

## CAPEL PARISH COUNCIL

### MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON MONDAY 13 DECEMBER 2021 AT 7.30pm

**PRESENT:** Mrs Dale (Chairperson), Mr Ball (Vice-Chairperson), Mr McLachlan, Mrs Schryver, Mr Salter, Mr Garber, Mr Cox and the Clerk.

1. **APOLOGIES FOR ABSENCE:** Mr Ashwood and Mrs Ryan. Surrey County Councillor Helyn Clack and District Councillors Mrs Huggins and Mrs Salmon.
2. **TO RECEIVE AND ADOPT MINUTES OF FULL PARISH MEETING HELD ON 15 NOVEMBER 2021:** All Councillors voted in favour accepting the records and the minutes were signed by the Chairman.
3. **TO RECEIVE AND ADOPT MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 06 DECEMBER 2021:** All Councillors voted in favour accepting the records and the minutes were signed by the Chairman.
4. **MATTERS ARISING:**

Mrs Schryver asked if there was any further information available regarding the property Grene Trest, Horsham Road, Beare Green. Mr Garber told the Council that since application MO/2020/0913 was approved, there had been several changes and it was questioned whether the building is compliant with the approved application. There had been a site inspection by Mole Valley's Enforcement Officer and the report is currently still awaited. Mr Garber told the Council that he and Mr Ball had recently met with the owners of the property to discuss the building works and application MO/2021/1964 which relates to the retention of a retaining wall. The wall had been a topic of disagreement with adjoining neighbours. This application has now been withdrawn and discussions will take place to provide a landscaping of trees to provide an acceptable backdrop to the wall. It was hoped that an independent advisor would be used to agree on the species of trees.

Mr McLachlan mentioned the enforcement matter relating to 2 The Nest, Abinger Road, Coldharbour - MO/2019/1907 which has still not been corrected. Mr McLachlan asked the Clerk to contact Mole Valley's Enforcement Team to obtain a reference number, find out if there is a time limit on reinstating the unlawful works and to mention that it has been rumoured that this property might soon be up for sale.<sup>1</sup>

Mr Garber mentioned planning application MO/2021/1832 – Long Barn, Ockley Road, Beare Green. The Council had responded to Mole Valley, objecting to the plans. A revised submission had been published but this only changes the wording of the application. The design remains the same and the boundary line is not correct. This change does not alter the Parish Council's opinion and it has been questioned whether the application is valid because of the incorrect boundary line.
5. **MATTERS ARISING FROM HR COMMITTEE MEETING:**

The newly convened HR Committee agreed that a review of the employment contracts should be undertaken without delay. This will be on the agenda for the next meeting.

The Committee also agreed that extra insurance should be taken out to cover the cost of paying the salary for a substitute clerk in the event of the Clerk taking long-term leave. The Parish Council is duty bound to pay up to six months sick pay but the cost for this would significantly increase the normal pay budget, incurring the cost of a substitute clerk for this period. The cost of extra insurance would be £26 a month and the Councillors all agreed that this cover should be accepted.

The Committee also asked for the formation of a Clerk's handover manual. This has been put together containing all relevant information on the smooth running of the Council. This manual is locked in the safe, and the Chairperson has the combination.

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<sup>1</sup> The Council has been advised by Mole Valley that an amended version of the notice has been forwarded to the Historic Environment Officer for his comments. a few minor details must be discussed between Mole Valley's Enforcement Officer, H.E.O and the legal officer. There must be no ambiguities in the next steps of the notice.

It was agreed that an email address should be set up for the Assistant Clerk, so that all emails relating to the burial ground can be channelled to this address.

**6. DECLARATIONS OF INTEREST:**

None.

**7. PUBLIC QUESTIONS:**

None.

**8. CLERK'S REPORT:**

- Mole Valley District Council has advised that there will be a 3% uplift on the concurrent grant from last year.
- There has been a problem with the main sewer near Holmwood Station. It was blocked and has caused inconvenience to residents in Old Horsham Road. Thames Water have now dealt with the problem which has been caused mainly by residents disposing baby wipes and fat down the drains. Councillor Salmon has leafleted all residents asking them to be more considerate when dealing with waste.<sup>2</sup>
- All three playgrounds have been inspected, and the overall area risk levels are low. No maintenance is required at the present time.

**9. POLICE CRIME STATISTICS:**

Police crime statistics had not been received.

**10. PLANNING APPLICATIONS:**

MO/2021/1038 – Sharks Barn, Misbrooks Farm, Misbrooks Green Road, Capel.

Mr Garber addressed the Committee saying that the above application had been withdrawn. The owners have proposed a revised design and which Mr Garber has discussed this with the applicants.

**11. ADDITIONS TO SPORTS PAVILION LEASE:**

The Clerk has received information from Solicitor Hedleys regarding adding two further statements into the current lease. The Council has been advised

*“As the lease is a Deed it is technically only possible to amend it by another deed. If the parties have agreed the amendments the cost of preparing the document would be £350 plus VAT”.*

The Councillors all agreed that a new deed should be issued, with the amendments. Discussion took place regarding the cost, and it was proposed the Clerk contact the Pavilion Committee, suggesting that the cost be split 50/50.

**12. MISBROOKS GREEN – REPLACEMENT POSTS AND SAFETY FENCE:**

The Council has recently paid for works to upgrade the bridlepath beyond the road fronting the houses at Misbrooks Green. Whilst work was being undertaken the posts, obstructing vehicles from driving on to the green were removed and reinstated. The height of the posts has been questioned. The Councillors agreed that as the posts were private property that any attempt to remove them would be theft and would be a matter to be dealt with by the police.

