

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 18 NOVEMBER 2019 AT 7.30pm IN BEARE GREEN VILLAGE HALL

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

IN ATTENDANCE: District Councillor Mrs Caroline Salmon.

- 1 APOLOGIES FOR ABSENCE:** Mr Garber, Mr Cox, Mr McLachlan, Mr Ashwood, Councillors Mrs Mary Huggins, Mrs Lesley Bushnell and District Councillor Mrs Helyn Clack.
- 2 TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 21 October 2019:** The minutes were adopted and signed by the Chairman.
- 3 TO RECEIVE AND ADOPT MINUTES OF PLANNING MEETING ON 4 November 2019:** The minutes were adopted and signed by the Chairman.
- 4 TO RECEIVE AND ADOPT MINUTES OF FINANCE MEETING ON 4 November 2019:** The minutes were adopted and signed by the Chairman.
- 5 MATTERS ARISING:** The Chairman informed the Committee that Mr McLachlan had attended a SSALC finance training course. Mr McLachlan has shared information that is very useful to the Parish Council and he will meet with the Clerk to ensure the legislation is being followed.
- 6 DECLARATIONS OF INTEREST:** None.
- 7. PUBLIC QUESTIONS:** Councillor Salmon addressed the meeting and mentioned that the little-used public payphone boxes within the Parish are under scrutiny again, with the possibility of them being removed. The recent meeting with Surrey County Council was mentioned regarding the measures to reduce the speed of traffic around the Beare Green roundabout. As the Parish Council has agreed to fund the initial feasibility study, this should move the study forward. Funds have become available to repair the equipment on the Mole Valley owned playground at Beare Green. The condition of the subway at Beare Green has been reported, also the mud on the A29 and Horsham Road. Confirmation has been received that the treads on the steps at Holmwood Station will be repaired.
- 8. CLERK'S REPORT:**
 - i. The new notice board has been ordered and delivery should be within the next five weeks.
 - ii. The new play equipment for Coldharbour will be delivered and erected within the next two weeks.
 - iii. The silver birches on Beare Green recreation ground will be felled during the first week of January 2020.
 - iv. The two grit bins in Capel (Broadwood Cottages and Bakers Way) have been adopted by the Parish Council for the next four years.
 - v. Fred Evans has agreed to undertake the following work:
 - Erect the new notice board when it is delivered.
 - Repaint the play equipment at Capel playground.

- Remove, repaint and reinstall the Beare Green village emblem.
- vi. Clay Griffin has been asked to:
- Cut back, remove and weed kill the brambles growing at the foot of the Beare Green village emblem.
 - Provide a quote for the removal of part of the hedge around the bowls green.
 - Provide a quote to install a post and rail fence at the rear of the Capel bowls green pavilion.

9. MOLE VALLEY LOCAL PLAN – MODEST EXPANISON TO RURAL VILLAGES:

Councillor Salmon said that no further information was available, and the 3 February 2020 start date for the Mole Valley Local Plan six-week consultation had not been changed. A Steering Group has been confirmed to consider submissions to Mole Valley District Council on all matters in relation to sites and policy and to submit representations to the local authority having regard to all sites within and out of the Parish of Capel as may be appropriate. The Group will be represented by Paul Garber, Chris Ball, Paula Dale and Stuart McLachlan.

10. UPDATE PLAYING FIELDS/GROUNDS MAINTENANCE CONTRACT:

The proposed tender for this five-year plan has been sent out to three interested companies. The return date is Friday 15 December 2019. The returned tenders will be discussed at the December full Parish Council meeting.

11. PARISH COUNCIL WEBSITE:

Currently the Parish Council's website is hosted by Surrey County Council and this will continue until the end of March 2020. After that time the Parish Council must find another host. Stuart McLachlan oversees the website at present and is prepared to take on the responsibility of finding a suitable host and continue running the site. He will also contact neighbouring parishes and if they are hosted by SCC, will offer a website service. The Councillors agreed that the website at present works well and therefore would not want to make any changes. It was agreed to pay a sum of £1,000 to Mr McLachlan to enable to website to continue. There was also mention of paying a monthly financial retainer, and this will be discussed again at the December meeting.

There was again mention of the Parish Council engaging with Facebook. If this were to go forward, it would need proper control and be just for information. Mr McLachlan and Mrs Ryan will work together to establish a Facebook page.

It was agreed that all Councillors should sign up the Whatsapp Emergency Group.

