

CAPEL PARISH COUNCIL

MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON MONDAY 14 DECEMBER 2020 AT 7.30pm - HYBRID

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

IN ATTENDANCE REMOTELY: Mrs Schryver.

1. **APOLOGIES FOR ABSENCE:** Mr Garber
2. **TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING HELD ON 16 NOVEMBER 2020:** The Councillors asked for the following statement to be added to Section (6) *“Mr Ashwood said that he had been contacted by a resident, concerned that trees with TPOs on the site might be damaged. The owners gave assurance that effort will be made to retain established trees.”* The minutes will then be accepted as a true record of the meeting. All Councillors voted in favour accepting the records and the minutes will be signed by the Chairman.
3. **TO RECEIVE AND ADOPT MINUTES OF THE PLANNING MEETING HELD ON 07 DECEMBER 2020:** The Councillors asked for the following statement to be added to Section (9) *“The Council is aware that terms of the approval states *“all in association with the use of the adjacent lake for fishing”*. The Council will contact the proprietor and suggest he contacts Mole Valley to have this modified to allow the café to be used independently.”* The minutes will then be accepted as a true record of the meeting. All Councillors voted in favour accepting the records and the minutes will be signed by the Chairman.
4. **MATTERS ARISING:**
None.
5. **DECLARATIONS OF INTEREST:**
None.
6. **PUBLIC QUESTIONS:**
None.
7. **CLERK’S REPORT:**
 - Three Ash trees with dieback which were growing in the Council burial ground have been felled. The remaining tree will be monitored yearly by Treeline.
 - The path leading from Carterdale Cottages to Markham Road is being obscured by brambles and foliage. Arrangements have been made to have this cleared.
 - The replacement trees have been planted on Beare Green recreation ground.
 - The area around the Beare Green emblem has been cleared and levelled. It will be grassed next week.
8. **POLICE CRIME STATISTICS**

The crime statics had been received covering the dates 16 November to 14 December inclusive. Mr McLachlan said he believe the issue regarding the damage to a pair of gates at Coldharbour related to the barriers recently installed at Wolvens Lane. The lane is now closed for six months following the resurfacing of the road. Road closure signs had not been put up in time. Cars were left with no turning places and the result was a resident’s gates have been damaged. Consequently, the road closure signs have been relocated which now enables cars to turn without causing any damage. Legal action is being taken against Surrey County Council Highways because of their failure to act appropriately in the first place.

Mr McLachlan said that all Coldharbour residents have now been advised to call 999 regarding incidents relating to Wolvens Lane. It is hoped that the more calls that are logged with the Police, the more chance there could be of the lane closure being permanent.

9. PLANNING APPLICATIONS:

It has been confirmed that **MO/2020/2011** – Romany Glen, Highland Road, Beare Green and **MO/2020/2029** – Brackenfell, Vicarage Lane, Capel will be discussed via email and responses submitted to Mole Valley before the end of December.

Planning Applications **MO/2020/2054** – Ark Cottage, Horsham Road, Beare Green and **MO/2020/2086** regarding Henfold Lake Fisheries, Henfold Lane, Beare Green have been granted extensions of time and will be discussed at the 4 January 2021 Planning Committee meeting.

Planning Application **MO/2020/2139** – Taylors Farm, Rusper Road is for prior notification and therefore the Council is not required to respond.

10. UPDATE – FACEBOOK PAGE:

Mrs Ryan addressed the Council and said that some changes had been made to the business pages of Facebook, with “comments” not being able to be turned off. Administrators can hide comments, but it would be considered rude to block them. There is also a facility to list any banned words from the account.

It was agreed that the way forward was to welcome all comments and to respond to them with appropriate replies but not to enter into correspondence. There should be standard responses such as *the Council welcomes all comments; thank you for your comments; please come along to the next meeting and please refer to the Council’s website.*

Mrs Ryan said that the account has been published and should be reviewed again in three months, when a decision can be made to either continue with this media platform or unpublish.

11. PLAYGROUND REPORTS:

Playground inspections have been undertaken on all three sites, and recommendations regarding risks have been given.

Risks to Coldharbour playground have already been addressed and spares ordered from Playdale Playgrounds.

