

## CAPEL PARISH COUNCIL

### MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 16 MARCH 2020 AT 7.30pm IN CAPEL PARISH HALL

**PRESENT:** Mr Ball, Mrs Schryver, Mr Salter, Mrs Dale, Mr Cox, Mrs Ryan and the Clerk.

**IN ATTENDANCE:** Mr Mark Cunningham and Mrs Michelle Watson.

- 1 **APOLOGIES FOR ABSENCE:** Mr Garber, Mr McLachlan, Mr Ashwood and District Councillors Mrs Mary Huggins, Mrs Lesley Bushnell and Mrs Caroline Salmon.
- 2 **TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 17 February 2020:** The minutes were approved, adopted and signed by the Chairman.
- 3 **MATTERS ARISING:** None.
- 4 **DECLARATIONS OF INTEREST:** None.
- 5 **PUBLIC QUESTIONS:** Mr Cunningham addressed the meeting, stating that he was disappointed that the Council had not contacted him to discuss the Brook Cottage site after the public meeting on 21 February 2020. He did not understand how the Council could have decided to object to the site without any consultation. The Chairman apologised for the lack of communication but said that the objection was based upon professional proof, not opinions. Information relating to the evidence would be discussed later in the meeting.
- 6 **CLERK'S REPORT:**  
Work will begin on resurfacing the car park outside the Memorial and Parish Hall on 25 March 2020. All groups using the halls and recreation ground have been advised of the closure of the car park.
- 7 **TO DISCUSS AND AGREE COUNCIL'S RESPONSE TO THE DRAFT MOLE VALLEY LOCAL PLAN:**  
The Chairman explained to the Council that a draft response had been put together but some information was still outstanding. It was hoped that this information would be received by Thursday so that the response can be formally presented to Mole Valley on Friday 20 March.  
The Chairman detailed the response regarding the site at Brook Cottage. When the original application was put forward for 14 dwellings, there was not a problem with them bordering the nature reserve adjacent to the site. However, with the increased numbers, the dwellings could have a detrimental impact upon the flora and fauna in the nature reserve. The reserve is designated as a site of nature conservation and therefore must be preserved.  
The Chairman confirmed that as this response was being put together by the Council's barrister, and was therefore a legal representation, there could be no discussion regarding the contents before it is submitted. Once it has been presented to Mole Valley, copies of the letter will be circulated to all Councillors and a copy posted on the Council's website.
- 8 **UPDATE – MEMORIAL HALL CAR PARK – EXTENSION AND LINE PAINTING:**  
Information regarding the works had been explained in the Clerk's Report. The Clerk will ascertain when the initial work will be completed, and the line painting can begin. It was agreed that either Mrs Schryver and/or Mr Ball would be available to discuss the width of the parking bays with the contractor before the painting begins.
- 9 **PLAYGROUND UPDATES – COLDHARBOUR AND BEARE GREEN:**  
The Clerk confirmed that the parts needed to repair the equipment at the Coldharbour playground had been purchased and it was hoped that Playdale will carry out the repairs without delay. An order for the new equipment for Beare Green playground has been placed and Wicksteeds Contract Manager will be visiting the site on Thursday 19 March to confirm the correct positioning of the equipment prior to installation.

The Committee was informed that one of Mole Valley's District Councillors is asking for the playground in Beare Green, owned and maintained by the District Council, to be upgraded by using some remaining CIL money from the development of Breakspear Gardens, Beare Green. As this playground is only six years old, it was considered appropriate that any money should be used to upgrade the facilities on Beare Green recreation ground instead. The Chairman said that it would be appropriate for the District and Parish Councils to work together but stressed that he had not been approached by the District Council on this matter.

**10. TREE PLANTING SCHEME – SURREY COUNTY COUNCIL AND NALC:**

The Clerk confirmed that both SCC and NALC were promoting schemes to plant more trees, free of charge. A request has been made to ascertain what trees could be available as the Council was having some trees felled on the Beare Green recreation ground, and this scheme could be utilised to plant replacements. Mrs Schryver suggested that more established trees should be planted rather than saplings. Mr Cox suggested that the football team could be asked to help plant the new trees, but it was decided this need to be carried out professionally. The Clerk will speak to Treeline to find out if they might be able to provide a tree planting service, free of charge.

**11. REPORTS FROM MEMBERS**

**(a) Finance:** Mr Salter said that the finances were on target for the remainder of this current financial year. Once the outstanding invoices had been paid, the Council would have a balance of approximately £3,000 left from the precept, which shows good financial management for the year.

