

CAPEL PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD IN HYBRID FORM ON MONDAY 17 MAY 2021 AT 7.30pm

PRESENT: Mr Ball (Chairman), Mr McLachlan, Mrs Dale, Mrs Schryver, Mr Garber, Mr Salter, Mr Cox, Mr Ashwood, Mrs Ryan and the Clerk.

IN ATTENDANCE: Mrs Vanda Pera.

Mr Ball offered his resignation as Chairman of the Parish Council and confirmed he would not stand as Chairman for a further term, having undertaken the role for the past four years. The Clerk addressed the meeting and asked for nominations for Chairman.

ELECTION OF CHAIRMAN: Mrs Dale was nominated by Mr Ball and seconded Mr Garber. Mr McLachlan was nominated by Mrs Schryver and seconded by Mr Ashwood. No other nominations were put forward. All Councillors voted and the nomination for Mrs Dale to take on the position was carried. Mrs Dale signed the Acceptance of Office in the presence of the Council.

ELECTION OF VICE CHAIRMAN: Mr McLachlan was nominated to continue as Vice-Chairman. This was proposed by Mr Ball and seconded by Mr Ashwood. No other nominations were put forward. All Councillors voted in favour. Mr McLachlan signed the Acceptance of Office in the presence of the Council.

PECUNIARY INTEREST FORMS: All Councillors signed their up-dated Pecuniary Interest Forms which will be scanned, forwarded to Mole Valley District Council Democratic Services and published on the Parish Council's website.

ELECTION OF CHAIRMAN OF PLANNING COMMITTEE: Mr Garber was nominated to continue as Chairman of this Committee. This was proposed by Mr Ball and seconded by Mrs Schryver. No other nominations were put forward. All Councillors voted in favour.

ELECTION OF CHAIRMAN OF FINANCE COMMITTEE: Mr Salter was nominated to continue as Chairman of this Committee. This was proposed by Mr Ball and seconded by Mr McLachlan. No other nominations were put forward. All Councillors voted in favour.

APPOINTMENT OF PARISH COUNCIL COMMITTEES:

Executive: All members of the Council and the Clerk

Finance: Mr Salter, Mr McLachlan, Mrs Schryver, Mr Ball, Mrs Dale and the Clerk.

Planning: All members of the Council and the Clerk.

REPRESENTATIVES:

Mole Valley District Council Standards Committee: Mr McLachlan

SALC: Mr McLachlan

SUB COMMITTEES:

Beare Green Pavilion Management Committee: Mr Salter, Mr Cox, and the Clerk

Beare Green Village Hall: Mrs Ryan

Beare Green Playground: Mr Cox, The Clerk

Beare Green and Capel Grounds Maintenance Committee: Mr Cox and Mr Anderson

Capel Burial Ground: Mrs Schryver and the Clerk

Surrey Waste and Minerals: Mr Garber, Mr McLachlan

Capel Sports Pavilion Management Committee: Mrs Schryver, the Clerk

Footpaths, Bridleways and Byways: Mr McLachlan, Mr Cox, Mrs Dale

Capel Village Memorial Hall: Mrs Schryver, Mr Ashwood

Emergency Planning: Mrs Dale, the Clerk
Capel Playground: Mrs Schryver, the Clerk
Capel Allotments: Mrs Schryver, the Clerk
Coldharbour Playground: Mr McLachlan, the Clerk
Cycling: Mr McLachlan, Mr Salter
Surrey Hills Working Groups: Mr McLachlan, Mrs Dale

Appointment of Auditor: It was unanimously agreed to continue using Mulberry and Company for the half-year and end of year audits for 2021/2022.

1. APOLOGIES FOR ABSENCE: District Councillors Mrs Lesley Bushnell.

2 TO AGREE, ADOPT AND SIGN MINUTES OF THE FULL COUNCIL MEETING HELD ON 19 APRIL 2021.
The minutes were regarded as a true record of the meeting. All Councillors voted in favour accepting the records and the minutes were signed.

3 TO AGREE, ADOPT AND SIGN THE MINUTES OF THE EXTRA PLANNING COMMITTEE MEETING 21 APRIL 2021 AND MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 4 MAY 2021.
The minutes were regarded as a true record of the meeting. All Councillors voted in favour accepting the records and both sets of minutes were signed.

4 DECLARATIONS OF INTEREST
None

5 PUBLIC QUESTIONS

Mrs Vanda Pera, proprietor of The Crown Public House, The Street, Capel addressed the council, having concerns that the Sports Pavilion was proposing opening hours for off-sales which would conflict with The Crown. She asked for reassurance from the Parish Council that any sales would be limited to match and practice days, and that the pavilion would not be used as a party venue. Mr Ball said that licences are issued by Mole Valley, not the Parish Council. The Parish Council is unable to control the licence but can influence the applicant. Mrs Schryver confirmed she has met with pavilion committee and the lease had been reviewed. Unfortunately, opening times were not stipulated but there was a gentleman's agreement that the sale of alcohol would be limited to match days only. In future, any special events held in the pavilion would need the permission of the Parish Council and agreement from Mole Valley for an extension to the licence. It was agreed that the lease would be reviewed and discussed as an agenda item at the next meeting. Any amendments would need to be processed legally. Mrs Pera said she was pleased to have the support of the Parish Council.

