

CAPEL PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 16 MAY 2022 AT 7.30pm in Capel Parish Hall

PRESENT: Mrs Dale (Chair), Mr Ball, Mrs Schryver, Mr Garber, Mr Salter, Mr Cox, Mr Ashwood and the Clerk.
IN ATTENDANCE: District Councillors Mrs Salmon and Mrs Bushnell.

The Clerk addressed the meeting and asked for nominations for Chair.

ELECTION OF CHAIRMAN: Mrs Dale was nominated to continue as Chair. The nomination was proposed by Mr Salter and seconded by Mrs Schryver. No other nominations were put forward. All Councillors voted and the proposal 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-Chair. No other nominations were put forward. This was proposed by Mrs Dale and seconded by Mr Ball. All Councillors voted in favour.

PECUNIARY INTEREST FORMS: All Councillors Pecuniary Interest Forms are up-to date.

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 Ashwood. 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

Surrey ALC: 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 2022/2023.

1. APOLOGIES FOR ABSENCE: Mr McLachlan, Mrs Ryan. Surrey County Councillor Mrs Clack

2 TO AGREE, ADOPT AND SIGN MINUTES OF THE FULL COUNCIL MEETING HELD ON 19 APRIL 2022.

The minutes were regarded as a true record of the meeting. All Councillors voted in favour accepting the records and the minutes were signed.

4 DECLARATIONS OF INTEREST: None.

5 PUBLIC QUESTIONS: None

6 CLERK'S REPORT

- No further communications have been received regarding the situation at Temple Lane, Capel.
- Work has not yet begun on Capel church path, leading to the Parish burial ground.
- The remaining ash trees on the boundary of Capel burial ground have been felled for safety concerns.
- Surrey Sports and Turf have been asked to cut the bowls green on Capel recreation ground and the verges leading from Beare Green to into Capel in preparation for the Capel show.
- The Parish Council is acting as treasurer for the Jubilee celebrations. These funds will be transferred prior to the Jubilee weekend celebrations.
- The End of Year audit has been undertaken and signed off. The accounts will be available for public inspection from 13 June to 22 July 2022.

7 PLANNING APPLICATIONS:

It was agreed that all planning applications will be discussed at the next Planning Committee meeting, scheduled for Monday 6 June 2022. Discussions have been deferred because of the Mole Valley Local Plan timetable. This deferral will allow time for the Parish Council to meet with site promoters and Planning Barrister to ensure representation is made to the Local Plan Programme Officer by Friday 27th May 2022.

In the meantime, the Clerk has asked Mole Valley Planning team to allow for extensions of time for responses, where applicable.

8 ELECTORAL REVIEW OF MOLE VALLEY – DRAFT RECOMMENDATIONS FROM THE LGBCE

Mrs Schryver asked District Councillor Mrs Salmon for a definition on this review. District Councillor Salmon confirmed that this review was taking place because of the Boundary Review consultation, which will slightly reduce the number of councillors. Mr Ball stated that he regarded the motion for yearly elections as a waste of money and time. He considered the amount of time spent preparing for elections and observing purdah would greatly impede councillors time. District Councillor Salmon pointed out that with three councillors per ward, only one would be eligible for election each year, so work would not be compromised. Likewise with only one councillor elected per ward per year, the newly elected member would benefit from the experience of the two councillors already in post.

As the District Council elections had influenced the Mole Valley Local Plan timetable, Mr Garber addressed the meeting. He advised that a fixed timetable for the Local Plan had been given by the Programme Officer. The hearing sessions of the Examination have been arranged and will take place at the Council Chamber of Mole Valley District Council offices in three stages.

Stage1:

Week 1: Wednesday 22 June and Thursday 23 June.

Stage 2:

Week 1: Monday 18 July to Friday 22 July inclusive.

Stage 3:

Week 1: Monday 26 September to Friday 30 September inclusive

Week 2: Monday 10 October to Friday 14 October inclusive

Sites will be considered during Stage 3. To ensure the Parish Council is working with teams promoting sites which have the support of the Parish Council, meetings with site representatives have been set up for Wednesday 18 May and a consultation with the Planning Barrister on Friday 20 May.

The Inspector has indicated that she will only make decisions regarding sites toward the end of the timetable. District Councillor Salmon thanked the Parish Council for everything they are doing regarding the Local Plan and supporting residents best interests.

9. POLICE CRIME STATS:

Statistics for the three wards were received and circulated.

10. QUEEN'S PLATIUM JUBILEE CELEBRATION:

All preparations for the Jubilee weekend are in place. Mrs Schyrver asked if the commemorative bench has been received. The Clerk will chase the suppliers for a delivery date, as it needs to be installed before the first weekend in June. The Clerk confirmed that the Parish Council is acting as treasurer for Jubilee donations. The Parish magazine has incorporated a full timetable of events for the celebrations in the current edition, and notices and banners with full information will be promoted throughout the village.

