

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD REMOTELY ON MONDAY 20 APRIL 2020 AT 7.30pm

PRESENT: Mr Ball, Mr McLachlan, Mrs Schryver, Mr Salter, Mrs Ryan, Mr Ashwood and the Clerk.

IN ATTENDANCE: County Councillor Mrs Helyn Clack, Councillor Mrs Mary Huggins and Councillor Mrs Caroline Salmon. Mrs Lesley Fletcher (Clerk Ockley Parish Council).

- 1 **APOLOGIES FOR ABSENCE:** Mr Garber, Mrs Dale and Mr Cox.
- 2 **TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 16 March 2020:** The minutes were approved and adopted as a true record.
- 3 **TO RECEIVE AND ADOPT MINUES OF THE PLANNING MEETING ON 4 April 2020:** The minutes were approved and adopted as a true record.
- 4 **MATTERS ARISING:** The deeds for the Recreation Ground still need to be reviewed, regarding the complaints made regarding parking. The Clerk will access the documents and determine what if any conditions are outlined regarding the car park area.
- 5 **DECLARATIONS OF INTEREST:** None.
6. **PUBLIC QUESTIONS:** The Chairman informed the Council that Mrs Fletcher, Clerk for Ockley Parish Council will be joining the link to see how the remote meetings are organised.
7. **CLERK'S REPORT:**
 - i. The work on the car park outside the Parish hall has been put on hold until after Government restrictions are lifted. Both Tidey and Webb and Central Line Painting will be ready to go forward without delay.
 - ii. A further price is being sought for the work to tidy up and make a path on the area adjacent to the ramp leading to the Sports Pavilion on the Capel recreation ground. Tidey and Webb had given a price of £1,390.00 plus VAT. If this can be reduced, the Council will go forward with the lower estimate. The Clerk informed the Council that Tidey and Webb had been in contact and are beginning to start work again next week and will be able to give the Council a start date within the next few days. As the works will be completed before either of the halls or the Sports Pavilion opens again, the Council decided to allow Tidey and Webb to carry out all the work.
 - iii. Treeline have now supplied a new tree survey which has been circulated. There are no trees on the survey which require immediate attention, but 7 has been highlighted as priority 4 and should be worked on before next winter.
 - iv. The new grounds work contractor Surrey Sport Turf Management have undertaken the first cut to areas outlined in the contract. Dave Cox and Chris Anderson (Grounds Work Committee members) are pleased with the work.
 - v. Clay Griffin has confirmed that he will start work on erecting the post and rail fence between Charlotte Broadwood flats and the Bowls Club as soon as materials are available.
 - vi. The new playground equipment for Beare Green recreation ground has been ordered from Wicksteed but no date has been given for delivery and installation at present.
8. **DRAFT MOLE VALLEY LOCAL PLAN:**

The Chairman confirmed that the statement, put together by the legal and professional teams engaged by the Council had been forwarded to Mole Valley. Councillor Salmon confirmed that that the next step would be for Mole Valley to assimilate the responses and release the results. 3709 responses had been received across the district, but no information has been given as to how many replies were received to each site. Councillor Huggins pointed out that if a response had been received and signed by two

people, Mole Valley was counting this as one, so the number of responses could be appreciably higher. Once redrafted the plan will be released again. This will probably not be until the end of this year, as staff had been reassigned to undertake priority work to cover the present challenging situation. The Chairman confirmed that there would be no reason to include this item on the agenda again until such time as the redrafted plan is released.

Mr McLachlan asked for clarification about the legal and professional fees that had been incurred responding to the plan and the Chairman confirmed that these were for the provision of a planning report, traffic, and environmental survey, all of which had been overseen by a Barrister. Councillor Salmon confirmed that Mole Valley would engage their own legal team when the plan is redrafted and therefore the Parish Council could incur further legal fees. The Chairman confirmed that the Council would ensure that any response to the redrafted plan would be watertight.

The Chairman informed the Council that the a further CIL payment of £12,818.57 had been received. CIL payments to the Parish Council were at a higher percentage as the Council had a current Neighbourhood Development Plan. He confirmed that as a result of the NDP the Parish Council had now received more money than it had paid out to put the NDP together. County Councillor Clack said this should be celebrated and shared with other Parish Councils as some were still unsure if the initial time and cost would be worthwhile.

The Chairman also informed the Council that easements to the value of £40,000 were being agreed at the present time.

9. PARISH ANGELS ASSISTANCE DURING COVER-19 LOCKDOWN:

The Chairman confirmed that six mobile phones had been purchased to enable vulnerable residents to contact volunteers who needed assistance with shopping, collecting medication, etc. This is a fantastic scheme which is working well. Councillor Salmon confirmed that last Friday 116 food parcels had been made up and delivered. There was some discussion on putting together a newsletter, and Councillor Huggins confirmed that Waverley Council was already doing this, and she would ask if they could contact the Council to offer advice. There was discussion on whether the newsletter should promote local shops offering a delivery service. Mention was also made that Capel GP surgery was also delivering some prescriptions.

Mr Salter suggested the Parish Council make a financial donation to the Community Fridge which supplies food parcels. Mr Salter proposed a donation of £500.00 which was seconded by Mr McLachlan. All Councillors were in favour. The Clerk will action the donation.

The Council also agreed unanimously to reimburse the payment for the six mobile phones.