6 CLERK'S REPORT

- It has become difficult to mow the grass adjacent to the installation of the new path outside Rose Cottages, Capel. The contractor has been asked to ensure that this area is strimmed in future. The contractor was also asked to ensure the area adjacent to the entrance to Markham Park is also mowed. This was overlooked at the last cut.
- The bridge leading from Vicarage Lane to the recreation ground causing some concerns. This will now be repaired to ensure pedestrian safety.
- The new swing set has been installed at Beare Green recreation ground. It should be ready for use later this week.
- Treeline have been asked to inspect the trees outside Fourays, Horsham Road, Beare Green. They are causing concern with falling branches.
- Treeline have also been asked to inspect the tree outside Am Reims, Old Horsham Road. This is beginning to cause an obstruction to pedestrians.

7 TO APPROVE STANDING ORDERS

The Standing Orders had been circulated to Councillors prior the meeting. No changes or amendments were proposed. The website will be updated showing the Orders have been reviewed.

8 UPDATE – TEMPLE LANE, CAPEL

Mr Ball informed the Council that legal discussions had ceased, and the Parish Council's solicitor instructed. Soon after the bollards were illegally removed and then reinstated. They were moved again and a horse box put onto the land. The Council has now had the bollards reinstated for a second time, this time bolted and welded together. The owner of the field is claiming prescriptive rights across Parish land, but this has not been proved. Mr Ball stressed that the Council is unable to negotiate the value of the easement as Standing Orders prevent this.

9 LAND WEST OF IFIELD

Mr Garber mentioned that in 2019 when Mole Valley District Council made representation in support of this development, Parish Councils were not consulted. County Councillor Helyn Clack was questioning Mole Valley's decision not to consult with Parish Councils and seeking evidence of the decision and support. If the development went ahead there could be consequences to the infrastructure to surrounding rural areas as there could be 10 years of development.

10 GATWICK NIGHT FLIGHTS CONSULTATION

The Council has been made aware of the response that has been submitted by Mole Valley. The Council agreed that the response is very detailed and it was agreed that the Council would support this representation.

11 TO RESOLVE AND APPROVE OR REFUSE MATTERS DISCUSSED AT THE FINANCE COMMITTEE MEETING 17 MAY 2021.

Mr Salter addressed the meeting and brought the following items to the council's attention:

- **Misbrooks Lane, Capel**

The committee had discussed the request for financial assistance to refurbish the track along Misbrooks Lane. The committee agreed that it would not be economic to undertake this work but could be beneficial to have the potholes filled and the track toward the back of the lane resurfaced as this area was impassable at times. The council agreed that a further quote would be sort and discussed again at the next meeting.

- **Verge Protection Bollards along Temple Lane**

Verge protection bollards were discussed. A price had been obtained for these bollards but the council agreed this was too expensive and not conducive with a rural area. It was agreed wooden posts would be installed with reflectors. A budget of £1,000 was agreed to cover this work. The clerk will arrange to purchase these posts and have them installed. The motion was carried unanimously. The clerk has since obtained information and details of dedicated verge protection bollards, with reflectors. Information was circulated to all councillors who agreed these to be a better option. These have now been ordered, awaiting delivery.

- **Byway 527 Coldharbour**

Mr McLachlan had provided the Finance Committee with information regarding this byway and the increase in traffic due to the current closure of Wolvens Lane, byway 526. The surface on 527 is a problem as it is so steep and at times there is a lot of surface water. Surrey Highways is not able to carry out any maintenance at the present time. The lane leads to the village cricket pavilion which is well used. It is suggested that concrete strips are laid only where the vehicle wheels travel at the steepest section and other traffic calming measures installed. A quotation of £5,000 to undertake the work has been obtained. Residents along the lane are being asked to contribute to the cost and the council is asked to consider donating £1,500 toward the total cost. All councillors agreed and the motion was carried unanimously.

- **Clerk's Salary**

The Finance Committee had discussed the clerk's current pay scale. It was agreed that as the CiLCA course has now been successfully completed, the salary scale should be reviewed. As no increase in salary had been awarded for the past two years, the committee recommended a pay increase of 15% and an increase in hours to 30 hours a week. This will put the clerk's salary in level 42 in the NALC pay scale chart for 2020/21. All councillors agreed and the motion was carried unanimously.

The councillors agreed that the Assistant clerk's salary would remain unchanged at level 34 in the NALC pay scale chart for 202/21.