11. Reports from Members

(a) Finance

(i) To review Audited Accounts and sign AGAR for year end 31 March 2022.

The accounts to 31 March 2022 had been audited by Mulberry and Company, and the Annual Governance and Return signed off, ready for the Parish Council to approve. The Return was approved unanimously by all Councillors. The Chair signed the statement which will be emailed to Littlejohn and uploaded onto the Parish Council website.

(ii) To review End of Year Internal Audit Report.

The Councillors had received a copy of the Report. The Audit mentioned that the Reserve Account should ideally total 50% of the Council's present. As professional and legal fees were likely to be incurred responding to the Mole Valley Local Plan, and the Reserves would be needed to cover these, it was unanimously agreed that any additional payments received by the Parish Council should be transferred immediately into the reserve account to comply with the Auditors recommendation.

(ii) To agree, adopt and sign accounts to 16 May 2022.

Mr Salter outlined the budget to date and payments to be approved this month. Mention was made of the insurance premium. The Councillors were reminded this was a yearly payment and the Council had entered into a five-year plan to control premium increases. The accounts detailing receipts and payments for the period to 16 May 2022 had been circulated for approval. Details of invoices were given, and all councillors approved payments.

INCOME

Jubilee Fund	£100.00
Jubilee Fund	£25.00
Hall Hire	£102.00
Total	<u>£127.00</u>

PAYMENTS APPROVED

		VAT	TOTAL
S Dixon for L Quirk	£45.00		£45.00
PWLB payment	£2,714.54		£2,714.54
Helpdesq invoice i35673	£51.23	£10.25	£61.48
Helpdesq invoice i35490	£65.25	£13.05	£78.30
Landmark Chambers legal fees	£175.00	£35.00	£210.00
Treeline	£1,980.00	£396.00	£2,376.00
Mulberry and Company	£126.16	£25.23	£151.38
Surrey Sports and Turf	£1,480.00	£296.00	£1,776.00
Brunel Engraving	£290.25	£58.05	£348.30
Surrey ALC subscription	£1,259.39		£1,259.39
Zurich Municipal insurance	£4,412.19		£4,412.19
Mrs J Russell May salary	£2,479.40		£2,479.40
HMRC	£619.80		£619.80

OPUS Energy – Electricity DD	£109.70	£5.75	£115.45
OPUS Energy – Gas DD	£46.99	£2.47	£49.46
Total	<u>£15,852.89</u>	<u>£841.90</u>	<u>£16,694.69</u>

(b) Ward Matters for discussion

Beare Green – (i) Mr Salter mentioned that that a “Sold” sign had now been displayed outside the site of The Dukes Head on Horsham Road. District Councillor Mrs Salmon said she had been advised that the site would be developed for housing according to the plans originally submitted and approved. (ii) Mr Cox mentioned the door at the rear of the pavilion which was beginning to rot and the lock was not working properly. The paving at the front of the pavilion also needs some attention. The Clerk will arrange for these defects to be inspected. (iii) Mr Cox informed the Council that the residents of one of Beare Green cottages had recently passed away and the family was asking for permission to install a commemorative bench on the recreation ground. This request was approved unanimously. (iv) It was mentioned that one of the trees in the car park adjacent to the the recreation ground needs attention. The Clerk take action.

Capel – (i) Mr Garber mentioned that he had been made aware the tennis club were considering installing new flood lights on the tennis courts. The Parish Council had contacted the Tennis Club Committee asking if they would like to discuss this with Councillors.¹

Coldharbour – (i) Mr Salter said he had noticed yesterday (Sunday 15th) that the gates leading up to the cricket pavilion had been smashed.

14 Correspondence: None.

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

A24 Dorking Study:

District Councillor Salmon mentioned the recent discussions held via a Webinar regarding the A24 Dorking study. These were joint discussions between Surrey and Sussex County Council.

A feedback form has been circulated to all Councillors and comments should be submitted by Monday 13 June 2022 to ltip@westsussex.gov.uk

[A24 Horsham to Dorking Stakeholder Meeting slides](#) (pdf file – 1.5mb)

[A24 Horsham to Dorking Stakeholder Meeting recording](#) (Microsoft Powerpoint presentation)

Dates for the next committee meetings:

Planning meeting – Monday 6 June 2022

Full Parish Council meeting – Monday 20 June 2022 **at John Venus Hall, Coldharbour**

Finance meeting - Monday 12 September 2022.

¹ Correspondence has been received from the tennis club committee indicating they had undertaken a review of potential club enhancements with a view to improving the facilities offered by the club. The conclusion is that additional floodlighting is not an option at this stage.

Should the situation change at any point in the future they would approach the Parish Council prior to submitting any planning application.