

CAPEL PARISH COUNCIL

MINUTES OF FULL PARISH COUNCIL MEETING HELD REMOTELY ON MONDAY 15 JUNE 2020 AT 7.30pm

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

IN ATTENDANCE: District Councillors Mrs Bushnell and Mrs Salmon.

1. **APOLOGIES FOR ABSENCE:** Mr Garber and Mr Cox. County Councillor Mrs Clack and District Councillor Mrs Huggins.
2. **TO RECEIVE AND ADOPT MINUTES OF ANNUAL GENERAL MEETING HELD REMOTELY ON 18 MAY 2020:**
The minutes were regarded as a true record of the meeting. All Councillors voted in favour accepting the records and the minutes will be signed at the next fully converged meeting.
3. **TO RECEIVE AND ADOPT MINUTES OF THE PLANNING MEETING HELD REMOTELY ON 01 JUNE 2020:**
The minutes were regarded as a true record of the meeting. All Councillors voted in favour accepting the records and the minutes will be signed at the next fully converged meeting.
The Councillors were given an update on the site proposed for housing in Coles Lane, Ockley. Capel Parish Council has forwarded an objection to Mole Valley regarding the proposal and it was understood Ockley were still to make their representation. It was thought that this application could be refused by Mole Valley and an appeal lodged. It was suggested that a meeting would be beneficial between Ockley and Capel Councils. The Clerk will contact Ockley with this suggestion. This application should not be considered in isolation as there would be such a big impact upon Capel village if the plans were approved.
Councillor Salmon reminded the Council that a Mole Valley Cabinet Meeting was scheduled to take place later this week and a Planning Policy meeting for the Local Plan. The general feeling was that new applications could not be included in the Plan. Councillor Salmon also reminded the Council that the Ockley application had been rejected at the start of the Local Plan.
4. **DECLARATIONS OF INTEREST:**
None.
5. **PUBLIC QUESTIONS:**
Councillor Bushnell addressed the Council giving details a letter that had been received from a very concerned resident regarding another serious accident that had occurred along the A24, at a section where the dual carriage way reduces to a single lane.
The section of road is from Clarks Green roundabout through to Kingsfold. This stretch of road has a 50mph speed limit and requests have been received to reduce it to 30mpg. Suggestion has also been made to install warning signs on the bends, better road markings and improving the overall surface of the road.
Councillors were in favour of supporting of anything that would reduce the speed of traffic and agreed to back any report that Councillor Bushnell submitted.
Mrs Schryver mentioned that she had been contacted to see if the Parish Council would take action to have the hedge cut back from Redroofs to the Clockhouse bend. The hedge is impeding pedestrians. Surrey County Council has been asked by residents to have this cut but without success. It was agreed the Parish Council would write and ask for this to be carried out as it is becoming a serious safety risk. Councillor Salmon mentioned the pedestrian and cycle paths along the A24 from Holmwood to Beare Green. There was a list of actions that Mole Valley should be considering ensuring this route is accessible.

6. CLERK'S REPORT:

- i. The resurfacing works and line painting at the Capel car park is now finished.
- ii. The drinking water fountain has been ordered and will be delivered within two weeks. The fountain will be installed on the outside wall of the Parish hall. The area under the fountain will be laid with slabs (shingle at present) and a small cycle rack will be installed to the side with an overhead motion light to ensure security for the fountain and cycles after dark.
- iii. The bat boxes have been delivered and will be installed with the assistance of Beare Green volunteers.
- iv. The all-weather footpath around Capel recreation ground will be started on 22 June.
- v. Painting is underway at the children's playground at Capel.
- vi. Wellers are continuing to work on behalf of the Council trying to establish an agreement to trespass over parish land at Temple Lane. Barriers remain in place across the entrance to the Old Bonfire Field and will not be removed until the matter is resolved.
- vii. Treeline will provide a quote to remove the excess spoil around the ditch on Beare Green recreation ground. This soil is creating a dam and prevents excess water from running into the ditch. Once this work is complete, the planting of replacement trees can begin.

