

**MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON MONDAY 19 FEBRUARY 2024
IN CAPEL PARISH HALL**

1. PARISH COUNCILLORS IN ATTENDANCE: Mr Ball, Mr McLachlan, Mrs Schryver, Mr Ashwood and the Clerk.

IN ATTENDANCE: District Councillor Rosemary Hobbs and Ockley Parish Councillors Mrs Lisa-Jane Clarke

2. APOLOGIES FOR ABSENCE: Parish Councillors Mrs Dale, Mr Salter, Mr Cox, Mrs Watson and Mrs Taylor.

3. TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 16 JANUARY 2024.

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 Councillor Ball

4. TO APPROVE THE ACCURACY OF MINUTES OF THE PLANNING COMMITTEE MEETING 05 FEBRUARY 2024

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 Councillor Ball.

5. DECLARATIONS OF INTEREST:

None.

6. CLERK'S REPORT:

- The telephone kiosk along The Street, Capel has now been adopted by the Parish Council. Information regarding approved contractors who will repair and repaint the kiosk have been obtained. This is essential before a defibrillator can be installed. The Kiosk in Coldharbour needs repainting and refurbishment works will be carried out at the same time.
- The bench in the burial ground is now beyond repair. Consideration should be given to purchasing a replacement. It was agreed that a replacement bench will be ordered from the National Trust
- One of the swing seats in the playground is broken and the spring under the rocking 4-seater see saw is now very loose. A new seat and couplings and spring have been ordered.¹
- A further delivery of play bark has been ordered for the Coldharbour playground and laid once all the leave have been removed.

7. PUBLIC QUESTIONS:

Ockley Parish Councillor Mrs Clarke introduced herself to the meeting and asked if the Parish Council could explain how it deals with social matters. Mr Ball said that the Parish Council had a very limited Facebook page, but the website has a variety of information. There was also a Parish magazine, which is edited independently from the Parish Council. This is delivered to the majority of properties within the parish. The Parish Council also has an Emergency Plan and mention was made of the support the parish residents received throughout the Covid-19 pandemic from volunteers called the Parish Angels. The Parish Council had supported this initiative and funded the purchase of mobile phones for the volunteer Angels.

8. LAND AT TEMPLE LANE, CAPEL:

This was considered a matter involving issues of commercial sensitivity and declared as confidential at the beginning of the meeting.

¹ A quote for £974.00 for repairs has been received from HAGS and approved by the Council.

9. PROPOSAL FOR THE INSTALLATION OF ELECTRIC VEHICLE CHARGERS:

Mr McLachlan addressed the Council, stating that an independent provider had approached the Council with an offer to install 2 EV chargers in the Parish car park, free of charge. At this stage, a preliminary application for had been submitted and the provider would now go out to the installer to confirm if the application is appropriate. Currently there is no formal agreement by either party. The Councillors debated the proposal and there was some disagreement as to whether it would be necessary or appropriate to use 2 parking bays for these chargers when parking spaces were already at a premium. There was also some concern regarding the possibility of having to dig a trench across the car park to accommodate the power supply. This matter will be discussed again when the Parish Council receives further information from the provider.

10. TRIG STREET PROJECT:

Mr McLachlan and Mrs Dale had attended the Newdigate Parish Council meeting when the project was discussed as an agenda item. It was confirmed that all of the legal work had already been completed by Surrey County Council regarding the design and access for the route. The total cost of the project is £80,000 and it is estimated that the project is currently £40,000 short. Ibstock is now closing so a key issue is to find out if this arrangement with them still holds, as they have agreed to supply hardcore for the route.

The following points were made. (i) Before Capel Parish Council commits to any funding an up-to-date survey of residents in support of this project would need to be made. (ii) If the project proceeds, then a joint working committee of both Parish Councils should be established. (iii) It was suggested that the best way for Newdigate Parish Council to raise funds would be through an application for a Public Works Loan and to include the cost on their precept.

Mention was made about the access for horse-riders to the route and how, in the short term, the hedging should be reduced in height to improve all the sightlines. Capel Parish Council will be kept informed of next steps. An application will be made to Surrey County Council to have this undertaken as traffic management would be needed to carry out the work.

11. UPDATE ON GATWICK AIRPORT NORTHERN RUNWAY – EXAMINATION PROCEDURE:

The Parish Council was made aware that the Examination in Public commences with the Preliminary meetings on the 27 February. This is when the plan is challenged for any technical concerns about the procedure, to be followed in the hearings rather than discussion about the application itself. Challenges will be made regarding the lack of a Specific Hearing on Climate Change/Carbon Emissions, Air Quality, Flooding & Water Environment among others.

12. REQUEST TO PURCHASE COMMON LAND BETWEEN 178 AND 172 THE STREET, CAPEL:

The Parish Council had received a request for this purchase. It was questioned whether the occupiers of both 178 and 172 The Street were aware of the request. Before any decision could be made, the Committee asked for confirmation that this plot of land is registered to the Council. This item will be included as an agenda item for the March 2024 meeting.