The entrance to Misbrooks Green has a ditch on either side. This ditch is exposed with no warning or fencing to deflect vehicles. Several vehicles have cut the corner and ended up with wheels in the ditch. It is suggested that post and rail fencing be erected to deter any further incidents. All Councillors agreed and the Clerk will arrange for the work to be undertaken.

**13. PARISH HALL – HEARING LOOP:**

Enquires have been made for the installation of a Hearing Loop in the Parish Hall. An estimate to the value of £1,820.82 plus VAT has been received. The Councillors agreed that this would be an asset to the hall, particularly as the acoustics are not ideal for those who are hard of hearing. However, as this item was not included in the 2020/2021 budget, it was agreed that a decision should be deferred until the new financial year.

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<sup>2</sup> The Councillors asked the Clerk to respond to Thames Water, thanking them for their speedy response to the emergency and asking them to ascertain whether the drains and sewers in the area are adequate. Several new houses have been built and it would be advantageous to know if the drains have been modernised to incorporate the additional waste capacity.

**14. UPGRADING CAPEL CHURCH PATH – GRANT APPLICATION:**

This grant application had been submitted and discussed at the last Finance meeting. It was then discussed with all Councillors at the November Full Parish Council meeting. The Councillors were unable to agree how much of the path had been included in the quotes. It was agreed that the Council would seek a further quote from another contractor which would specify exactly what areas were being included.

The further quote has since been received and specific reference has been made of the area leading into the Parish Burial Ground extension.

Mrs Schryver agreed to speak to the Church Wardens on behalf of the Parish Council, with a proposal that the Parish Council considers contributing to the cost of repairs to the area leading to the Parish Burial Ground.<sup>3</sup>

**15. REPORTS FROM MEMBERS:**

**(a) Finance:**

(i) Mr Salter addressed the Council, predicting that the current account was still expected to end the financial year slightly under budget. Cash flow was good. No unforeseen expenditure was expected.

(ii) The accounts detailing income and expenditure for the period 16 November to 13 December 2021 had been circulated for approval. Details of invoices were given, and all councillors approved payments.

All invoices were authorised for payment by two councillors.

Bank reconciliation 13 December 2021 – Current Account £42,309.29. There is one cheque for £100.00 which has not yet been presented for payment. Reserve account balance £40,302.93.

**INCOME**

Easement £500.00

**EXPENDITURE**

	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
S Dixon for L Quirk	£45.00		£45.00
J Russell – reimbursement – Zoom monthly charge	£14.39		£14.39
Surrey Sports	£700.00	£140.00	£840.00
Wes Attridge	£1,110.00		£1,110.00
Bill Kear	£4,095.00	£819.00	£4,914.00
Mrs L Bignell December salary	£267.80		£267.80
Mrs J Russell December salary	£2,479.80		£2,479.80
HMRC Clerks Income Tax	£664.00		£664.00
EDF Energy	£48.82	£2.44	£51.26
OPUS Energy Gas DD	£28.35	£1.42	£29.77
OPUS Energy Electricity DD	£37.83	£1.89	£39.72
<b>Total</b>	<b><u>£9,490.59</u></b>	<b><u>£964.75</u></b>	<b><u>£10,455.34</u></b>

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

(i) **Capel:** (i) Mrs Schryver mentioned that a bridge around the Parsons Farm area had fallen away. Fred Evans and Clay Griffin had been made aware of the risk and asked to re-establish the path.

(ii) **Coldharbour:** (i) Mr McLachlan addressed the Council saying that a letter had been sent from CPRE (The Countryside Charity) to the Head of Surrey County Council, Marisa Heath, challenging the current byways policy, this letter included the bulk of the report which the council had commissioned for Stephen Whale to write. The challenge appears to have been well received and will be put before the Right of Way group next year. If the challenge is successful in prompting a change in the policy, any group in future can ask for byways to be closed for scramble bikes and many other reasons detailed in the Road Traffic Act. (ii) Mr McLachlan said that the barrier in Wolvens Lane has been illegally damaged twice. These incidents were

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<sup>3</sup> Mrs Schryver has reported that she has spoken with the Church Warden and a further quote will be obtained from another trusted contractor. It appears that the thickness of the concrete under the present surface may present more of a problem than previously anticipated. The Council will go back to the last contractors and ask for his thoughts on this.

reported to the Police. Mr McLachlan reminded the Council that the closure of Wolvens Lane is still temporary and a final decision on permanent closure is still outstanding. (iii) Mr McLachlan mentioned the notice board at Coldharbour which needs either repair or replacement. The Clerk will obtain a price for a new board and circulate to all councillors.<sup>4</sup>

**(iii) Beare Green:** (i) Mr Salter said it had been rumoured that The Dukes Head could be reverting to a restaurant rather than flats. (ii) Mr Cox mentioned the drains along Newdigate Road are still blocked and the ditch near The Weald School needs clearing.

**ii. CORRESPONDENCE:**

None.

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

- Mr Garber said that he will supply a timetable for the AONB review at the January 2022 Planning Committee meeting and also give a full report.
- The HR Committee will meet again on 10 January 2022, immediately after the Finance Committee. This meeting is not open to the public.
- The Queen's Jubilee Celebrations will be included on every Full Parish Council agenda next year until the celebrations take place in June.
- Funding for Jubilee Celebrations should also be included.

**DATES OF NEXT MEETINGS:**

<b>Planning Committee:</b>	<b>Tuesday 4 January 2022</b>
<b>Full Council Meeting:</b>	<b>Monday 17 January 2022</b>
<b>Finance Committee:</b>	<b>Monday 10 January 2022</b>

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<sup>4</sup> Suppliers Greenbarnes have been contacted and a revised quote has been requested. A similar board for elsewhere was purchased in January 2020 at a cost of 1,486.59, these boards are composite metal and last considerably longer. Current quote £1,656.26.