7. TO REVIEW CAPITAL PROJECTS AND AGREE NEXT PROJECT

The updated Capital Projects spreadsheet had been circulated to all Councillors. Mr McLachlan highlighted progress on recent projects.

Mr Ball said he had concerns that the Council would not be allowed to install the bat boxes as it was believed this should be done by a licenced ecologist. It was agreed to seek guidance before this was done but the general opinion was that the boxes could be installed but needed to be checked by an ecologist.

Mr McLachlan mentioned the two feasibility studies to be carried out by Surrey County Council, which the Council has agreed to fund. This agreement was made last year, and the studies are still outstanding. The Clerk will contact County Councillor Clack to find out when these studies are likely to be undertaken.

8. BYWAYS, COLDHARBOUR

Mr McLachlan reminded the Council that a Barrister had been appointed to seek an opinion on the installation of a gate and key scheme for the byways in Coldharbour. These byways were currently being abused by drivers of 4 x 4 vehicles and scramble bikes. Kent County Council have installed a similar scheme and it was proving to be successful. Action was now for Surrey County Council to speak to counterparts in Kent. Rob Fairbanks will discuss this at the next byways meeting. It was stressed that these gates would not impede pedestrian access.

9. REPLACEMENT GATE and SAFETY NETTING, COLDHARBOUR PAVILION.

Mr McLachlan informed that Council that the current wooden gates were being vandalised frequently and the cost of repairing was a huge burden. The National Trust had been approached for funding but without success. The installation of new metal gate would cost £1,000 and Mr McLachlan asked the Council if it would consider paying for the equipment.

Mr McLachlan then addressed the Council regarding the installation of safety netting for the cricket pitch. The current insurance renewal was advocating the lack of any safety equipment as high risk. Spectators and cars could be hit by cricket balls during play. As a result, the premium was likely to increase. The removable safety net, 5m high and 25m wide would protect spectators and ensure that insurance premiums were kept to a minimum. The cost of this netting would be £5,000. Mr McLachlan asked the Council if it would consider paying for this equipment.

Mr Ball asked if efforts had been made to obtain grants from other sources. It was confirmed that a grant had recently been received to maintain the cricket ground and it was unlikely any other funding would be available.

The Council agreed to pay the £1,000 for the installation of the new metal gate and would match fund the cost of the safety netting.

10. PARISH COUNCIL FACEBOOK PAGE

Further discussion was held on this subject and it was agreed that a page should be set up. However, it was unanimously agreed that this page would be for information only and no comments or opinions from residents would be allowed. Two Councillors would be responsible for the administration. Councillors need to review the Social Media policy and the Clerk will circulate this and have any amendments adopted at the next Parish Council meeting.

11. REPORTS FROM MEMBERS

(a) Finance:

- (i) Internal Audit procedure and other financial procedures were reviewed by all Councillors and found to be effective.
- (ii) The Annual Return for the year ending 31 March 2020 will be signed by the Chairman after the meeting as the Council is meeting remotely in accordance with Government guidance. The accounts will be available for public inspection at the Parish Office between 13 July and 22 August on weekdays between the hours of 10:00 and 13:00.
- (iii) The accounts detailing receipt and payments for the period 18 May to 15 June 2020 had been circulated for approval. Mr Salter commented that although this was a particularly heavy month for payments, all the payments had been expected. The Council has received a £10,000 Small Business Grant, an easement and reimbursement for professional fees this month.

