

## CAPEL PARISH COUNCIL

### MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 17 JUNE 2019 AT 7.30pm IN JOHN VENUS HALL, COLDHARBOUR

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

**IN ATTENDANCE:** District Councillor Mrs Caroline Salmon, Mrs Michelle Watson and Mr Ben Ashwood.

- 1 **APOLOGIES FOR ABSENCE:** Mrs Schryver, Mr Garber, Councillor Mrs Huggins and Councillor Mrs Bushnell.
- 2 **TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 20 May 2019:** The minutes were adopted and signed by the Chairman.
- 3 **TO RECEIVE AND ADOPT MINUTES OF PLANNING MEETING ON 3 June 2019:** The minutes were adopted and signed by the Chairman.
- 4 **MATTERS ARISING:** None
- 5 **DECLARATIONS OF INTEREST:** None.
- 6 **PUBLIC QUESTIONS:** Councillor Salmon mentioned the amount of graffiti that was visible around Capel. She said that these incidents had been reported to Mole Valley's Joint Waste Team and they will clean the defaced areas. Mrs Watson commented that she had written to the Police, but there was a lack of interest on their part and they were unable to be of assistance. It was agreed that the Clerk would also write to the Police stressing the importance of promoting their presence in rural areas, which could assist in stopping this anti-social behaviour.
- 7 **CLERK'S REPORT:**
  - There is evidence that the graffiti artists have been at work on Beare Green recreation ground and along Seamans Hill. A fence at the recreation ground has been defaced, similarly the Capel sign along Seamans Hill and the bus shelter. The Mole Valley JET team, who deal with antisocial behaviour, are dealing with the clean-up.
  - The Parish Council has been given information from Mole Valley District council advising that the two grit bins located at Bakers Way and Broadwood Cottages, which were funded by the Parish Council 4 years ago, are now under threat of removal. The Parish Council has the option to re-fund at £590.00 per bin or to adopt both and take the responsibility to refill and maintain as necessary.
  - Fred Evans has been asked to repair the seat situated adjacent to the pavilion on Beare Green Recreation ground. The slats had worn and will need to be replaced.
  - Treeline has inspected a tree along Rusper Road. This will need to be felled. An estimate of £580.00 has been given and the assurance that no Mole Valley Planning Department clearance is required to carry out the work.
  - There is still problem with the drains which service the Memorial Hall, Parish Hall and sports pavilion. As no obvious problems can be found it has been proposed to use a camera to view internally. This will cost £240.00 and the Parish Council has been asked if they would consider making a donation towards this fee.
- 8 **PARISH COUNCILLOR VACANCY:**

Due to the decision of Mr Luke Margetts not to stand for re-election at the May elections, a vacancy for a Parish Councillor in Capel ward has arisen. Mr Ben Ashwood had applied for the position, and the Chairman read out Mr Ashwood's letter of application. Mr Ashwood and members of the public were asked to leave the room whilst the Councillors decided upon the application. The Chairman said that he had met with Mr Ashwood recently, and would be pleased to propose him for the vacancy. It was unanimously agreed that Mr Ashwood would be an asset to the Parish Council and was duly elected.

Mr Ashwood accepted the position and the Chairman extended his congratulations and welcomed him as a Councillor.

**9 MOLE VALLEY LOCAL PLAN – MODEST EXPANSION TO RURAL VILLAGES:**

The Chairman confirmed that as Mole Valley District Council was now under a new administration a new timetable had been set out for the publication of the draft Local Plan. The draft plan is due to be published late October/early November. A six-week consultation period will then start. It was confirmed that all sites will be announced at the same time, substantial and village sites. Traveller sites and traveller transit sites will also be included. The Parish Council will continue with its proposal for developers to stage an exhibition of plans for sites. This exhibition will take place in Capel Parish Hall and Beare Green Hall during the week beginning 7 November. There will also be a public meeting in Capel scheduled for 13 November 2019 in Capel Memorial Hall.

It was agreed that the Parish Council will write to Councillor Margaret Cooksey and obtain confirmation that the independent inspector, appointed by the previous administration to work alongside Mole Valley’s Planning Manager, Guy Davies, would continue his work under the present administration.

**10 PARKING DORKING RAILWAY STATION:**

The Chairman confirmed that progress had been made in contacting Great Western Railway and it was encouraging to know they were now willing to engage. Councillor Salmon agreed to forward the Govia costings sheet regarding local passenger benefit fund scheme. Passengers and groups should complete the survey. This information will be forwarded to all Councillors.

**11 EXTERNAL REVIEW OF PARISH COUNCIL POLICIES AND PROCEDURES:**

The Chairman informed the Council that during the end of year audit in May, the external auditor had suggested that although the Council was being run correctly, it would benefit from having its policies and procedures brought in line with the current practice. The Councillors unanimously agreed with employing the auditor to come and independently monitor all policies. Mr McLachlan recommended publishing a Complaints Procedure on the Parish website. It was agreed that this would be included as an agenda item for the next Parish Council meeting. It was suggested and agreed that the Clerk should attend the SSALC SiLCA course, starting in September. The Parish Council agreed to fund the course and extra hours so the qualification could be obtained as quickly as possible. Once trained, the Clerk would have complete knowledge of procedures and be able to bring this information to the Council. It would also enable the Council to advertise this achievement on the website.

**12 PARKING FOR DISABLED DRIVERS OUTSIDE THE PARISH HALL:**

The Chairman agreed that during times when both halls and the pavilion were being used, parking was problematic. It was therefore agreed to erect a Disabled Only parking sign on the parking space immediately to the side of the Parish Hall, thus ensuring unrestricted parking for disabled drivers.

