

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD ON MONDAY 15 MAY 2023
IN CAPEL PARISH HALL**

IN ATTENDANCE: Mrs Dale, Mr McLachlan, Mr Ball, Mrs Schryver, Mr Ashwood, and the Clerk.

IN ATTENDANCE: Mr Alex Munro, Armstrong Rigg Planning,
Kevin Shopland and Simon Cryer of CapelHurst.

APOLOGIES FOR ABSENCE: Mr Salter, Mr Cox and Mrs Ryan

ELECTION OF CHAIRMAN: Mrs Dale was nominated to continue as Chairman. This was proposed by Mrs Schryver and seconded by Mr McLachlan. No other nominations were put forward. All Councillors voted in favour.

ELECTION OF VICE CHAIRMAN: Mr McLachlan was nominated to continue as Vice-Chairman. This was proposed by Mr Ball and seconded by Mr Ashwood. No other nominations were put forward. All Councillors voted in favour.

ELECTION OF CHAIRMAN OF PLANNING COMMITTEE: Mr Ball was nominated to continue as Chairman of this Committee. This was proposed by Mr McLachlan and seconded by Mrs Schryver. No other nominations were put forward. All Councillors voted in favour.

ELECTION OF CHAIRMAN OF FINANCE COMMITTEE: Mr Salter was nominated to continue as Chairman of this Committee. This was proposed by Mrs Schryver and seconded by Mr McLachlan. No other nominations were put forward. All Councillors voted in favour.

APPOINTMENT OF PLANNING ADVISOR TO GUIDE COUNCIL ON ALL MOLE VALLEY LOCAL PLAN MATTERS:
The Council elected Mr Paul Garber as a Planning Advisor to the Parish Council. It should be noted that this is a non-voting position, with no authority to undertake anything other than advise the Parish Council when appropriate.

APPOINTMENT OF PARISH COUNCIL COMMITTEES:

Executive: All members of the Council and the Clerk

Finance: Mr Salter, Mr McLachlan, Mrs Schryver, Mr Ball, Mrs Dale and the Clerk.

Planning: All members of the Council and the Clerk.

REPRESENTATIVES:

Mole Valley District Council Standards Committee: Mr McLachlan

SALC: Mr McLachlan

SUB COMMITTEES:

Beare Green Pavilion Management Committee: Mr Salter, Mr Cox, and the Clerk

Beare Green Village Hall: Mrs Ryan

Beare Green Playground: Mr Cox, The Clerk

Beare Green and Capel Grounds Maintenance Committee: Mr Cox and Mr Anderson

Capel Burial Ground: Mrs Schryver and the Clerk

Surrey Waste and Minerals: Mr McLachlan

Capel Sports Pavilion Management Committee: Mrs Schryver, the Clerk

Footpaths, Bridleways and Byways: Mr McLachlan, Mr Cox, Mrs Dale

Capel Village Memorial Hall: Mrs Schryver, Mr Ashwood

Emergency Planning: Mr Ball, the Clerk

Capel Playground: Mrs Schryver, the Clerk

Capel Allotments: Mrs Schryver, the Clerk

Coldharbour Playground: Mr McLachlan, the Clerk

Cycling: Mr McLachlan, Mr Salter

Appointment of Auditor: It was agreed to continue using Mulberry and Company for the half-year and end of year audits for 2023/2024.

2 TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 17 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.

3 TO APPROVE THE ACCURACY OF MINUTES OF THE PLANNING COMMITTEE MEETING 2 MAY 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 2 MAY 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 DECLARATIONS OF INTEREST:

None.

6 PUBLIC QUESTIONS:

None.

