

CAPEL PARISH COUNCIL

MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON MONDAY 18 OCTOBER 2021 AT 7.30pm

PRESENT: Mrs Dale (Chairperson), Mr Ball (Vice-Chairperson), Mr McLachlan, Mrs Schryver, Mr Ashwood, Mrs Ryan and the Clerk.

In attendance: Mrs Michelle Watson.

1. **APOLOGIES FOR ABSENCE:** Mr Garber, Mr Cox and Mr Salter. County Councillor Helyn Clack. District Councillors Mary Huggins and Caroline Salmon.
2. **TO RECEIVE AND ADOPT MINUTES OF THE FULL PARISH MEETING HELD ON 20 SEPTEMBER 2021:** The minutes were accepted as a true record of the meeting. All Councillors voted in favour accepting the records and the minutes were signed by the Chairman.
3. **TO RECEIVE AND ADOPT MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 4 OCTOBER 2021:** All Councillors voted in favour accepting the records and the minutes were signed by the Chairman.
4. **MATTERS ARISING:**
None.
5. **DECLARATIONS OF INTEREST:**
None.
6. **PUBLIC QUESTIONS:**
None
7. **CLERK'S REPORT:**
 - i. The fence to a property in Mortimer Road was damaged by Surrey Sports whilst they were undertaking recent grounds work. It was disappointing that they did not try to contact either the owner or the Council to report this. A complaint was made, and Surrey Sports have dealt directly with the owner of the property.
 - ii. Fred Evans has repaired both damaged road signs at the entrance to Mortimer Road.
 - iii. Residents of Markham Park have again asked for the copse to be cleared. Although some maintenance has been carried out to the trees access to the footpaths still needs to be provided. As the area is overgrown, garden waste and rubbish is being dumped in the area. A call for volunteers to undertake the work will be made. Should this prove successful the Council will be asked to consider paying for a Hippo bag to take the rubbish and cuttings away. *It was agreed that to try to deter the practice of dumping garden waste and rubbish, signs be erected in the first instance. Some of the undergrowth will need to be cut back and poisoned to establish a clear walkway. The Clerk will arrange for this work to be undertaken.
 - iv. The boiler in the Parish Hall has been serviced and a Gas Safe certificate issued.
 - v. The verge protection bollards are being installed along Temple Lane with proper vehicle passing places being established.
 - vi. A tree has been reported as being dangerous outside the property Stonebridge, Horsham Road, Beare Green. Clay Griffin has been asked to inspect the tree and will make the Council aware of what action needs to be taken. * Clay Griffin has been unable to contact the owners of Stonebridge. The ash tree has been assessed and needs attention. The Clerk will now send a letter to the residents, asking for their permission to carry out essential maintenance on the tree.
 - vii. The footpath along The Street from Coles Lane to the boundary of Brook Cottage is being cleared of overhanging trees and undergrowth to allow safer pedestrian access.

8. POLICE CRIME STATISTICS:

Police crime statistics were received and circulated to all Councillors.

9. PLANNING APPLICATIONS:

- i. **Planning Application MO/2021/1793 – Kitlands, Broomehall Road, Coldharbour.** This is an application for a Certificate of Lawfulness for the proposed development in respect of the erection of an outbuilding to be used as a games room and garage. The Council has considered the application and offered no objection.

All other Planning Applications will be discussed at the next Planning Committee meeting on 1 November 2021.

10. UPDATE ON DRAFT MOLE VALLEY LOCAL PLAN

The Council's response will be discussed at the meeting scheduled for 1 November 2021.

11. UPDATE ON BYWAYS CAMPAIGN AND WOLVENS LANE

Mr McLachlan confirmed that all the funds which had been made available had now been spent and two papers had been produced in support of the Byways Campaign and recommending Surrey County Council to modify its policy. It now must be decided who would sign the papers to SCC and a meeting will be arranged to discuss this with Anne Bott from SALC. No information would be forwarded to SCC before December 2021.

