

CAPEL PARISH COUNCIL

MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 20 MAY 2019 AT 7.30pm AT CAPEL PARISH HALL

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

IN ATTENDANCE: District Councillors Mrs Mary Huggins, Mrs Lesley Bushnell and Mrs Caroline Salmon. Mrs Jackie Crichton (Leith Hall Practice Manager) and Dr Louise Keene (Leith Hill Practice).

ELECTION OF CHAIRPERSON

Mr Ball was nominated by Mrs Dale. Nomination seconded by Mr McLachlan. All in favour.
Mr Ball signed his Declaration of Office

ELECTION OF VICE-CHAIRPERSON

Mr McLachlan was nominated by Mr Ball. Nomination seconded by Mrs Dale. All in favour.
Mr McLachlan signed his Declaration of Office.

ELECTION OF CHAIRPERSON FOR PLANNING COMMITTEE

Mr Garber was nominated by Mr Ball. Nomination seconded by Mrs Ryan. All in favour.
Mr Garber signed his Declaration of Office.

ELECTION OF CHAIRPERSON FOR FINANCE COMMITTEE

Mr Salter was nominated by Mr Ball. Nomination seconded by Mr McLachlan. All in favour.
Mr Salter signed his Declaration of Office.

APPOINTMENT OF INTERNAL AUDITOR

Mr Ball nominated Mulberry and Company as Auditor. Nomination seconded by Mr McLachlan. All in favour.

All Parish Councillors signed their Declaration of Office forms.

- 1. APOLOGIES FOR ABSENCE:** Mrs Schryver.
- 2. TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 15 APRIL 2019:** The minutes were adopted and signed by the Chairman.
- 3. TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL PLANNING MEETING ON 06 MAY 2019:** The minutes were adopted and signed by the Planning Committee Chairman.
- 4. DECLARATIONS OF INTEREST:** None
- 5. PUBLIC QUESTIONS:** The Parish Council had received several complaints from residents regarding parking along The Street and blocking driveways, especially in the vicinity of The Leith Hill GP Practice. Parking continues to be an issue now the practice had extended its opening hours to include surgeries on Tuesday and Thursday evenings. Mrs Jackie Crichton, Practice Manager and Dr Louise Keene addressed the meeting, admitted that parking had not really been considered when the extra hours were added. The practice considered the day service to be much more popular. The evening service was limited to 11 patients as there was only one GP working. It was discussed that historically the car park at the side of the surgery, is used by all residents when the practice was closed. As it was still early days for the evening service, it could be residents were not aware of the change of hours and therefore used the car park as usual. It was agreed that the yellow road markings outside the practice needed to be reinstated to deter thoughtless parking. The Clerk will contact Surrey County Council Highways and ask for this to be done.
Dr Keene agreed that a notice will be displayed in the surgery, asking all patients to park considerately.

The Chairman thanked Mrs Crichton and Dr Keene for taking the time to address the meeting.

6. CLERKS REPORT:

- i. The Parish Council had received complaints from residents regarding parking along Vicarage Lane, especially in the vicinity of Carters Car Care.
- ii. Parking in the Memorial Hall car park is still an issue, especially for those who park and are not using either hall, the sports pavilion or the recreation ground. The Clerk will enquire when signs detailing the car park use will be erected.
- iii. A complaint has been received regarding the condition of the steps leading from the recreation ground onto Vicarage Lane. The Clerk will make enquiries about having the steps repointed.

7. PARKING DORKING RAILWAY STATION:

The Chairman mentioned that information had been received from Govia Thameslink Railway regarding the Passenger Benefit Fund. Ashted, Leatherhead, Dorking, Boxhill and Humble and Ockley stations have all be allowed £30,000.00 to improve passenger experience. After discussion it was agreed that Councillor Salmon would recommend pooling the resources allocated for Dorking, Boxhill and Ockley, using it to progress extra parking facilities as Dorking station.