7. CLERKS REPORT:

- Oakford Homes are hosting an exhibition of the proposed development at Breakspear, Beare Green on Friday afternoon and Saturday 19 and 20 May. At the request of Beare Green residents, there has been a change of venue for Saturday afternoon. The exhibition will now be hosted in the small hall at Beare Green Village Hall. Oakford Homes will be distributing updated information to all Beare Green residents.
- White and Sons of Horley have been commissioned by the Parish Council to advise on the possible trespass of Parish land by the owner of Ark Cottage. The boundary plans submitted to Mole Valley and those available from the Land Registry will be examined by a chartered surveyor and planner. White and Sons will submit their recommendation to the Parish Council before any further action is taken. The owners of Ark Cottage have been informed.
- The Clerk has met with Capel Cricket Club regarding a small extension to the recreation ground perimeter path. The proposed extension will extend to the entrance to the new practice nets. This will follow the shortest route and will be laid to complement the existing path. It will not hinder grass cutting as the extension follows undulating ground.¹
- After meeting with Capel Cricket Club regarding the possibility of increasing safety to users of the children's playground during match times, it has been agreed that in the first instance a new sign be erected on the safety gate, emphasising the need to be vigilant. If this is considered inadequate, extra height could be added to the existing fencing providing extra protection.²
- As agreed at the Finance Committee meeting, Treeline have been asked to carry out a further survey on all trees on Parish Land. As in the past, the Parish Council will commission work to be begin on trees seen as a high priority, in locations close to roads, footpaths and private property.³
- All monies currently being held by Beare Green pavilion will be transferred to the Parish Council's bank account. The Parish Council will continue to pay for the upkeep of the pavilion and honour the only direct debit for electricity. Both the football and stoolball clubs have been advised of the change of bank account details.

¹ The Councillors agreed that this extension to the footpath should go ahead.

² The Councillors considered child safety and agreed that another notice was inappropriate, and the height of the safety fencing should be extended.

³ Estimate 45595 to the value of £624.00 has been received to carry out this survey. The estimate has been agreed.

- Fred Evans has submitted an estimate for works to the path from the car park to the pavilion on Beare Green recreation ground.⁴⁴

8 PLANNING APPLICATION:

MO/2023/0418 - Hurst, Vicarage Lane, Capel:

Discussion on this application was deferred from the Planning Committee 2 May 2023. The Councillors had now read the application and were able to make constructive evaluations. Mr Shopland and Mr Cryer addressed the meeting stating that at the present time there had only been four responses to the application, and none were objecting to the whole development. The Councillors questioned parking on the proposed site, and it was emphasised extra parking spaces had been provided, with each dwelling having two parking spaces. The Councillors commented that Vicarage Lane was notoriously difficult for parking, with cars from Carters Garage parking on the road close to the proposed development.

The Councillors agreed that the development had been extensively discussed with the Parish Council and residents, and comments taken on board to satisfy Capel Neighbourhood Development Plan policies.

It was agreed the Clerk would draft a letter of response to the application for all Councillors to agree before responding to Mole Valley Planning Department.

9. OAKFORD HOMES, BREAKSPEAR, BEARE GREEN EXHIBITION 19 AND 20 MAY 2023

Mr Alex Munro from Armstrong Rigg Planning attending the meeting representing Oakford Homes. An exhibition was being hosted on Friday 19th and Saturday 20th May in Capel and Beare Green to give residents an opportunity to view the proposed scheme. Mr Munro said that staff with different areas of expertise would be available to attend both exhibitions to ensure all questions are answered competently. Invitations had been forwarded to residents living closest to the proposed site, to ensure they were aware of the proposal.

10. CAPEL CRICKET CLUB – FOOTPATH AND PLAYGROUND SAFETY ISSUES:

These issues had been highlighted in the Clerk's Report (7(iii & iv)) and decisions made. The extension to the path has been agreed and an estimate to extend the height of the safety fencing around the playground will be obtained.

11. TO CONSIDER THE FINANCE COMMITTEE RECOMMENDATION FOR TEMPLE LANE ALLOTMENTS GRANT:

The Finance Committee had discussed the grant application from Temple Lane Allotments and recommended the grant for £1,600 should be approved, in full. All Councillors considered the application, and it was unanimously agreed to approve the grant.