12. TO CONSIDER MAINTENANCE WORK ON CAPEL VILLAGE POND:

Mrs Schryver asked the Council to consider funding some necessary remedial work on Capel Village Pond. Historically this work had been undertaken by Andrew Shrives who is now unable continue. Mrs Schryver has obtained a costing for the work but as this has not been budgeted for, the Council asked for a revised cost for essential work which will be discussed again when received.

13. TO AGREE SENDING REMINDER LETTERS TO RESERVED BURIAL PLOT HOLDERS TO CONTINUE WITH 10-YEAR RESERVATION.

Since the burial ground database has been operational, information has been obtained that some burial plot reservations were now overdue for renewal. The Clerk will send reminder letters, and it could allow previously reserved spaces to be used.

14. STANDING ORDERS TO BE REVIEWED AND READOPTED

Approved.

15. RISK ASSESSMENT TO BE REVIEWED AND READOPTED

Approved.

16. REPORTS FROM MEMBERS:

(a) Finance:

- (i) The accounts detailing income and expenditure for the period 20 September to 16 October 2021 had been circulated for approval. Details of invoices were given, and all councillors approved payments.

All invoices were authorised for payment by two councillors.

Bank reconciliation 16 October 2021 – Current Account £61,632.92. Reserve account balance £40,302.93.

Mr McLachlan addressed the Council and confirmed the account was expected to finish on budget after paying all projected expenditure. The Clerk will arrange for the half-year VAT refund.

INCOME

Easement	£500.00
VAT Refund	£3,561.05
Allotment Subscription	£50.00
Hall Hire	£30.00
Ashes Interment and Memorial	£445.00
Hall Hire	£85.00
Hall Hire	£45.00
Total	<u>£4,716.05</u>

EXPENDITURE

	Net	VAT	Gross
S Dixon for L Quirk	£45.00		£45.00
Landmark Chambers – Coldharbour Byways	£500.00	£100.00	£600.00
Fred Evans	£1,524.00		£1,524.00
Clay Griffin	£2,550.00		£2,550.00
Mulberry and Company – Half Year Audit	£212.70	£42.54	£255.24
Charlwood Landscape	£200.00	£40.00	£240.00
CSSC	£1,000.00		£1,000.00
J Russell – Reimbursement – keys	£23.25		£23.25
Helpdesq – i33959	£13.50	£2.70	£16.20
J Russell – Reimbursement – ring binders & postage	£7.23		£7.23
PJM – Cable safety cover	£11.33	£2.27	£13.60
SES Water	£96.20		£96.20
Surrey Sports – Grounds Maintenance	£1,480.00	£296.00	£1,776.00
Mrs L Bignell October salary	£267.80		£267.80
Mrs J Russell October salary	£2,479.40		£2,479.40
HMRC	£664.00		£664.00
BT DD	£20.50	£4.10	£24.60
OPUS Energy – Electricity DD	£36.91	£1.85	£38.76
OPUS Energy – Gas DD	£6.94	£0.35	£7.29
Total	<u>£11,138.76</u>	<u>£489.81</u>	<u>£11,628.57</u>

(b) Ward Matters for note or inclusion on a future agenda:

- (i) **Coldharbour:** (i) Mr McLachlan addressed the Council and gave an update on the burial ground database projects. The database for Capel is now complete, apart from extra information which can be added at a later date. All plots have now been recorded and information can be accessed when required. The database for Coldharbour is underway with Pear Technology having provided a map which is being completed and information being provided by the Church Wardens.

ii. CORRESPONDENCE:

None.

Any requests for agenda items should be notified to the Clerk one week before the next meeting.

DATES OF NEXT MEETINGS:

Planning Committee:	Monday 1 November 2021
Finance Committee:	Monday 8 November 2021
Full Council Meeting:	Monday 15 November 2021