13. FEEDBACK FROM FLY TIPPING WEBINAR:

Mrs Watson attended this webinar on behalf of the Council. Unfortunately, no feedback was available for the Committee at this meeting but PowerPoint slides from the webinar were circulated.

14. ANNUAL PARISH MEETING – 11 MARCH 2024

The Annual Parish meeting is being advertised and the final agenda will be posted as soon as all speakers are confirmed. Presently there are five groups have confirmed attendance representing Beare Green and Capel.

15. REPORTS FROM MEMBERS:

(a) Finance

(iii) To agree, adopt and sign accounts to 19 February 2024

Mr McLachlan addressed the meeting, stating that the accounts were as predicted with 19% of the budget left until the end of the financial year. The CIL payment had been received but the VAT refund has still to be claimed. This will be submitted before the end of March 2024.

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

Income

CIL payment	£9,421.87
Hall Hire – Erin Shanks	£103.50
Allotment Subscription	£30.00

Expenditure

		VAT	TOTAL
Lindsay Quirk – Hall cleaning	£45.00		£45.00
Legal Advice – White and Sons Invoice 35969	£150.00	£30.00	£180.00
Helpdesq Invoice 15490	£51.03	£10.21	£61.24
Fred Evans Groundworks Capel	£1,655.00		£1,655.00
The Image Company	£96.50	£19.30	£115.80
Surrey Playing Fields Affiliation fee	£10.00		£10.00
J Russell Reimbursement Postage	£10.80		£10.80
J Russell February 2024 salary	£2,594.80		£2,594.80
HMRC Clerk's Income Tax	£648.80		£648.80
Clay Griffin	£450.00		£450.00
AHS Ltd. Playbark Coldharbour playground	£255.75	£51.15	£306.90
OPUS Energy Gas DD	£350.17	£18.42	£368.59
OPUS Energy Electricity DD	£56.66	£2.98	£59.64
	£6,374.51	£132.06	£6,506.57

Although approved, payment to HAGS for playground repairs - **£501.30** continues to be withheld until all spares have been received².

(ii) End of Year Audit

Mulberry and Company will undertake the end of year audit in May 2024. The accounts for the financial year 2023/24 will be signed off at the March 2024 meeting in preparation.

(b) Ward Matters for discussion

Beare Green – (i) Nothing to report.

Capel – (i) Mention was made of the flooding at Wolves Hill. This is Surrey County Council's responsibility, and they will be contacted to undertake work on the ditches.

Coldharbour – (i) Mr McLachlan asked for the leaves in the playground to be cleared before the new playbark is laid. The National Trust have agreed that leaves collected can left by the Yew tree instead of taking them away. (ii) The National Trust have asked for consideration to be given for biodiversity to be improved on shared land in Coldharbour. These areas are by the Memorial Ground and Cricket pitch. The National Trust has recommended that a hedge be planted to protect the land. Once costs are obtained for the hedging, the Parish Council will be asked to consider a donation toward the planting. All Councillors agreed to this request in principle. (iii) Mr McLachlan informed the Council that there is a serious concern with the condition of the byway leading up to the Cricket pavilion. Surrey County Council Highways have been contacted to undertake the works before the cricket season begins again in April. At the present time SCC is unable to fund it and the Rights of Way team are denying this is their responsibility. The byway is a recognised D road and repairs have been carried out by SCC in the past. In view of the urgency a private contractor is being asked to price the repairs and it might be necessary to ask the Parish Council to contribute toward the costs. The Clerk will contact SCC Highways and demand to know why responsibility of ownership is being denied for this byway and necessary repairs are not being carried out.

16 CORRESPONDENCES:

The Parish Council has received information the Ockley and Capel PCC regarding the installation of a Garden of Remembrance at St John the Baptist Church, Capel. The PCC is planning to introduce this an area for the

² HAGS have confirmed not delivered the playground spares as ordered in 2022. This will now be fitted when the outstanding repairs to the swing and rocking see saw are undertaken.

interment of ashes. It is seen as a necessary addition as the Parish Council burial ground has only limited space available. The Councillors unanimously agreed to support the scheme in principle, but a final donation cannot be agreed until the PCC has accepted an estimate for the work and the Guildford Diocese has approved the scheme. Once the PCC has had the scheme approved this request will be put before the Finance Committee.

**17 URGENT MATTERS AT DISCRETION OF CHAIRMAN FOR NOTE OF INCLUSION ON A FUTURE AGENDA:
None**

Future Agenda items:

For Finance Committee meeting – donation to Capel and Beare Green Parish magazine.

Dates of Next Meetings –

Planning Committee meeting – Monday 04 March 2024

ANNUAL PARISH MEETING – Monday 11 March 2024

Full Parish Council meeting – Monday 18 March 2024 – Beare Green Village Hall

Finance Committee meeting – Tuesday 07 May 2024

All meetings commence at 7:30 pm