12. REPORTS FROM MEMBERS

(a) Finance: The accounts detailing receipts and payments for the period 21 October to 18 November 2019 were presented for approval and signature. All invoices were approved and signed by two councillors:

INCOME

Interment of Ashes	£295.00
Hall Hire	£85.00
Wayleave BT	£40.12
CIL Payment	£12,747.29

ADMIN AND OTHER PAYMENTS

	Net	VAT	Gross
Donation Poppy Appeal	£65.00		£65.00

Reimbursement – Mrs Schryver	£84.00		£84.00
Treeline – Well Cottage, Misbrooks Green Road	£1,078.00	£215.60	£1,293.60
South East Tree Surgeons – The Willows, Horsham Road	£950.00	£190.00	£1,140.00
Mrs L Bignell November salary	£263.52		£263.52
Mrs J Russell November salary	£1,937.82		£1,937.82
Reimbursement – Mrs Russell	£8.23		£8.23
Reimbursement – Mrs Russell – Land Registry	£6.00		£6.00
Printerland	£297.00	£59.40	£356.40
Burleys Ground Maintenance	£904.21	£180.84	£1,085.05
Helpdesq	£51.52	£10.30	£61.82
HMRC	£518.80	£14.00	£518.80
OPUS Energy Gas D/D	£76.08	£3.80	£79.88
OPUS Energy Electricity D/D	£39.01	£1.95	£40.96
Totals	£6,349.19	£675.89	£7,025.08

Bank reconciliation at 31 October 2019 - £61,838.12

Current Account reconciled 18 November 2019 - £71,991.87

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

- (i) **Beare Green:** (a) Mrs Ryan said that a meeting will be arranged to discuss the placing of bat boxes in Beare Green. (b) Mr Ball said that a traffic calming meeting had taken place recently with Surrey County Council to discuss the possibility of hatching along the A24 to reduce the speed of traffic around the Beare Green roundabout. (c) Mr Salter mentioned the commuter parking outside Holmwood railway station. He asked if parking bays might be a solution to alleviate inconsiderate parking. However, this could possibly be counterproductive as the installation of parking bays could mean the introduction of parking metres.
- (ii) **Capel:** (a) Mrs Schryver said that the Horticultural Society had purchased more daffodil bulbs and asked if they could be planted at the entrance to the village from Horsham. This was agreed.
- (iii) **Coldharbour:** (a) It was suggested that the Clerk would contact SSALC to find out if it was possible to co-opt a second Councillor for Coldharbour, as the ward was not represented at meetings when Mr McLachlan was not available to attend.

18 CORRESPONDENCE:

The Chairman said that an email had been received from BT via Mole Valley regarding the possible removal of telephone boxes in the Capel and Beare Green. The reason was because of lack of use. The Clerk will respond to Mole Valley, asking if the boxes located in Capel could remain as these are used, albeit infrequently.

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

DATES OF NEXT MEETINGS:

Planning Committee: Monday 2 December 2019 at 7:30pm
Full Council Meeting: Monday 16 December 2019 at 7:30pm
Finance Meeting: Monday 13 January 2020 at 7:30pm

APPENDIX 1

APPROVED FUNDING FOR PROPOSED PROJECTS

PRIORITY	PROJECT	AMOUNT	COMMENTS
1	Bat Boxes – Beare Green		Lisa to provide quote
3	Skate Park – Beare Green		
2	Bridle Path, Newdigate Road, Beare Green		Project headed by Newdigate PC. Capel PC will provide 40% match funding.
1	Speed Restrictions		Not sure what this one is
3	Underpass – Beare Green		Caroline Salmon to confirm the details
1	De-cluttering – Parish	£1,500.00	
1	Flower Boxes	3 x £300.00	
1	Notice Board – Capel	£1,500.00	
1	Play Equipment – Capel and Beare Green		Councillors to provide details
1	Drinking Water Fountain	£1,000.00	
1	Replacement Tree Planting – Beare Green	£500.00	
1	Website	£1,000.00	Stuart to provide a quote
1	Salt Bins – Capel	£1,200.00 ✓	Done
2	Hatching – Road Safety – Coldharbour and Beare Green		Helyn Clack to organise working group for Beare Green. Coldharbour nearing completion.
1	Beare Green Village Hall – CCTV	£1,800.00 ✓	Done
3	All weather path - Capel		
1	Post and rail fence, Bowls Green, Capel	£1,000.00	
1	Football and Cricket Club use of Bowls Green – hedge removal	£600.00	
1	Football Club Land Survey	£200.00	
1	Memorial Hall Car Park – extension and marking	£10,000.00	
1	Capel Memorial Hall Boiler – donation	£2,000.00 ✓	Done