

**MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON MONDAY 11 DECEMBER 2023
AT CAPEL PARISH HALL**

- 1. PARISH COUNCILLORS IN ATTENDANCE:** Mrs Dale, Mr McLachlan, Mr Ball, Mr Salter, Mr Cox, Mr Ashwood, Mrs Watson and the Clerk.

IN ATTENDANCE: District Councillor Rosemary Hobbs

- 2. APOLOGIES FOR ABSENCE:** Parish Councillors Mrs Schryver and Mrs Taylor.

- 3. TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 24 NOVEMBER 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 04 DECEMBER 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. CLERK'S REPORT:**

- The drain outside 2 and 4 The Street is still causing major problems with these properties still under threat of flooding. Surrey County Council have been asked to action this swiftly by County Councillor Helyn Clack.
- SCC Highways do not consider repainting the hatching outside Scott Broadwood school a priority. In the meantime, parking outside the school needs to be addressed. The Parish Council has suggested a children's No Parking poster competition to the school, and they will consider this after Christmas. By including the children, parents might be prompted to park safely and legally.
- Dog fouling in the Church burial ground has become a serious issue. Mole Valley will not install a waste bin on Church land, nor will they empty any bin privately purchased and installed.
- The large pile of cuttings left along Old Horsham Road has been removed and the traffic sight lines in this area are now clear.

The Councillors were concerned about the problem of persistent dog fouling in the burial ground. They were advised that the Parish Council had asked Mole Valley District Council if a dog waste bin could be installed in the grounds, but unfortunately, they are not installed on private land. Asked if the bin could be emptied if the bin is purchased and installed by the Parish Council, Mole Valley Joint Waste Solutions have been advised this is not a service they can provide due the terms of their contract with Amey.

District Councillor Hobbs has agreed to take this matter further and, in the meantime, a warning message will be put into the Parish magazine, advising that CCTV is being installed in an attempt to curb this practice.

- 7. PUBLIC QUESTIONS:**

None.

- 8. TO DISCUSS THE ESTIMATE TO REFURBISH FOOTPATH LEADING FROM CAPEL POND:**

An estimate has been received to upgrade the footpath leading on from the bridge at the bottom of the green to the kissing gate and the bottom of the public footpath. An area of approximately 63 metres. The estimate is for £5,750.00. It was agreed that the estimate be accepted in principle, but before engaging the contractor, the Clerk will apply to Surrey County Council and Mole Valley asking for a grant towards the cost.

9.

UPDATE LAND AT BREAKSPEAR FARM, OLD HORSHAM ROAD, BEARE GREEN:

The Councillors were reminded that the planning application for housing on this land had been refused by Mole Valley. Mr Ball had recently attended a virtual meeting with Oakford Homes to discuss the possibility of appealing the decision. To assist with the appeal, up to date information on the housing needs of Beare Green is necessary. Although the Parish Council had commissioned a Housing Needs Analysis Report for the Neighbourhood Plan, this is now out of date. The Councillors agreed a new report should be commissioned. The Clerk will make enquiries and action the report.

10. TO APPROVE, UPDATE AND ADOPT:

- **Terms of Reference Policies for Planning and Finance Committees.**

These policies had been circulated to members of these Committees and approved. The information will be posted on the Parish Council website.

- **Councillor Email and Direct Debit Agreement**

All Councillors signed the agreements. The updated information will not be posted on the Parish Council website as it only contains signatures.

- **Financial Regulations**

These regulations had been circulated to all Councillors and approved. The updated information will be posted on the Parish Council website.

- **Standing Orders**

These regulations had been circulated to all Councillors and approved. The updated information will be posted on the Parish Council website.

11. REPORTS FROM MEMBERS:

(a) Finance

(i) To review the Half-year Audit report:

The audit had been undertaken by Mulberry and Co and the report has been circulated. The following issues were discussed and agreed.