INCOME

Small Business Grant	£10,000.00	£10,000.00
Easement	£25,000.00	£25,000.00
Reimbursement professional fees	£1,530.00	£1,530.00
Total	£36,530.00	£36,530.00

	Net	VAT	Gross
ADMIN AND OTHER PAYMENTS			
Tidey and Webb – Capel car park works	£17,545.50	£3,509.10	£21,054.60
Central Line Marking – Capel car park	£425.00	£85.00	£510.00
Outdoor Drinking Water Fountain	£2,224.24	£444.85	£2,669.09
Dave Guy – 50% total Capel Playground painting	£1,000.00		£1,000.00
Maltaward Barriers – Temple Lane, Capel	£64.29	£12.86	£77.15
S Dixon for L Quirk	£45.00		£45.00
Wellers Hedleys – legal fees Temple Lane	£1,192.00	£236.00	£1,428.00
Printerland – photoconductors	£125.15	£25.03	£150.18
Treeline – Update Tree Assessment	£1860.00	£372.00	£2,232.00
Mulberry and Co – End of Year Audit	£120.00	£24.00	£144.00
RB Services (Skip)	£240.00	£48.00	£288.00
Zurich Insurance (1 st payment of 5-year plan)	£4,130.73		£4,130.73
Surrey Sports Turf Management	£1330.00	£266.00	£1,596.00
Fred Evans – replacement sleeps footbridge	£545.00		£545.00
Reimbursement – Mrs A Schryver –fixing kit	£70.36		£70.36
Reimbursement – Mrs J Russell – playground paint	£244.76	£48.95	£293.71
Reimbursement – Mrs J Russell – playground paint	£202.52	£40.50	£243.02
Reimbursement – Mrs J Russell – playground paint	£99.45	£19.89	£119.34
Wes Attridge – Burial Ground maintenance	£660.00		£660.00
Reimbursement – Mrs J Russell Bat boxes	£160.60	£32.13	£192.78
Helpdesq	£54.34	£10.87	£65.21
Jane Roberts – Payroll services	£90.00		£90.00
HMRC	£519.00		£519.00
Mrs L Bignell – June salary	£263.52		£263.52
Mrs J Russell – June salary	£1,902.62		£1,902.62
Donation – BGCA – Car park lighting	£572.40		£572.40
EDF Energy	£85.25	£2.76	£88.01
OPUS Energy Gas (DD)	£32.91	£1.65	£34.56
OPUS Energy Electricity (DD)	£32.56	£1.63	£34.19
Total	£35,825.52	£5,192.95	£41,018.47

12. Ward Matters for note or inclusion on a future agenda:

- (i) Beare Green:** (i) Councillor Salmon mentioned the temporary barriers along the A24 which were erected after an accident last year. The barriers are still in place and she asked if the Council knew when they will be replaced. It was agreed the Council will write to Surrey County Council and ask for information. (ii) Mrs Ryan said that Common and Giant Hogweed is growing along the A24. She asked if anything could be done to have these removed as the sap of this plant can burn. Councillor Bushnell mentioned that Mole Valley holds a register, recording areas when the plant has been reported but there is a lack of action. Councillor Salmon said she will discuss the matter at the next local Council meeting. (iii) Mrs Ryan asked if the Council would consider donating toward the cost of upgrading the lights in the Beare Green car park. The total cost was estimated at £572.00 and the Councillors unanimously agreed to pay for the installation.
- (ii) Capel:** Mr Ball discussed the crime statistics that covered all wards, which had been received from the Police. There were a few cases of domestic violence within the area which could be attributed to continuing lockdown conditions. Mrs Ryan mentioned there was a link that residents could access to view the crime map in their area. <https://www.adt.co.uk/crime-in-my-area>.
- (iii) Coldharbour:** Mr McLachlan discussed the number of visitors that had been coming to the area since the lockdown restrictions had been eased. The litter bins were continually overflowing, and it has been agreed with Mole Valley that they will now be emptied three times a week. (ii) Mr McLachlan mentioned an NHS Bike Ride which is scheduled take place on the 4 and 5 July. The route would include roads through the parish.

- 13. CORRESPONDENCE:** The email from a resident regarding another serious accident that had occurred along the A24, at a section where the dual carriage way reduces to a single lane has been discussed in Section (5) above.

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

DATES OF NEXT MEETINGS:

Planning Committee:	Monday 6 July 2020
Full Council Meeting:	Monday 20 July 2020
Finance Committee:	Monday 14 September 2020

Both meetings will be held remotely at 7:30 pm unless Government regulations are relaxed.