

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 16 JULY 2018 AT 7.30pm IN JOHN VENUS HALL, COLDHARBOUR

PRESENT: Mr Ball, Mr Margetts, Mr Salter, Mrs Schryver, Mrs Dale, Mrs Ryan and the Clerk

IN ATTENDANCE: District Councillor Mrs Watson

- 1 **APOLOGIES FOR ABSENCE:** Mr McLachlan, Mr Garber, Mr Cox and District Councillors Mrs Huggins and Mrs Osborne-Patterson
- 2 **TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 18 June 2018:** The minutes were adopted and signed by the Chairman.
- 3 **MATTERS ARISING:** None.
- 4 **DECLARATIONS OF INTEREST:** None.
- 5 **PUBLIC QUESTIONS:** None.
- 6 **CLERK'S REPORT:**
 - The fire escape door at the rear of the Parish Hall is not locking properly. A locksmith has been called in to repair this.
 - Due to a recent incident when the Parish Hall was left unlocked, enquiries are being made to install a silent alarm, providing notification of any intrusion to a mobile phone.
 - The hedge in Mortimer Road will be trimmed and the bowling green on Capel recreation ground cut in time for the Capel Show.
 - New seats and chains for all the swings at Capel playground have now been received and will be replaced as soon as possible.
 - Permission has been received from Mole Valley District Council to install two dog poop bag dispensers, one in Beare Green park and the other near Turner House. These have been ordered and will be installed as soon as possible.
 - The ditch around Beare Green recreation ground has been cleared and whilst Treeline have removed from site all vegetation, rubble and bricks which were in the ditch have been left on site. This needs to be removed and discussions are taking place on the best way forward.
 - Repairs to increase the safety on the pedestrian bridges leading from Vicarage Lane to the recreation ground and at Misbrooks are being carried out. A new non-slip surface has been laid and the posts replaced and painted.
- 7 **PLANNING APPLICATIONS:**

MO/2018/0996-CPC/18/037: Henfold Piggeries, Henfold Lane, Beare Green. This application was deferred from the Planning meeting on 2 July. This application has now been withdrawn.

MO/2018/1104-CPC/18/036: The Walled Garden, Anstie Lane, Coldharbour. This is an application to demolish an existing glasshouse and replace with garden store/potting shed. There were discussions regarding the proposed design and whether or not it reflected the proposed use. NDP policies CA-ESDQ4, design quality and CA-COP01, Coldharbour policy regarding protection against any form of development detrimental to character and appearance are complied with. The Parish Council therefore recommended that planning permission be approved.

MO/2018/0990 – CPC/18/034: Woodmans Cottage, Broomehall Road, Coldharbour. This is an application for the erection of first floor side extension above the garage. This application was deferred from the Planning meeting on 2 July as not all councillors had had the opportunity to view the plans. This extension had previously been granted planning permission but had not acted within the allocated time. The only variation of this application was the inclusion of a window. Councillors agreed that the addition enhanced the property. The Parish Council therefore recommended that planning permission be approved.

Mole Valley Local Plan Review – the Parish Council was informed that an email had been received from Guy Davies at Mole Valley District Council regarding discussions on sites that had been provisionally identified for development. An initial meeting with Mole Valley and councillors who had worked on designing the Neighbourhood Development Plan will take place as soon as possible.

Auclay Brickworks – update on latest position – The applicants had not responded to a Reg 22 request made in May. This request was for more information regarding groundwater, access onto the A24 and access along Knoll Farm Lane. A timeline had now been set for these matters to be addressed.

Ansford, Vicarage Lane, Capel. Mr Margetts said that this matter had been discussed earlier in the year and concerns raised over the pitch of the roof on the proposed extension. He said that he had not been able to find any correspondence from the Parish Council on Mole Valley’s portal and asked what had been sent, as the building works were in progress and the pitch of the roof had not been altered. The Clerk will locate the correspondence and this will be discussed at the next Parish Council meeting.

8 MEETING WITH SOLICITORS, WELLERS HEDLEYS. Mr Ball confirmed that he had chaired a meeting with Roger Taylor from Wellers Hedleys, and Paul Garber. Matters regarding Weller’s failure to act on the Parish Council’s behalf in a reasonable timescale were discussed and it was agreed that in future, the Parish Council could expect and would receive a better level of service.

Forge Cottage, Beare Green – Wellers lack of action has resulted in a lost opportunity and this easement being withdrawn. The owners of the property were now accessing the rear of their property through the front garden and the car park. There was a loss of £750 easement which was discussed with Wellers and steps are being taken to recoup some, if not all, of this money to cover the time and work the Parish Council had done to provide information.

The Parish Council has now implemented a control sheet for matters being dealt with by Wellers. Information on all communications will be logged, giving information on what was asked for, when and the date the information was received. Nothing should be allowed to be left outstanding if the system is followed.

Mr Margetts asked about the amendments to the Sports Pavilion lease and how this matter was progressing. This had not been discussed at the meeting with Roger Taylor, but the Clerk would obtain an update and report back to Mr Margetts.

9 PLAYGROUND IMPROVEMENTS – BEARE GREEN. Wicksteeds had visited the playground situated on Beare Green recreation ground. At present the only equipment on this site are children’s swings and a small sprung rocking horse. Wicksteeds had provided some ideas of additional equipment and prices. It was agreed that further quotations and ideas should be obtained from other companies and discussed at the next Parish Council meeting.