The accounts detailing receipts and payments for the 17 February to 16 March 2020 were presented for approval and signature. All invoices were approved and signed by Councillors Mr Ball and Mr Salter:

**INCOME**

Easements	£500.00
Hall Hire	£34.00
Allotments	£90.00
VAT Refund	£6,975.95
Hall Hire	£325.00

**ADMIN AND OTHER PAYMENTS**

	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
EDF Energy	£75.55	£3.78	£79.93
S Dixon for L Quirk	£47.00		£47.00
Clay Griffin	£700.00		£700.00
Mole Valley Burial Ground Rates	£18.87		£18.87
Fred Evans – Vicarage Lane steps and bridge repair	£3,240.00		£3,240.00
Mid Surrey Tree Surgery – stump grinding	£240.00	£48.00	£288.00
Newdigate Parish Council (wheelie bin traffic stickers)	£99.20		£99.20
Printerland	£344.91	£68.98	£413.89
Memorial Hall Hire	£105.00		£105.00
Viking	£73.67	£17.11	£90.78
GACC Subscription	£10.00		£10.00
J Russell Reimbursement Hippobag waste collection	£149.99		£149.99
J Russell Reimbursement postage	£21.82		£21.82
HMRC	£518.80		£518.80
Mrs L Bignell – March Salary	£263.52		£263.52
Mrs J Russell – March Salary	£1,902.82		£1,902.82
Wicksteed Playground Equipment	£4,895.50	£979.10	£5,874.60
PWL B D/D	£965.69		£965.69
GDPR/Data Protection Renewal Fee D/D	£35.00		£35.00
OPUS Energy Gas D/D	£118.60	£5.93	£124.53
OPUS Energy Electricity D/D	£44.57	£2.23	£46.80
Donation – Kent Surrey Sussex Air Ambulance	£200.00		£200.00

Donation – Capel Lawn Tennis Club	£200.00	£200.00
<b>Totals</b>	<b>£14,272.49</b>	<b>£1,123.15</b>
	<b>£15,395.64</b>	

*JRB Enterprise* £294.00 £58.80 £352.80  
• (Paid at the end of February 2020 but not included in February minutes)

Bank reconciliation at 28 February 2020 - £53,617.51  
Current Account reconciled 16 March 2020 - £55,098.51

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

- (i) **Beare Green:** (a) Mrs Watson informed the Committee of the death of Elizabeth Green, who had been a long-serving Parish Councillor. It was suggested that the Parish Council contribute to a memorial bench to recognise Mrs Green’s contribution to the community. Mrs Schryver suggested that Beare Green residents might wish to contribute to this, and the Parish Council would then consider match funding. (b) Mr Cox said that the manhole cover, recently reported as defective, had still not been repaired. (c) Mr Cox mentioned works that were being undertaken at Melville House. The Chairman confirmed that the Council was aware of this. (d) It was confirmed that the underpass had recently been resurfaced.
- (ii) **Capel:** (a) Mrs Dale informed the Council that there had been some awkward discussion on Facebook regarding parking in the Memorial hall car park especially during the day. Cars had been issued with notices, indicating that the car park was for recreation ground and hall users only. The cars had then moved and parked in the road adjacent to the Memorial hall but had been asked by residents not to use the spaces outside their houses. Mrs Schryver said that a few cars were being left by schoolteachers using the spaces all day. With these spaces being utilised long-term users of the hall and recreation ground often found themselves unable to park. It was agreed to look at the deeds of the car park as the Council believed the car park, originally being part of the recreation ground, was gifted to the Community for recreation users only.

**12 CORRESPONDENCE:** The Council had received a letter from the Kent, Surrey and Sussex Air Ambulance Trust asking for a donation toward the upkeep of the service. The Councillors agreed that this was a worthy cause, and as the Council had donated in the past it was suggested a donation of £200.00 be made to the Trust. All Councillors agreed.

A letter had been received from the Capel Lawn Tennis Club, outlining the improvements it would be making to the area outside the Pavilion and the path between the courts to enable disabled players to access the area. The Tennis Club asked if the Council could consider donating toward this work. The Councillors considered the request and as this would improve facilities, especially for disabled users, it was unanimously agreed to donate £200.00 toward the improvements.

The Chairman told the Council that considering recent Government guidelines relating to the Covid-19 virus, the annual Parish Meeting planned for Wednesday 18 March would be cancelled. All future meetings would go ahead as scheduled, unless guidance was received that these meetings should be postponed. In the event of meetings taking place, the safe distance practice would be adhered to.

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

**DATES OF NEXT MEETINGS:**

**Planning Committee: Monday 06 April 2020 at 7:30pm**  
**Full Council Meeting: Monday 20 April 2020 at 7:30pm**  
**Finance Meeting: Monday 11 May 2020 at 7:30pm**  
**These meetings will all be held remotely.**