

**MINUTES OF THE FULL PARISH COUNCIL MEETING  
HELD ON MONDAY 26 SEPTEMBER 2022  
AT CAPEL PARISH HALL**

- 1 **IN ATTENDANCE:** Mr Garber, Mr Ball, Mr McLachlan, Mrs Dale, Mrs Schryver, Mr Salter, Mr Ashwood, Mr Cox, Mrs Ryan and the Clerk.  
District Councillors Mrs Salmon and Mrs Bushnell
- 2 **APOLOGIES FOR ABSENCE:** Mr Cox. Surrey County Councillor Mrs Hazel Watson and District Councill Mr Charles Engel.
- 3 **TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 15 AUGUST 2022:**  
The minutes were regarded as a true record of the meeting. All Councillors voted in favour of accepting the records and the minutes were signed by the Chair.
- 4 **TO APPROVE THE ACCURACY OF MINUTES OF THE PLANNING COMMITTEE MEETING 12 SEPTEMBER 2022:**  
The minutes were regarded as a true record of the meeting. All Councillors voted in favour of accepting the records and the minutes were signed by the Chair.
- 5 **TO APPROVE THE ACCURACY OF MINUTES OF THE FINANCE COMMITTEE MEETING 12 SEPTEMBER 2022:**  
The minutes were regarded as a true record of the meeting. All Councillors voted in favour of accepting the records and the minutes were signed by the Chair.
- 6 **MATTERS ARISING:**  
Mr McLachlan addressed the Council regarding the matter of the speed limit on the road through Coldharbour. Recently there had been an accident when a cyclist, speeding through the village, crashed into a car reversing out of a driveway. The cyclist was seriously injured. Although there is no legal obligation for cyclists to adhere to the same speed limits as motorists, they should be riding with due care and attention. The recent accident was evident that the cyclist was not attentive. The Council will write to Surrey County Council's Highways asking them to consider urging cyclists to have third party insurance and to carry identification, comparable to a vehicle registration number plate.<sup>1</sup>
- 7 **DECLARATIONS OF INTEREST:** None
- 8 **PUBLIC QUESTIONS:**  
District Councillor Bushnell addressed the Council on behalf of a Capel resident. The copse at the top of Markham Road needs attention, with brambles cut back and paths reopened. Mrs Schryver said that although the land was not owned by the Parish Council, the Council had taken responsibility and earlier this year had asked Treeline to undertake the work. This was put on hold until birds had finished nesting. The Clerk will now contact Treeline asking for a start date.<sup>2</sup>

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<sup>1</sup> SCC have confirmed this information will be shared with officers to see what is recommend. A sign regarding concealed driveways could be useful. Officers comments are awaited.

<sup>2</sup> An on-site meeting is being arranged before the work is undertaken.

9 **CLERKS REPORT:**

- The new replacement notice board has been delivered and installed at Coldharbour.
- A replacement bench for Coldharbour has been ordered via the National Trust. The bench will be inscribed "To commemorate the reign of her Majesty Queen Elizabeth II 1952 – 2022".
- Capel WI would like to plant a tree to commemorate 100 years of the WI. This could be planted outside the hall to replace the tree that died. They would like advice on what species to plant.

The Council agreed that a tree could be planted outside the Memorial Hall and suggested a Sorbus Autumn Spire. The Clerk will advise the WI of the recommendation.

10 **POLICE CRIME STATS:**

The crime statistics for the area had been received and circulated. The Council agreed that this item will not be included on the agenda in future. Without Police presence to give background information the information is irrelevant. In future the statistics will be requested and forwarded to Councillors for information.

11 **CAPEL PRE-SCHOOL AND SCOTT-BROADWOOD CofE INFANT SCHOOL:**

The Councillors were advised that the Diocese of Guildford had assessed the proposal to move the school to The Weald School in Beare Green and has now been agreed that the Capel school building will be upgraded. A new licence has been issued to the pre-school.

The Councillors suggested that a letter should be forwarded to the Diocese and the headteacher of Scott Broadwood school, expressing pleasure in their decision to keep the Capel site open and offering support to work together in the future.

12 **SECURITY CAMERA:**

Mr Ball informed the Councillors that the Sports Pavilion was considering installing a security camera to cover the car park in an attempt to deter drug trafficking. The Councillors agreed to the proposal in principle but would like further information on the proposal and cost, and who would be responsible for maintenance. They also questioned who would be able to view the camera. The Clerk will contact the Pavilion Committee and ask for appropriate information.

