

CAPEL PARISH COUNCIL

MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON MONDAY 21 FEBRUARY 2022 AT 7.30pm

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

IN ATTENDANCE: District Councillors Mrs Salmon and Mrs Bushnell and Mr Luke Margetts (Item 12).

1. **APOLOGIES FOR ABSENCE:** Mr Garber and Mrs Ryan. Surrey County Councillor Helyn Clack.
2. **TO RECEIVE AND ADOPT MINUTES OF FULL PARISH MEETING HELD ON 17 JANUARY 2022:** The minutes were accepted as a true record of the meeting. 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 7 FEBRUARY 2022:** All Councillors voted in favour accepting the records and the minutes were signed by the Chairman.
4. **MATTERS ARISING:**

District Councillor Mrs Salmon told the Council that the planning applications MO/2021/2360 and MO/2021/2362 for the repair and conversion of curtilage Listed barns to form 2 No. dwellings and the erection of 5 No. new build dwellings at Palmers Farm, Newdigate Road, Beare Green (Listed Building) has been discussed with the Mole Valley Planning Officer. It has been requested that the applications be withdrawn but to date this has not happened. District Councillor Salmon said that if the applications are not withdrawn, she will call them in for discussion at Committee.
5. **DECLARATIONS OF INTEREST:**

None
6. **PUBLIC QUESTIONS:**

None
7. **CLERK'S REPORT:**
 - Residents in Laundry Way are still having problems with lorries delivering to one of the units at the end of the street. Damage is being caused to parked cars and deliveries are being made at unsociable hours. Another noise/nuisance complaint has been reported to Mole Valley reference number is FS401298920.¹
 - Mr Brown has actioned his solicitors again, threatening legal action if the barriers along Temple Way are not removed within 14 days. The Council's thoughts are to let Mr Brown start action and he can have all the associated costs. The PC has offered him two easements, easy payment terms, offered to move the blocks yet he continues to trespass at least with the installation of water which was installed with incorrect paperwork.²
 - A selection of whips have been received from Surrey County Council, free of charge. Some of these will be planted on Capel Recreation Ground and the remainder planted around the Beare Green emblem.
 - Kenward have confirmed that work on the Capel church path, leading to the Parish burial ground, will begin at the end of February. Once a start date has been confirmed information will be circulated.
 - The first draft of the Coldharbour Church Cemetery map has been received.

¹ Mole Valley has advised that instances of obstructions on the highways are the responsibility of Surrey County Council Highways. The Clerk has reported the instances to Highways and asked County Councillor Helyn Clack for assistance. It appears Laundry Way has not been adopted by Surrey County Council.

² A letter outlining the Council's recommendation has been forwarded to the Parish Council's solicitor.

8. POLICE CRIME STATISTICS:

Police crime statistics had been received and circulated prior to the meeting.

9. UPDATE ONLINE CEMETERY DATABASES – COLDHARBOUR AND CAPEL:

Mr McLachlan updated the Councillors on these databases. The Capel burial ground database is now almost complete, and the information will be uploaded to the Council's website, complying with all GDPR regulations. A map outlining the burial plots in the Coldharbour burial ground has just been received. This will be forwarded to the Parochial Church Council, and they will complete the spreadsheet with relevant information. An email has been forwarded to the vicar at St John the Baptist Church Capel, enquiring if they would like to consider having information relating to their burial plots introduced onto a map and included on the Capel database.

10. A24 BEARE GREEN ROUNDABOUT FEASIBILITY STUDY:

Mr Ball informed the Council that he had attended a site meeting with County Councillor Helyn Clack, the design engineer and Surrey Highways Senior Traffic Engineer on 3rd February to discuss the feasibility study and design. The Design Engineer is currently working on the feasibility/design proposals which should be complete by the end of March and the report will be forwarded to the Council.

11. TRIG STREET, NEWDIGATE. UPGRADE OF FOOTPATH TO BRIDLEWAY:

The Councillors were advised that no meetings could be arranged until a representative from Ibstock had agreed to attend. Once that agreement has been received, Mrs Dale has agreed to attend to represent the Parish Council. A question was raised regarding how on-going maintenance costs would be funded once the bridleway had been completed.

12. AGREEMENT FOR USE OF CRICKET CLUB NETS AND USE OF SPORTS PAVILION BAR:

Rules for the use of the new nets had been received from the Cricket Club Committee forwarded to all Councillors. It was unanimously agreed that the document covers all the concerns that were previously discussed and considered it to be a fair and balanced approach. The Parish Council will now forward the New Net Rules to the Council's solicitors to be legally adopted by both parties.

The hours of use for the Sports Pavilion bar were briefly discussed. A letter had been forwarded outlining the Parish Council's concerns and recommendations. The Sports Pavilion Committee will meet on 8 March 2022 to discuss this. One of the main issues is parking. Problems arise when there are cricket and football matches, the pavilion bar is open and both halls are being used. Cars tend to park along both sides of Mortimer Road and this causes problems especially if emergency vehicles need to access the end of the cul-de-sac. It was agreed the Parish Council would send a letter to the cricket and football club committees, the Memorial Hall Management and allotment holders outlining the concerns regarding parking. It will be recommended that when the car park is full, additional parking should only be along The Street, and not in Mortimer Road or Vicarage Lane.³ Another issue of concerns is noise from the pavilion when the bar is open.

