it safer for pedestrians.

Parking along Newdigate Road was also discussed especially at school drop off and pick up times. Mr Assadi suggested that double yellow lines could be painted with breaks for passing places. Feedback will be received later this year.

12 CORRESPONDENCES:

The donations made to Kent Surrey Sussex Air Ambulance Charity and Mid-Surrey Community Fridge have both been acknowledge and the Parish Council thanked for the donations.

13 URGENT MATTERS AT DISCRETION OF CHAIRMAN FOR NOTE OF INCLUSION ON A FUTURE AGENDA:

None.

Dates of Next Meetings -

Planning Committee Tuesday 2 May 2023 immediately followed by the Finance Committee.

ANNUAL COUNCIL MEETING: Monday 15 May 2023

All meetings to be held in Capel Parish Hall