13 **MEMORIAL FOR THE LATE QUEEN ELIZABETH II:**

The Councillors discussed a memorial for the late Queen Elizabeth II but questioned what would be appropriate. It was agreed that an article would be published in the Capel magazine, asking for suggestions. The Council was reminded that a bench had recently been installed on Capel recreation ground to commemorate the Platinum Jubilee. A bench has been ordered to be installed in Coldharbour to commemorate the reign of late Queen.

14 **REPORTS FROM MEMBERS:**

**(a) Finance**

**(i) To agree, adopt and sign accounts to 26 September 2022.**

Mr Salter outlined the budget to date and payments to be approved this month. With 6 months until the end of the financial year and the second half of the precept recently received, the Council had about 41% of the budget left. The recent Finance Committee meeting saw no real concerns and had approved transferring £10,000 from the current account to the reserved.

Mr Ball mentioned that the change in grounds maintenance company which had proved to be a positive decision.

The current account balance on 26 September 2022 was £58,233.89 and the balance of the reserve account is now £50,307.10.

**INCOME**

Mole Valley Half Year precept	£55,960.00
<b>Total</b>	<b><u>£55,960.00</u></b>

## PAYMENTS APPROVED

		VAT	TOTAL
Mrs L Quirk	£45.00		£45.00
Fred Evans – Ditch clearing	£550.00		£550.00
Reimbursement – J Russell stationery	£9.00		£9.00
PKF Littlejohn LLP. End of year external audit	£400.00	£80.00	£480.00
Helpdesq invoice i36222	£7.50	£1.50	£9.00
Fred Evans – Coldharbour playground repairs	£930.00		£930.00
Clay Griffin – Groundworks Capel	£800.00		£800.00
Helpdesq invoice 11838	51.23	£10.25	£61.48
Printerland – replacement toner	£488.71	£97.74	£586.45
Greenbarnes Ltd. Coldharbour noticeboard	£1,380.22	££276.04	£1,656.26
SALC Conference Attendance	£25.00	£5.00	£30.00
Mulberry and Co. Internal Audit	£210.00	£42.00	£252.00
Mrs J Russell. September salary	£2,479.40		£2,479.40
PJM	£195.00	£39.00	£234.00
HMRC Clerk's Income Tax	£619.80		£619.30
Essex Chambers – Legal Fees Coles Lane	£2,875.00	£575.00	£3,450.00
Essex Chambers – Legal Fees MVLP	£925.00	£185.00	£1,110.00
Public Works Loan DD	£965.69		£965.69
OPUS Energy Gas DD	£19.57	£1.03	£20.60
OPUS Energy Electricity DD	£48.11	£2.53	£50.64
<b>Total</b>	<b><u>£13,024.23</u></b>	<b><u>£1,315.09</u></b>	<b><u>£14,339.32</u></b>

**£10,000 was transferred from Current Account to Reserves.**

### (b) Ward Matters for discussion

**Capel** – (i) Mrs Schryver mentioned that the waste bin, by the bus stop outside the school has been removed. The Clerk will contact Joint Waste Solutions asking for it to be replaced. (iii) Mr Garber mentioned that the lines outside the GP surgery in The Street have still not been renewed. The Clerk will contact Surrey County Council Clack again. (iv) Mrs Schryver mentioned that the footpaths around the area are being assessed and asked if the Clerk would contact Surrey County Council asking them to consider working on the path leading up from the pond. This area becomes almost inaccessible during the winter.

### 15 CORRESPONDENCE:

Mr Ball reminded the Councillors that a response is needed regarding the valuation report received on the land at Temple Lane. This is an ongoing matter regarding access across Parish land and non-agreement regarding payment of an easement. He suggested the Parish Council could:

- Do nothing.
- Let the matter go to Court and defend the action as no evidence of continued use has been provided and the matter of trespass regarding the installation of water and hard standing has still not been addressed.
- Purchase the land.

The Councillors agreed that a letter should be sent to the landowners legal representative indicating that the burden of proof for access is on the landowner.

### 16 URGENT MATTERS AT DISCRETION OF CHAIRMAN FOR NOTE OF INCLUSION ON A FUTURE AGENDA:

Councillor Mrs Salmon mentioned the feasibility study recently undertaken regarding the A24 Beare Green roundabout. She asked that Surrey County Council Highways been contacted as two houses located next to the recreation ground had not been included in Section 5, drawings 6 and 7. The proposed layout would make it impossible for these residents to join the A24 without travelling along Horsham Road and making a U-turn joining the A24 from Wigmore Lane.

**Dates of Next Meetings:**

Full Council Meeting: **Monday 17 October 2022**

Planning Committee: **Monday 7 November 2022**

Finance Committee: **Monday 14 November 2022**

**The Full Parish Council meeting scheduled for Monday 21 November  
will be held in Beare Green Village Hall**