10. REPORTS FROM MEMBERS

(a) Finance: Mr Salter talked through the payments and receipts and detailed the Budget Analysis for the financial year 2019/2020. He confirmed that once the legal fees were off set, the final total was 2% of the total budget.

Although the April figures shows a heavy spend, there was nothing that had not been expected.

Mr Salter said that the Capital Project spreadsheet must be included on all future agendas as this will show how the Council is investing in the community.

It was confirmed that the end of year audit would be undertaken remotely, and that a three-month extension of time had been granted for accounts to be forwarded to the external auditor Littlejohn.

The accounts detailing receipts and payments for the period 16 March to 20 April 2020 were presented for approval. All Councillors approved payment of the following invoices:

INCOME

Half Year Precept and Concurrent Grant	£51,404.00
CIL Payment From MVDC	£12,818.57

ADMIN AND OTHER PAYMENTS

	Net	VAT	Gross
Bradley Pearce Heating - repairs Parish Hall	£80.00	£16.00	£96.00
Helpdesq – Broadband	£58.12	£11.62	£69.74
Helpdesq – Monthly charges January to March 2020	£159.90	£31.98	£191.88
FORM Architecture and Planning – Research and meetings	£6,412.50	£1,282.50	£7,695.00

MOTION Limited – Transport and Environment Surveys	£6,000.00	£1,200.00	£7,200.00
Essex Chambers Professional Fees – Ned Helme	£2,296.30	£458.26	£2,755.56
Essex Chambers Professional Fees – Paul Stinchcombe QC	£1,500.00	£300.00	£1,800.00
Howard Cundey Professional Fees	£360.00		£360.00
Treeline – Beare Green Recreation Ground	£2,035.00	£407.00	£2,442.00
Vincent Press – Parish Angel Flyers	£151.00		£151.00
Clay Griffin – Tree Work Temple Lane and Clarks Green	£1,030.00		£1,030.00
Fred Evans – Ground works Capel	£1,140.00		£1,140.00
S Dixon for L Quirk Hall Cleaning	£45.00		£45.00
SES Water Sports Pavilion Beare Green	£48.03		£48.03
SES Water Allotments Capel	£16.83		£16.83
SES Water Bowls Club Capel	£12.49		£12.49
HMRC Clerks Income Tax	£518.60		£518.60
Mrs J Russell April salary	£1,902.82		£1,902.82
Mrs L Bignell April salary	£263.72		£263.72
Donation – Mid Surrey Community Fridge	£500.00		£500.00
BT D/D (paid 17/04/2020)	£20.50	£4.10	£24.60
OPUS Energy Gas D/D (paid 17/04/2020)	£143.44	£7.17	£150.61
OPUS Energy Electricity D/D (paid 17/04/2020)	£38.85	£1.94	£40.79
	£24,233.10	£3,712.57	£27,954.67

*Reimbursement to Ms B Steadman-Allan for the purchase of 6 mobile phones for Parish Angels. Agreed at the meeting and paid on receipt of invoices. £89.94.

Bank reconciliation at 31 March 2020 - £39,937.87

Current Account reconciled 20 April 2020 - £103,944.44

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

- (i) **Beare Green:** (a) Mrs Ryan informed the Council that trees had been taken down in Great Turners Wood. She asked if the Council knew why this had happened and if there were plans to replant the lost trees. (b) Treeline has finished work on removing the trees from the edge of the ditch on Beare Green recreation ground. Mr Cox had asked that before any replacement trees were planted attention should be given to removing the hump of soil along the recreation ground side of the ditch preventing water draining away and causing the ground to become waterlogged. The Clerk would ask Treeline if this was something they would estimate. (c) It was agreed to ask Treeline to measure the length of recreation ground fronting the A24 and ask them to advise how many trees would be needed to create a natural barrier. Mention was also made of planting a Hawthorne hedge around the trees although it was acknowledged this would require extra upkeep.
- (ii) **Capel:** (a) Mr Ashwood informed the Council that Capel resident Mrs Win Wright would be 100 years old on 5 May and asked if the Council would consider marking the occasion and donating toward the cost of a bench. After discussion it was agreed that the Council would pay 50% of the cost of the bench with the Trustees of the Alms Houses paying the remainder. Comment was made that this should not set a precedence for future centenarians.
- (iii) **Coldharbour:** (a) Mr McLachlan mentioned that the shop was now undertaking home deliveries and everyone one was enjoying the lack of noise from aircrafts. It was suggested that recordings of the clear sky should be made to support any future objections to moving the flight path. It was suggested that videos from the top of Leith Tower would be particularly useful showing clear views.

The Chairman said that as the Council was continuing to meet remotely there were options available regarding the Annual General Meeting scheduled for next month. The Council unanimously agreed that this meeting should take place, albeit remotely. It will be necessary to elect a Chairman for the Parish Council and for the Planning and Finance Committees. The Council is aware that Councillor Mr Garber had not been well enough to attend meetings but was still Chairman of the Planning Committee. It was agreed that Mr Garber should be asked if he would consider relinquishing his position but be retained by the Council as a Special Planning Advisor. This would allow the Council to co-opt another Councillor.

11 Requests for agenda items should be notified to the Clerk one week before the next meeting.

DATES OF NEXT MEETINGS:

Planning Committee: Monday 04 May 2020 at 7:30pm

Full Council Meeting: Monday 18 May 2020 at 7:30pm

Finance Meeting: Monday 11 May 2020 at 7:30pm

These meetings will be held remotely.

Invitations with login details will be forwarded to all Councillors.

DRAFT