

**MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON MONDAY 15 JANUARY 2024
IN CAPEL PARISH HALL**

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

IN ATTENDANCE: District Councillor Rosemary Hobbs and Mr Richard Tyson-Davis

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

- 3. TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 11 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.

- 4. TO APPROVE THE ACCURACY OF MINUTES OF THE PLANNING COMMITTEE MEETING 02 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 the Chair.

- 5. TO APPROVE THE ACCURACY OF MINUTES OF THE FINANCE COMMITTEE MEETING 02 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 the Chair.

- 6. DECLARATIONS OF INTEREST:**

Mr Salter and Mr Cox Item 8(i).

- 7. CLERK'S REPORT:**

- A request has been made for the purchase of a small plot of common land fronting The Street. It was agreed that this will be included as an agenda item for the February Full Parish Council meeting.
- In the absence of dog waste bins being installed in the Church and Parish burial grounds, Councillor Hobbs has arranged for information stickers to be attached to all general waste bins, indicating bagged dog waste can be deposited.

- 8. PUBLIC QUESTIONS:**

None.

- 9. PLANNING:**

- **MO/2023/1771 – 9 Beare Green Cottages, Horsham Road Beare Green.** This is an application for Erection of extension to side/rear at ground floor level and side/rear extension to first floor. The Council reviewed this application via email to ensure the Council's recommendation was received on time. It was considered the size and scale of the extension proposed would create over development and would affect neighbouring properties. The proposed works do not comply with NDP policy **C-BGP01** - Extensions and alterations to existing dwellings shall have regard to the proximity and privacy of neighbourhood dwellings. The Councillors recommended this application be refused.
- **MO/2023/1279 – Appeal – Kimbers/The Firs, Horsham Road, Beare Green.** This is an application for the removal of Condition 5 of MO/84/0633. The Councillors made the decision not to respond to this appeal.

- 10. LAND AT TEMPLE LANE, CAPEL:**

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

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

The Councillors were made aware of the meetings being arranged by the Inspectorate. It was agreed that GACC would be contacted asking for further information and advice.

Information had been received from Mole Valley District Council which was not clear. The Clerk will contact the District Council for further guidance.

12. UPDATE ON RESTORATION PLANS FOR CLOCKHOUSE QUARRY, CAPEL:

Information has been received from Update on restoration plans for Clockhouse Quarry from SUEZ Recycling and Recovery UK, the current owners of the worked-out areas of the quarry. This information was circulated to all Councillors.

13. PARKING RESTRICTIONS OUTSIDE SCOTT BROADWOOD INFANT SCHOOL, CAPEL:

Councillors had raised concerns regarding illegal parking on the hatching outside the school. A competition has been suggested, to encourage pupils to create No Parking signs to be exhibited outside the school. In the event that this might not be enough to discourage this practice, it has been suggested the Parish Council purchase attention-grabbing life-size child and lolly-pop lady cut out road safety signs which can be placed outside the school entrance. The Clerk will contact the headteacher with the proposal.

14. ANNUAL PARISH MEETING – 11 MARCH 2024

In the light of the success of last year's meeting, suggestions for the 2024 meeting were called for. It was agreed to invite as many representatives from local groups as possible, offering them short slots to talk about their activities. Invitations will go out as soon as possible to ensure diary availability.

15. REPORTS FROM MEMBERS:

(a) Finance

(iii) To agree, adopt and sign accounts to 15 January 2024

Mr Salter addressed the Council and highlighted the budget to date. There is still £28,000 in the current account. There is every likelihood that that Parish Council could end the year with a combined surplus of £60,000. VAT is still to be claimed, a CIL payment is outstanding and easements that are still to be filled.

January was a particularly heavy month for ground maintenance with essential tree works being undertaken around the parish.

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

Income

Sherlocks	£117.00
Hall Hire – Erin Shanks	£103.50
Hall Hire – Leith Hill Choir	£189.75
Hall Hire – Young Farmers	£48.00

Expenditure

		VAT	TOTAL
Lindsay Quirk – Hall cleaning	£45.00		£45.00
Treeline Invoice 46548	£357.00	£75.00	£450.00
Treeline Invoice 46547	£1,500.00	£300.00	£1,800.00
Treeline Invoice 46546	£2,925.00	£585.00	£3,510.00
Helpdesq Invoice 15104	£115.08	£23.02	£138.10
Helpdesq Invoice 15236	£51.03	£10.21	£61.24
J Russell January 2024 salary	£2,595.00		£2,595.00
HMRC Clerk's Income Tax	£648.60		£640.60
Grant – Beare Green Village Hall	£2,000.00		£2,000.00
EDF Energy – Beare Green pavilion	£60.20	£3.16	£63.36
Councillor Training Invoice 125167	£149.00	£29.80	£178.80
Councillor Training Mulberry	£300.00	£60.00	£360.00
BT DD	£20.50	£4.10	£24.60
OPUS Energy Gas DD	£214.45	£11.28	£225.73

OPUS Energy Electricity DD

£60.06	£3.16	£63.22
£11,058.92	£1,104.73	£12,163.65

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 Salter asked if Mole Valley had been contacted regarding the ongoing works at Grene Trest, Horsham Road regarding the anomalies to the original planning application. The Clerk confirm correspondence had been forwarded to the Enforcement Team. (ii) Mrs Watson asked Councillor Hobson if she could confirm if the Green Dog Walking Scheme was still in operation. This scheme had volunteers wearing green arm bands who will issue spare dog waste bags. Councillor Hobson agreed to make enquiries. (iii) Mr Cox asked if the football club had been thanked for clearing the ditch near the car park. The Clerk confirm this had happened. (iv) Mr Cox asked if a new mortice lock could be fitted to the pavilion door and a porch erected to the back door to shield it from adverse weather conditions

Capel – Nothing to report.

Coldharbour – Nothing to report.

16 CORRESPONDENCES:

Mrs Dale addressed the Council saying she had received a letter from Surrey County Council regarding the upkeep of a ditch along Temple Lane. Repairs were to be undertaken under riparian ownership. There was some discussion as the Parish Council understood the first one meter of any verge was under the ownership of the County Council Highways for utility installation and maintenance purposes.

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

18 Future Agenda items:

Trig Street project

Dates of Next Meetings:

Planning Committee: Monday 5 February 2024

Full Parish Council: Monday 19 February 2024

ANNUAL PARISH MEETING: Monday 11 March 2024

Finance Committee: Tuesday 7 May 2024

All meetings will be held in Capel Parish Hall, starting at 7:30 pm.

¹ HAGS have confirmed that the spares have been shipped but still not received.