13. TO RE-INSPECT THE LEASE FOR CAPEL TENNIS CLUB:

The lease will be inspected to review the hours of use and amendments will be made if necessary. There had been a problem with the floodlights on the courts, but this had been rectified amicably. There had not been any reports of concerns regarding noise from the Tennis Club Pavilion.

14. QUEEN'S PLATINUM JUBILEE CELEBRATIONS JUNE 2022:

Mrs Schryver informed the Councillors that the Jubilee Committee would prefer the Beacon to be a permanent fixture on the recreation ground. The Beacon would be mounted on the top of a telegraph pole. The Councillors considered that if the basket was theft proof it should be left in position. The commemorative bench was causing a slight problem as the carved inscription was now due to cost more than originally estimated. The Capel Horticultural Society will fund and plant their own

³ A letter has been forwarded to the hall and pavilion management and all clubs, asking them to request their members to respect the neighbourhood when additional street parking is needed.

commemorative tree. The Copper Beech trees for Capel and Coldharbour will be supplied and planted by Treeline.

The Beacon lighting will be co-ordinated on Thursday 2 June at 9:45pm and there will be a national street party on Sunday 5 June 2022.

District Councillor Mrs Salmon informed the Council that Beare Green will be planting a commemorative Hornbeam. This will be on Mole Valley land, and Mole Valley had agreed to maintain the tree for perpetuity. Beare Green would also like to take part in the Beacon lighting ceremony and Mr McLachlan advised that he would be able to provide a beacon basket.

Mr McLachlan advised that the National Trust had been asked for permission to light a Beacon on Leith Hill. The NT had asked for a Risk Assessment needed to be undertaken and assurance there was adequate insurance to cover the event. The Parish Council's insurance company had been approached and agreed that the event will be covered by the current policy.

15. REPORTS FROM MEMBERS:

(a) Finance:

(i) Mr Salter addressed the Council, advising that with just one month until the end of the current financial year, the current account was still expected to end on budget. Cash flow was good, and no unforeseen expenditure was expected. It was agreed that once the invoices for February 2022 had been paid, the Clerk will apply for a VAT refund.⁴

(ii) The accounts detailing income and expenditure for the period 17 January to 21 February 2022 had been circulated for approval. Details of invoices were given, and all councillors approved payments. It was agreed that the invoice from Chic Teak for the Commemorative bench will be deferred until the inscription has been agreed.

All invoices were authorised for payment by two councillors.

Bank reconciliation 21 February 2022 – Current Account £22,941.14. Reserve account balance £40,307.10.

(iii) Income for hall hire and allotment subscriptions totalled £257.00

EXPENDITURE	Net	VAT	Gross
S Dixon for L Quirk	£45.00		£45.00
Alpine Locks	£78.00	£15.60	£93.60
Helpdesq Invoice i35017	£50.83	£10.17	£61.00
Helpdesq Invoice i34769	£62.10	£12.42	£74.52
Surrey Hills Society subscription	£25.00		£25.00
Surrey Playing Fields – yearly subscription	£10.00		£10.00
Clay Griffin groundworks	£1,200.00		£1,200.00
Chic Teak – Commemorative bench	£1,023.36	£204.64	£1,228.00
Zoom monthly payment	£14.39		£14.39
J Russell – reimbursement miscellaneous	£57.27		£57.27
Postage	£4.50		£4.50
Mid Surrey Tree Surgery	£360.00	£72.00	£432.00
Bull Guard Internet Security	£29.16	£5.83	£34.99
Helpdesq Invoice i34809	£11.25	£2.25	£13.50
Bradley Pearce – boiler repairs	£190.00	£38.00	£228.00
J Russell February salary	£2,479.40		£2,479.40
Pear Technology	£618.88	£123.78	£742.66
David Sacks	£450.00		£450.00
HMRC Clerk's income tax	£619.80		£619.80
OPUS Energy Gas DD	£194.09	£9.70	£203.79
OPUS Energy Electricity DD	£40.87	£2.04	£42.91
Total	£7,608.90	£496.43	£8,105.33

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

⁴ VAT refund applied for.

- (i) **Capel:** (i) Mrs Schryver mentioned that the traffic slow down sign along The Street had been damaged. This could be an opportunity to have it replaced.
- (ii) **Coldharbour:** (i) Mr McLachlan told the Council that there is a proposal to downgrade the Local Committee. In future Divisional Councillors will have more funds to allocate to local projects. Councillors Salmon said this item will be discussed at the Cabinet meeting on Wednesday 23 February.
- (iii) **Beare Green:** (i) Mr Salter confirmed that trains from Holmwood station are running again, although only into London Bridge. (ii) Mr Cox said the barriers at the junction of the A24 and Newdigate Road have been damaged. The Clerk will report it to Surrey County Council. (iii) The ditches along the Newdigate Road side of the recreation ground need to be cleared again. The Clerk will arrange for this work to be undertaken.

CORRESPONDENCE:

None

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

DATES OF NEXT MEETINGS:

Planning Committee:	Monday 07 March 2022
Annual Parish Meeting:	Monday 14 March 2022
Full Council Meeting:	Monday 21 March 2022
Finance Committee:	Tuesday 3 May 2022