12. TO ADOPT THE TRANSPARANCY CODE FOR SMALLER AUTHORITIES:

All Councillors had received a copy of this policy and unanimously agreed to adopt the code.

13. TO CONFIRM CONTINUED ENTITLEMENT FOR GENERAL POWER OF COMPETENCE:

Councillors were advised that the Council is qualified to continue with this Competence. The Council unanimously agreed to continue with this entitlement.

14. REPORTS FROM MEMBERS:

(a) Finance

(i) To sign audited AGAR for 2022/23:

The accounts to 31 March 2023 had been audited by Mulberry and Company, and the Annual Governance and Return signed off, ready for the Parish Council to approve. The Return was approved unanimously by all Councillors. The Chair signed the statement which will be forwarded to Littlejohn and then uploaded onto the Parish Council website.

(ii) To review the end of year Internal Audit Report

The Internal Audit Report had been circulated to all Councillors and uploaded on the Parish Council website. The auditor had mentioned that the reserve account should be increased, showing a balance

⁴⁴ The Councillors agreed to accept this estimate.

of at least half the precept request. To date the reserve account balance is £50,353.31 which is just under 50%.

(iii) To agree and approve accounts to 15 May 2023:

Mr McLachlan highlighted the spending for April and May to date. The only overspend at the present time was for insurance, but this was unavoidable.

The current account balance on 15 May 2023 was £39,480.42 and the balance of the reserve account £50,353.31.

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

Payment Received

Allotment subscription	£	30.00
Ashes interment	£	150.00

Payments

		VAT	TOTAL
Mulberry & Co end of year internal audit	£142.95	£28.59	£171.54
Waterscape and Wildlife Garden Pond maintenance	£220.00		£220.00
Wes Attridge Burial Ground maintenance	£705.00		£705.00
J Russell Reimbursement Postage and Stationery	£43.58		£43.58
J Russell Reimbursement Postage	£6.99		£6.99
Image Company printing	£82.00	£16.40	£98.40
Coldharbour Coronation MV Grant	£100.00		£100.00
Grant Temple Lane Allotment Society	£1,600.00		£1,600.00
Commemorative Bench Coldharbour	TBA		
Commemorative Bench Beare Green	£341.72	£69.54	£417.26
Mrs A Schryver Coronation MV Grant	£200.00		£200.00
Mrs A Schryver reimbursement	£64.99		£64.99
Helpdesq invoice 13528	£51.23	£10.25	£61.48
Helpdesq invoice 13409	£31.96	£6.40	£38.36
J Russell May salary	£2,479.40		£2,479.40
HMRC Clerk's Income Tax	£619.80		£619.80
Surrey Sports and Turf	£777.00	£155.40	£932.40
OPUS Energy Gas DD	£75.49	£3.97	£79.46
OPUS Energy Electricity DD	£51.12	£2.69	£53.81
	£10,311.77	£293.24	£10,605.01

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 confirmed that the Coldharbour village signs will be reinstated at either end of the village and the pinch points repainted.

Capel – (i) Mrs Dale mentioned complaints had been received regarding a car which had been parked outside Capel Village News for some considerable time. The owner of the vehicle was known to the Parish Council, and they will be contacted asking to have the vehicle removed.

Beare Green – (i) Mr Ball informed the Councillors that Beare Green Village Community had purchased a bench to commemorate the King's coronation. He asked if the Council would consider funding a grant for this. It was unanimously agreed to cover the full cost of the invoice.

The Councillors mentioned the Councillor vacancy that had arisen since the District and Parish elections earlier this month. The vacancy had been advertised and every effort will be made to co-opt to this position as early as possible. Although the vacancy is for Capel ward, eligible applicants living within 3 miles of the ward can apply.

15. CORRESPONDENCES:

None.

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

None.

Dates of Next Meetings – All at Capel Parish Hall

Planning Committee: Monday 5 June 2023

Full Parish Council meeting: Monday 19 June 2023

Finance Committee: Monday 11 September 2023