- The Receipts and Payment book must be signed at each Full Parish Council meeting, together with invoices being passed for payment. The book must agree with the bank statement for that month.
- The Finance and Planning Committees should have Terms of Reference policies. These policies have been approved and adopted and will be posted on the Parish Council website.
- The auditor advised that as the Parish Council was the owner of the Parish Hall, a separate reserve account should be made to cover any future maintenance the building might require. The Councillors discussed the suggestion and as repairs have always been incorporated within the current budget, did not consider it necessary to make this adjustment. It was agreed that if major repairs were needed, i.e. a new roof, an application for a loan would be made to the PWLB.
- The auditor highlighted that the Parish Council had not been paying Employers NIC. The Parish Council outsources the payroll service and the provider had been contacted regarding this matter. In the past the Parish Council, regarded as a small employer, had been entitled to claim a grant from HMRC of £4,000 toward the payment. Unfortunately, this grant has now been withdrawn from Local Council employers and the Parish Council might need to repay unpaid contributions. The matter is currently being dealt with by the payroll provider. Councillors agreed the Parish Council will not pay the additional contribution until HMRC have requested payment.

(ii) To agree the precept request for 2024/25

Mr Salter discussed the current and reserve accounts at present. Notwithstanding any unforeseen issues, the Parish Council should end the current financial year with a small surplus.

Presently a CIL payment from Mole Valley District Council of £9,421.87 is still outstanding. A VAT refund of £4,214.75 is still to be claimed and an easement is awaiting final agreement.

Mr McLachlan had prepared a budget forecast for the next financial year, taking into consideration the amount of Concurrent and Extra grants the Parish Council will receive in addition to the precept. Each budget item was discussed, and adjustments made to the funding needed to cover them.

The Councillors considered earmarking future projects – upgrading the footpath in Capel and the Trig Street project. Grants are being sourced for the footpath and the Councillors asked for an update on grants toward the Trig Street project.

Taking these projects into consideration it was agreed a 5% increase on the 2024/25 precept request would be appropriate. The 2024/2025 precept request will be £112,600. The form was signed by the Chair and Chair of the Finance Committee and will be forwarded to Mole Valley.

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

Income

Wayleave - National Power Network	£14.95
Hall Hire - Capel and Ockley PCC	£69.00
Hall Hire - Surrey ALC	£80.00

Expenditure		VAT	TOTAL
Lindsay Quirk – Hall cleaning	£45.00		£45.00
David Sack – Groundwork Coldharbour	£450.00		£450.00
Clay Griffin – Groundwork Capel	£1,750.00		£1,750.00
Fred Evans – Groundwork	£695.00		£695.00
J Russell December salary	£2,580.00		£2,580.00
HMRC Clerk's Income Tax	£648.60		£640.60
Grant – Beare Green Pavilion works	£2,595.00		£2,595.00
EDF Energy – Beare Green pavilion	£101.65	£5.34	£106.99
OPUS Energy Gas DD	£83.23	£4.38	£87.61
OPUS Energy Electricity DD	£52.82	£2.78	£55.60
	£10,282.30	£429.94	£10,712.44

Although approved, payment to HAGS for playground repairs - **£501.30** continues to be withheld until all spares have been received¹.

(b) Ward Matters for discussion

Beare Green – (i) Mr Ball confirmed that Beare Green Village Hall have secured a grant toward the cost of upgrading the sound system. The BGVH Committee had asked the Parish Council for funding, and as a grant has now been secured, the application for the remaining costs will be considered at the January 2024 Finance Committee meeting. (ii) Mr Cox mentioned that old tyres and road signs have been dumped in the ditch by the recreation ground. The Clerk will ask Mole Valley to have these items removed. (iii) The footpath leading toward the pavilion needs some attention as it floods in wet weather. (iv) Mrs Watson asked if Surrey County Council Highways could be contacted to have the lines along Old Horsham Road repainted.

Capel – Nothing to report.

Coldharbour – Nothing to report.

13 CORRESPONDENCES:

None.

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

Update on Trig Street project

Dates of Next Meetings -

Planning Committee meeting: Monday 2 January 2024 followed immediately by the Finance Committee.

Full Parish Council meeting: Monday 15 January 2024

¹ HAGS have confirmed that the spares have been shipped. The invoice will be paid once the spares have been received.