8. REPORTS FROM MEMBERS:

(a) Finance: The accounts detailing receipts and payments for the period 15 April to 20 May 2019 were presented for approval and signature:

Income

Hall Hire	£152.00
Allotment subscription	£45.00
Ashes interment	£250.00
Ashes interment	£395.00
Hall Hire	£17.00
Hall Hire	£20.00
	<u>£879.00</u>

Admin and Other Payments

	Net	Vat	Gross
Burley and Sons	£904.21	£180.84	£1,085.15
SSALC LCR	£17.00		£17.00
S Dixon for L Quirk	£45.00		£45.00
PJM Coldharbour	£286.00	£57.20	£343.20
UK Solar Power Panels Coldharbour	£714.00	£142.80	£856.80
SSALC	£53.14	£10.63	£63.77
GLEAM Subscription	£15.00		£15.00
Wellers Hedley	£944.00	£188.80	£1,132.80
Helpdesq	£55.55	£11.11	£66.66
JRB Enterprises	£163.50	£32.70	£196.20
Zurich Municipal	£4,404.24		£4,404.24
Mrs J Russell reimbursement	£23.49		£23.49
Mrs L Bignell – May Salary	£263.52		£263.52
Mrs J Russell – May Salary	£1,686.10		£1,686.10
HMRC Clerks Income Tax	£465.00		£465.00
PWLB D/D	£2,712.54		£2,712.54
OPUS Energy Electricity D/D	£38.88	£1.94	£40.82
OPUS Energy Gas D/D	£92.13	£4.61	£96.74
Total	<u>£12,883.30</u>	<u>£449.79</u>	<u>£13,513.93</u>

Bank reconciliation at 30 April 2019 - £71,437.26

Current account total at 20 May 2019 - £69,411.16

- i. **Beare Green:** (a) Councillor Salmon mentioned a proposal that had been put forward by a parent in Beare Green, regarding a safe route across the recreation ground to The Weald School. It was agreed that the parent would be asked to attend the next meeting, and this would be included as an agenda item. (b) Mrs Ryan asked the Parish Council to consider the installation of bat boxes. This would be an agenda item for the June meeting. (c) Mr Cox asked if a timetable could be obtained from Burleys regarding the frequency of grass cutting on the recreation ground. The Clerk will obtain a copy from Burleys. (d) Councillor Salmon said that complains had been received regarding the severe cutting of the verges along the A24. She explained that the contractor had not been provided with correct information and that in future a swath would be left uncut to promote biodiversity. Mrs Dale said that farmers saw leaving ragwort uncut as a serious problem as it could pollenate into pastures, being harmful to livestock and into cultivated fields ruining crops.
 - ii. **Capel:** (a) Mr Garber mentioned an application had been received from the owners of 184 The Street, asking for access to provide a direct drive access across parish land through to The Street. Mr Garber explained that the most sensible approach would be to agree an easement, with conditions, and not to sell the land. All councillors were in favour of providing an easement. (b) Councillor Bushnell mentioned the access for Auclaye brickworks and agreed that the proposed entry was not safe. She mentioned that this access has been coded amber by Surrey County Council.
 - iii. **Coldharbour:** (a) Mr McLachlan said that the Police had held their first awareness session and praised Andy Adams for his very proactive approach. (b) Mr McLachlan said that a consultation process had been started regarding Gatwick's handling of the Route 4 approach. He believed that this showed that Gatwick was prepared to listen. He confirmed that he had completed his response and asked all Councillors to do the same. The Clerk will forward copies of the consultation to all Councillors.
9. **CORRESPONDENCE:** An anonymous letter had been received regarding the car in the ditch along the A24 at Beare Green. The car has since been moved and as the letter was anonymous, no reply could be sent. The residents of 180 The Street had written to the Parish Council regarding the common land fronting their property and the inconsiderate car parking, which sometimes blocked their access to their drive. It was agreed that a response will be sent to the resident, stating that Surrey County Council will be asked to mark the entry with broken white lines.
10. **Urgent matters at discretion of Chairman for note or inclusion on future agenda:**

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

DATES OF NEXT MEETINGS:

Planning Committee: Monday 03 June 2019 at 7.30pm

Parish Council Committee: Monday 17 June 2019 7.30pm at the John Venus Hall, Coldharbour.

Finance Meeting: Monday 9 September 2019 at 7.30pm