Risks to Capel playground have been noted and HAGS have been asked to quote for supplying the necessary replacement for the carousel.

The swing set at Beare Green has been considered a risk as it is past the manufacturers expected lifespan and there is no way to ascertain the overall condition of the ‘A’ frame. It was agreed that a price for a replacement swing set will be requested from Wicksteeds Leisure. The quote will be discussed at the January Finance Committee meeting and the decision presented to the full Council meeting on 18 January 2021.

12. UPGRADE FOOTPATH FRONTING ROSE COTTAGES, CAPEL:

A request has been received from a resident of one of the cottages, asking the Council to upgrade the footpath to make it fit for use for wheelchair users. Two quotations have been received and discussed. Mrs Dale said that as the path was not fit for purpose it should be upgraded, especially as the Council has had the footpath installed around Capel recreation ground. Mrs Schryver said that that Council had initially had the path installed on Parish land and therefore it was the Council’s responsibility. Both Mr Salter and Mr McLachlan agreed although Mr Ashwood mentioned the path was not wholly used by residents of the cottages but also by walkers.

It was agreed this would be discussed at the Finance Committee meeting in January and their recommendation will be considered at the next Parish Council meeting.

13. TO PURCHASE CARPET TILES FOR PARISH HALL:

The Councillors all agreed the acoustics in the hall were not good and the installation of carpet could improve the sound. It was agreed this was a worthy expenditure and Councillors unanimously agreed to go ahead with the purchase.

14. VEHICLE ACTIVATED SIGNS, CAPEL

The Council had recently received an email from County Councillor Helyn Clack regarding the vehicle activated signs in Capel.

The solar powered VAS was installed in March 2008. Since 2010, the VAS has never been reported as not working and has never received any maintenance. Due to the cost of repair, which typically includes a £1,000/day labour rate, SCC is no longer authorising repairs on this type of VAS as it has been proven to be unreliable. Many have been removed and some have been replaced with newer more reliable VAS.

Should it be decided to replace the VAS, the approximate cost (with a standard six-year warranty) would be £2,750 for the VAS and £1,150 for the solar panel plus the cost of removal of the old VAS and solar panel. The existing post could be used for a new VAS, if required.

The Councillors agreed the panel at the north end of the village works well, and therefore it should be kept until it stops. The panel at the south end of the village is not working and it was agreed that this type of sign is not an effective piece of traffic calming equipment. It was agreed that the Clerk would write to SCC asking for road markings to be installed instead of spending vast amounts of money on inefficient equipment.

15. CCTV INSTALLATION REQUEST – CAPEL SPORTS PAVILION:

The Council has received a request from the Sports Pavilion for permission to install CCTV in the car park, and for funding. The request is to have CCTV installed around the pavilion and particularly the back passages around the rear of the parish Hall and the pavilion. Permission is sought for this and if granted, would the Council look at a more extensive project for CCTV which would help to discourage drug dealing for example in the car park.

Mr Ashwood said this would be good for safety and prevention of crime, protecting the Parish hall. He was in support of the suggestion. Mrs Schryver said that although there had been no vandalism to the hall there was evidence of graffiti on the rear outside wall. Mrs Dale and Mr McLachlan both agreed with the concept and it was mentioned that CCTV had recently been installed at the Cricket pavilion in Coldharbour.

Mr Ball said he had some equipment which he would be willing to donate if the scheme is approved. The Council agreed with the idea in principle but would like to look a more extensive project to include the whole of the carpark and the have motion sensor lights installed to the rear passages. A grant application form would be forwarded to the Sports Pavilion for completion. If information is received in time, this request will be discussed at the January Finance Committee meeting.

16. CONSULTATION – THE WEALD C of E SCHOOL, BEARE GREEN:

The proposal out for discussion at the present time is for the school to close the infant provision in 2022/23. The response to this consultation was discussed and agreed that more effort should be made to advance the standard of the school. The school is an academy governed by The Good Shepherd Trust and the overall feeling is that the Trust is not making enough effort to improve the standard of education. The school has performed below average for several years and is rated inadequate by OFSTED.