**13 REPORTS FROM MEMBERS**

**(a) Finance:** The accounts detailing receipts and payments for the period 20 May to 17 June 2019 were presented for approval and signature. All invoices were signed by two councillors:

**ADMIN AND OTHER PAYMENTS**

	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
S Dixon for L Quirk	£48.15		£48.15
Surrey Hills Society	£25.00		£25.00
Treeline	£420.00	£84.00	£504.00
Treeline	£420.00	£84.00	£504.00
Treeline	£620.00	£124.00	£744.00
Helpdesq	£54.44	£10.91	£65.46
Helpdesq remote support	£24.05	£4.81	£28.86
Wellers Hedley – Legal fee	£2,507.50	£501.50	£3,009.00
EDF Energy	£47.50	£2.38	£49.88
Howard Cundey – Professional fee	£780.00	£195.00	£975.00
J Russell reimbursement	£29.79		£29.79
MVDC Domestic Rate Burial Ground D/D	£16.15		£16.15

Burleys Grounds Maintenance ( <b>payment withheld</b> )	£904.21	£180.84	£1,085.05
Jane Roberts Payroll service	£90.00		£90.00
Mrs L Bignell June Salary	£263.52		£263.52
Mrs J Russell June Salary	£1,778.92		£1,778.92
HMRC	£488.00		£488.00
OPUS Energy Gas D/D	£57.16	£2.86	£60.02
OPUS Energy Electricity D/D	£40.39	£2.02	£42.21
<b>Totals</b>	<b>£8,614.89</b>	<b>£1,192.32</b>	<b>£9,807.21</b>

**Current Account reconciled 31 May 2019 - £69,411.16.**

- (i) The Annual Return for the year ending 31 March 2019 was signed by the Chairman. The Annual Governance Statement 2018/19 was read out, approved and signed by the Chairman. The accounts will be available for public inspection at the Parish Office between 11 June and 20 July on weekdays between the hours of 10:00 and 13:00.
- (ii) Mr McLachlan commented that the Parish Council did not have a Complaints Procedure. He agreed to prepare a document, and this would be included for discussion as an agenda item for the next meeting.
- (iii) It was agreed that the Clerk should be enrolled on the next SSALC SiLCA course. This qualification would benefit both the clerk and the Parish Council. It was agreed that Parish Council would pay the clerk a further two extra hours each week until the course is completed.
- (iv) Mr McLachlan questioned whether Mrs Bignell had a contract of employment. The clerk will investigate this and advise the Parish Council at the next meeting.
- (v) The Clerk advised withholding payment of Burley's invoice this month, as the work being undertaken at the present time was not up to the required standard. The Clerk will meet with Burley's and discuss the situation. As Burley's contract ends in March 2020 it was agreed the Parish Council should go out to tender for these groundworks, giving a detailed specification of all the work needed to be undertaken.

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

- (i) **Beare Green:** (a) Mrs Ryan spoke about the bat boxes which had been installed at Beare Green. It was discussed whether boxes could be put up on trees which are on National Trust land. The Clerk will provide Mrs Ryan with the local National Trust rangers contact details to ascertain whether permission can be obtained. This will be included as an agenda item for the next meeting. (b) The damaged safety barrier along the A24 at Beare Green were discussed. It was confirmed that Surrey County Council Highways have been asked to undertake the repairs. County Councillor Helyn Clack has been asked for her assistance. (c) Councillor Salmon mentioned a mobile Community Fridge in the Capel area. It has been agreed that the van would stop weekly at Beare Green car park and Rickwood Park but a location was needed in Capel. (d) Mr Cox mentioned the Beare Green pavilion. It needs some immediate repair to the guttering and the side of the building. It was agreed to ask Fred Evans to provide a quotation for this work. (e) Mr Cox explained that due to Burley's bad workmanship, he was cutting the grass in some areas on Beare Green recreation ground.
- (ii) **Capel:** (a) Mrs Dale said the ditch along Vicarage Lane by the bridge and Broadwood cottages needs to be cleared. The Clerk will arrange for this to be done. (b) The grit bins had been mentioned in the Clerk's Report. It was agreed that before any decision is made, the Clerk will find out the cost of purchasing grit salt. The Clerk will also contact Mole Valley to ascertain what happened prior to the four-year adoption period. (c) The drains servicing the Parish Hall, Memorial Hall and Capel pavilion had been mentioned in the Clerk's Report. The Councillors all agreed it was reasonable for the Parish Council to contribute one-third of the cost of the initial investigation and possibly take further action when the results are known. (d) Mention was made of the deterioration condition of the sheds adjacent to the Parish Hall. It is not known if they are still used but the Clerk will write to the Chairman of the Memorial Hall and ask if these can be removed or repaired, as they could be a hazard. (e) Mr Ashwood mentioned the

bowls green on the recreation ground and if there were any plans to use the area. The Councillors were reminded that a local resident, Mr Partridge, had addressed the Council recently regarding change of use. The Clerk will contact Mr Partridge and ask for an update on the current situation. This will be included as an agenda item for the next meeting.

- (iii) **Coldharbour:** Mr McLachlan advised the Councillors that he had resigned from GACC and a new representative was needed. Applications should be made directly to Peter Barclay.

**14 CORRESPONDENCE:**

None

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

**DATES OF NEXT MEETINGS:**

**Planning Committee: Monday 1 July 2019 at 7:30pm in Capel Parish Hall.**

**Full Council Meeting: Monday 15 July 2019 at 7:30pm in the John Venus Hall, Coldharbour.**

**Finance Committee: Monday 9 September 2019 at 7:30pm in Capel Parish Hall.**