

**MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON MONDAY 16 SEPTEMBER 2024
IN CAPEL PARISH HALL**

1. IN ATTENDANCE: Mrs Dale, Mrs Schryver, Mr Cox, Mr Salter, Mrs Taylor and the Clerk.

APOLOGIES FOR ABSENCE: Parish Councillors Mr McLachlan, Mr Ball, and Mrs Watson. Surrey County Councillor Helyn Clack. District Councillor Hobbs, Malcomson and Van Den Bogerd.

IN ATTENDANCE: District Councillor Wellman, Mr Peter Palmer and Mr James Gordon (Item (8)).

2 TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 19 AUGUST 2024

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.

3 TO APPROVE THE ACCURACY OF MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 02 SEPTEMBER 2024

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 FINANCE COMMITTEE MEETING HELD ON 02 SEPTEMBER 2024

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 DECLARATIONS OF INTEREST:

None.

6 PUBLIC QUESTIONS:

The Chair suggested Item (8) be moved forward. Mr James Gordon was invited to address the Council to outline the proposal regarding the access to Palmers Farm, Newdigate Road, Beare Green. Mr Gordon confirmed that he was the agent for the property owner, Mr Andrew Wates. The property has several accesses across parish land and currently the five-bar gate access is obscured by overgrown vegetation. Mr Gordon said that a formal arrangement is being proposed whereby Palmers Farm takes over the maintenance of the verge alleviating the Parish Council of maintenance costs. Mr Gordon circulated maps indicating the access points. The Chair mentioned that no decision could be taken at the meeting as Councillors would need to view the area. Mr Gordon said that further information would be forwarded to the Council by the end of the week.

The Clerk will view the current grounds maintenance contract to determine if this area is included on the schedule of works. If not, a price will be requested to include maintaining this verge. It was agreed that this would be an agenda item for the October meeting.

7. CLERKS REPORT:

- One of the benches in the burial ground has now been replaced. The bench was prepared and purchased from the National Trust, using wood from trees felled on Holmwood Common.
- It will be necessary to find a replacement groundsman to undertake cutting the grass at Coldharbour playground and the grassy knoll in the middle of the village.
- Photographs of the telephone boxes in need of refurbishment have been sent to DellK6. It will be necessary to transport both boxes to their workshops. The Capel box will house a defibrillator and the Coldharbour box will be used as a library.

8. PALMERS FARM AND CAPEL PARISH LAND, NEWDIGATE ROAD, BEARE GREEN

Please see item (6).

9. COUNCILLOR VACANCY:

Mr Ashwood had announced his decision to step down from office at the September Planning Committee meeting. The process of advertising to co-opt a Parish Councillor for Capel ward has now begun.

10. UPDATE TRIG STREET PROJECT:

Following the information has been received from Mary Anne Edwards, Senior Countryside Access Officer (Maintenance and Enforcement) for Surrey County Council a draft response from Newdigate Parish Council had been shared with Capel. Until Newdigate Parish Council agrees the contents of the draft, Capel will refrain from responding.

11. PROPOSAL FOR REPLACING THE ALL-WEATHER STRIP, CAPEL CRICKET CLUB.

The Cricket Club is investigating replacing the current all-weather strip with a new replacement one. It will be slightly longer one of 35metres. By increasing the length, it will allow some of the older junior games into it when weather is bad. It will also protect the main square and improve the size of the pitch if the women's team need to move any matches, again because of bad weather.

This has already been discussed with organisers of the classic car event at the Capel Show and they cannot see any issues. The Councillors discussed the request and had no objection.

12. PROPOSAL FOR REPLACEMENT BENCHES – CAPEL BURIAL GROUND AND COLDHARBOUR.

A proposal was put before the Council that 2 more benches be purchased from the National Trust. This would allow another bench in the burial ground to be replaced and one in the centre of Coldharbour village. These benches take several months to manufacture, and it is possible payment will not be requested until the beginning of the new financial year. All Councillors agreed the purchase and the Clerk will place the order.

13. REPORTS FROM MEMBERS:

(a) Finance

(i) To agree, adopt and sign accounts to 16 September 2024:

The spending for September was discussed and details of payments were circulated to all Councillors. Mr Salter confirmed that spending was on target although the maintenance budget was high. Councillors were reminded that the grounds maintenance contract only runs until the end of October so costs to this budget will be lower. The second half of the precept has been received and £50,000 has been transferred to the Reserve Account. Once the September payments have been made, an application for the VAT refund for the months March to September 2024 will be made.

The current account balance on 16 September 2024 was £12,992.93 and Reserve account £126,201.97. The balance of the NS&I account remains at £610.89.

(iii) To approve and authorise payments of outstanding invoices:

Payment Received

Second Half Precept **£61,932.00**

Payments

		VAT	TOTAL
Lindsay Quirk Hall Cleaning	£45.00		£45.00
Helpdesq Invoice 17051	£55.04	£11.01	£66.05
Surrey Sports and Turf Invoice 3783	£1,604.00	£320.80	£1,924.80
National Trust – Replacement bench	£625.00	£125.00	£750.00
Peter Mariner – Parish Hall repairs	£161.66	£32.34	£194.00
Fred Evans	£1,710.00		£1,710.00
Clay Griffin	£500.00		£500.00
J Russell September salary	£2,595.00		£2,595.00
HMRC Clerk's Income Tax	£648.60		£648.60
HMRC Employer's NIC	£343.01		£343.01

Capel and Beare Green Magazine	£100.00	£100.00
PWLB DD	£965.69	£965.69
	£9,353.00	£489.15 £9,842.15

(b) Ward Matters for discussion

Capel – (i) Mrs Schryver asked if there was any information regarding reinstating the Capel village sign as the Art Group had completed the repainting. The Clerk will contact Capel WI. (ii) The communal notice board outside Carters needs to be replaced. The Clerk will organise a replacement. (iii) Mrs Schryver was pleased to announce that Capel Parish magazine had received a grant of £6,000 to assist with extra printing so that all properties in Beare Green will be able to receive a copy of the magazine.

Beare Green – (i) Mr Cox asked if the brambles, encroaching on Beare Green recreation ground can be cut back.

14 CORRESPONDENCES:

None

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

- **Scott Broadwood school. Results of consultation regarding proposed closure and information on further developments.**
- **Palmers Farm**
- **Outdoor gym equipment**

Dates of Next Meetings, all commence at 7:30 pm:

Planning Committee: Monday 4 November 2024 in Capel Parish Hall

Full Parish Council: Monday 21 October 2024 in Beare Green Village Hall

Finance Committee: Monday 4 November 2024 in Capel Parish Hall