If the infant school does close, the nearest schools for the youngest pupils are Newdigate and Capel which would mean children would have to travel.

The Councillors would like to see an in-depth study taking place before any decision is made.

There was comment that this could cause the eventual closure of the whole school and if that should happen, what would happen to the site. It is believed there is a restricted covenant on half of the land. The Council will respond to the consultation, highlighting all the concerns that have been voiced.

17. REPORTS FROM MEMBERS

(a) Finance:

(i) The accounts detailing receipt and payments for the period 16 November to 14 December 2020 had been circulated for approval. Details of invoices were given, and all councillors approved payments.

Mr Salter said that during the first nine months of the year £87,000 had been spent with an overall total of £112,000 on capital projects. There is a total of £38,000 in the current account and £69,000 in the reserve account.

Mr Salter had worked on a budget forecast for the next three months, and there were no financial concerns. It will be necessary to transfer funds from the reserve into the current account until the precept is received in April.

The End of Year Audit closure letter and report has been received from Littlejohn and was circulated and discussed. This information will be posted on the website.

The Clerk informed the Council that the Precept Request form had been received from Mole Valley. The covering letter detailed the inflationary increase applied to parish concurrent service payments at 2%. As the Council had already approved the sum, and the deadline for the submission is 8 January 2020, the form was signed and will be forwarded to Mole Valley without delay.

INCOME

Hall Hire	£119.00
Burial Plot Reservation	£100.00
Capel Magazine	£650.00
Easement	£500.00
Total	<u>£1,369.00</u>

	Net	VAT	Gross
ADMIN AND OTHER PAYMENTS			
S Dixon for L Quirk	£45.00		£45.00
NALC Magazine Subscription	£17.00		£17.00
Treeline – Tree planting, Beare Green rec.	£2,804.00	£560.80	£3,364.80
PJM – Parish Hall Carpet Tiles	£1,370.78	£274.15	£1,644.93
David Guy – Grounds work Capel Bowls Club	£250.00		£250.00
Treeline – Capel Burial Ground	£1,030.00	£206.00	£1,236.00
Maltaward Barriers – Temple Lane	£66.43	£13.29	£79.72
EDF Energy	£585.00		£585.00
Fred Evans – Ditch clearing	£585.00		£585.00
PKF – End of year audit	£400.00	£80.00	£480.00
Form Design Group	£3,515.00	£703.00	£4,218.00
Treeline – Beare Green emblem	£480.00	£96.00	£576.00
Treeline – Ditch clearing/bund levelling	£2,500.00	£500.00	£3,000.00
David Sacks – Coldharbour groundworks	£450.00		£450.00
Jane Roberts – Payroll services	£90.00		£90.00
Helpdesq	£401.85	£80.37	£482.22
Wellers Hedleys – Legal fees Temple Lane	£737.50	£147.50	£885.00
J Russell – November salary	£1,949.90		£1,949.90
HMRC Clerks Income Tax	£531.80		£531.80
Mrs L Bignell – November salary	£267.80		£267.80
OPUS Energy – Electricity	£33.61	£1.68	£35.29
OPUS Energy – Gas	£64.21	£3.21	£67.42
Total	<u>£17,632.63</u>	<u>£2,669.14</u>	<u>£20,300.77</u>

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

(i) **Beare Green:** (i) Mr Cox said a trench needed to be dug behind the Beare Green pavilion and a pipe laid under the path to enable rainwater to drain away. (ii) There is still a nasty odour near area by the drain near The Weald School. It is thought that this could be due to lack on maintenance on the ditch. (iii) Two footpath signposts have fallen. In order the get these repositioned without delay, the Clerk will arrange for the work to be done. (iv) The hedges along the A24 from The Dukes Head pub to the garage still needs to be cut back to allow pedestrians access. The Clerk will contact County Councillor Helyn Clack and ask for her assistance in getting this attended to.

(ii) There were no matters to be discussed for Capel or Coldharbour.

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

DATES OF NEXT MEETINGS:

Planning Committee: Monday 4 January 2021
Finance Committee: Monday 11 January 2021
Full Council Meeting: Monday 18 January 2021

Due to recently announced Covid-19 restrictions, these meetings will all be held remotely.