12 To update the Capital Projects spreadsheet

Mr McLachlan confirmed that last year the council spent over £142,000 on capital projects throughout the parish. There were a few items that were not addressed but were not considered urgent and could be dealt with over the next five years. A new spreadsheet will now be started.

One of the outstanding items was the hedge around the bowls green. Mr Ball mentioned a proposal by Capel Cricket Club to use the green for net practice and if this should be agreed, the upkeep of the green and the hedge would be the responsibility of the Club.

13 Reports from Members

(a) Finance

(i) to agree, adopt and sign accounts to 17 May 2021

Mr Salter outlined the budget at present and payments to be approved this month. The council was not expecting any financial windfalls but a CIL payment of £7,340.55 from Mole Valley is due to be made, and it was agreed when received this should be transferred into the Reserve Account.

(ii) to agree and sign invoices for payment

(i) The accounts detailing receipt and payments for the period 19 April to 17 May 2021 had been circulated for approval. Details of invoices were given, and all councillors approved payments.

INCOME

| | | |
|------------------------|-----------------------|--|
| Easement | £500.00 | |
| Allotment Subscription | £10.00 | |
| Total | <u>£510.00</u> | |

PAYMENTS APPROVED

| | | | |
|---|-------------------------|-----------------------|-------------------------|
| S Dixon for L Quirk | £45.00 | | £45.00 |
| PWLB payment | £2,714.54 | | £2,714.54 |
| Reimbursement – J Russell – zoom monthly charge | £14.39 | | £14.39 |
| Helpdesq i32613 | £58.83 | £10.17 | £61.00 |
| Maltaward | £550.00 | £110.00 | £660.00 |
| Maltaward | £550.00 | £110.00 | £660.00 |
| G A Gates and Railings | £450.00 | | £450.00 |
| Mrs L Bignell – May salary | £267.80 | | £267.80 |
| Mrs J Russell – May salary | £1,949.90 | | £1,949.90 |
| HMRC – Clerks’ income tax | £531.80 | | £531.80 |
| Helpdesq i33029 | £51.78 | £10.36 | £62.14 |
| EDF Energy | £58.31 | £2.92 | £62.14 |
| Surrey Sports and Turf | £1,330.00 | £266.00 | £1,596.00 |
| BT – DD | £20.50 | £4.10 | £24.60 |
| OPUS Energy – Electricity DD | £28.83 | £1.44 | £30.27 |
| OPUS Energy – Gas DD | £51.73 | £2.59 | £54.32 |
| Total | <u>£8,551.51</u> | <u>£512.70</u> | <u>£9,064.21</u> |

The payments to Maltaward and G A Gates were discussed. These payments are related to the bollards on Temple Lane. The bollards have been replaced for the second time and were now bolted together in an attempt to stop any further attempts to move them.

(ii) to agree, adopt and sign minutes of Finance Committee 11 May 2021

The minutes will be updated with correct information relating to the Clerk’s pay increase and scales.

(iii) to propose Finance Regulations reviewed at Finance Committee meeting

Proposed and agreed.

(b) Ward Matters for discussion

Bear Green – (i) Mrs Ryan mentioned an email that had been received regarding the recent works regarding maintenance in and around Turners Wood. A suggestion has been put forward for the installation of a notice board so that residents are aware of future works. (ii) Mr Cox mentioned that the barriers are still in the ditch alongside the A24. (iii) The fly tipping outside The Weald School has been removed. (iv) The drains along Newdigate Road are still blocked even though this had been reported.

Capel – (i) Mr Garber mentioned that since the upgrading of the pathway outside Rose Cottages this is now being used widely by bikers and horse riders. The installation of a kissing gate would restrict this. The Clerk will contact Surrey County Council as this is a designated foot path. (ii) Mrs Dale mentioned that the Environment Agency had contacted Aldhurst Farm regarding a possible contaminated substance in the ditch by the hard standing installed leading to the Old Bonfire Field, Temple Lane. Nothing will be done until further information is received from the Agency.

Coldharbour – (i) Mr McLachlan confirmed that the white lines, traffic calming, had been installed outside The Plough Inn in Coldharbour. (ii) A tree and plaque has been erected to commemorate the achievements of LHAG. (iii) The consultation period for the Wolvens Lane byway has closed and the recommendation to the Local Committee is likely to be for permanent closure to all motorised traffic, date of that meeting is currently unknown but likely to be in September.

14 Correspondence

Councillor Bushnell had submitted a report on her recent undertakings as a District Councillor. This information will be circulated to all Councillors.

15 Urgent matters at discretion of Chairman for note or inclusion on a future agenda

- Capel Cricket Club – use of Bowls Green
- Review of lease for Capel Sports pavilion.

These items will be included on the next agenda.

Dates for the next meetings:

Planning Committee meeting – Monday 7 June 2021

Full Parish Council meeting – Monday 21 June 2021

Finance meeting - Monday 13 September 2021.

All meetings will be held in Capel Parish Hall commencing at 7:30 pm subject to government guidelines.