10 ADDITIONAL SEATING – CAPEL RECREATION GROUND. The Parish Council had received a letter on behalf of an elderly local resident asking if further seating could be provided around the recreation ground so that elderly residents could rest whilst walking. Information and prices have been obtained but it was agreed to enquire if local groups would be willing to donate to memorial benches.

11 NOTICE BOARD – CAPEL BURIAL GROUND. The notice board in the burial ground is in good condition but is not being used where it is at present. It was proposed that the notice board be moved to a location at the south end of the village, perhaps Bennetts Green. A smaller board can then be installed at the burial ground, giving information on rules and grave locations. All councillors agreed with this proposal and the Clerk will arrange for the relocation.

12 REPORTS FROM MEMBERS

(a) Finance: The accounts detailing receipts and payments for the period 18 June to 16 July 2018 were presented for approval and signature. Cheques were signed by two councillors:

Receipts

VAT Refund	£	2,731.71
Hall Hire	£	88.00
Allotment subscription & Tennis Club donation	£	77.00
Total	£	<u>2,896.71</u>

Admin and Other Payments

	Net	Vat	Gross
Printerland	£ 145.00	£ 29.00	£ 174.00
Printerland	£ 42.36	£ 8.47	£ 50.83
Helpdesq	£ 54.31	£ 10.86	£ 65.17
Coldharbour JV Hall hire	£ 60.00		£ 60.00
Treeline	£ 600.00	£ 120.00	£ 720.00
Treeline	£ 430.00	£ 86.00	£ 516.00
Treeline	£ 860.00	£ 172.00	£ 1,032.00
Wes Attridge	£ 850.00		£ 850.00
Burleys (June 2018)	£ 807.36	£ 161.47	£ 968.83
Treeline	£ 4,870.00	£ 974.00	£ 5,844.00
Helpdesq	£ 82.55	£ 16.51	£ 99.06
Viking	£ 75.45	£ 15.09	£ 90.54
HAGS-Smp Ltd (Playground repairs)	£ 886.00	£ 177.20	£ 1,063.20
Mrs L Bignall Salary	£ 192.64		£ 192.64
Mrs J Russell Salary and mileage	£ 1,407.80		£ 1,407.80
HMRC	£ 389.60		£ 389.60
Mrs J Russell Reimbursement	£ 23.08		£ 23.08
S Dixon for L Quirk Hall cleaning	£ 40.00		£ 40.00
Fred Evans	£ 1,075.00		£ 1,075.00
Mrs J Roberts Payroll Services	£ 90.00		£ 90.00
BT D/D	£ 20.50	£ 4.10	£ 24.60
OPUS Energy Electricity D/D	£ 37.84	£ 1.89	£ 39.73
Total	£ 13,039.49	£ 1,776.59	£ 14,816.08

Bank reconciliation at 29 June 2018 - **£39,496.04**.

Copies of the monthly budget analysis were not available for circulation at the meeting. The Clerk will forward copies to all Councillors as soon as possible.

Mr Salter asked for a breakdown on what trees, originally identified in the risk assessment, have now been worked on. It had been agreed that the Parish Council would focus on those trees highlighted as in need of immediate attention and those considered high risk. The Clerk will bring this information to the next Parish Council meeting.

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

- (i) **Beare Green:** (a) Mrs Watson asked if the Parish notice board at Merebank could be refurbished. The Clerk will check as this work should have been undertaken. (b) Discussions regarding the proposed skate park are taking place with local children and school to find out what they would prefer. The total cost of a skate park will be in the region of £85,000 to £100,000. The preferred site still needs to be agreed. (c) The ditches around Beare Green recreation ground have now been cleared and vegetation removed. There is still a lot of debris, brick, rubble and pieces of metal still on site which needs to be taken away before it goes back into the ditches. It was suggested that the Parish Council hire a skip and ask for volunteers to remove this. Mrs Watson suggested a litter pick, which she would encourage

the children to participate in, and ask Mole Valley if they would take away bagged rubbish. She will liaise with the Clerk. (d) There have been problems regarding the noise and pollution associated with Beaky's Motorcycles. Complaints have been made from neighbours to Mole Valley and a noise assessment was carried out. When an officer visited the site, the owner was very aggressive. An Environmental Health Enforcement Order is being sought and the neighbours have been informed. It is hoped Mole Valley will stop all business from these premises until the matter is resolved. (e) Mrs Watson asked the Parish Council if it would be willing to back the introduction of average speed cameras along the A24, between Beare Green and Clarks Green. These cameras had been introduced from the stretch of A24 from Box Hill to Dorking and were proving successful. Mrs Watson said she has arranged to meet with the Highways Safety Team. (f) A notice has been distributed to all residents regarding the road closure at Beare Green and the diversions that will be put in place. (g) Mrs Ryan said that the footpath from Moorhurst Lane to Holmwood station was overgrown and needed to be cut back. The Clerk would look and arrange for any necessary work to be undertaken.

- (ii) **Capel:** (a) Mrs Schryver told the Council that the petrol station in the middle of the village, Carter's, had been without fuel since last weekend. Murco, the fuel suppliers, consider the canopy of the petrol pumps dangerous and so have suspended supplying fuel. The canopy is dangerous and needs to be removed but any replacement must take into consideration the premises are within a conservation area. There have been issues previously regarding the new design of canopy. The Clerk will contact Murco and ask for a meeting and in the meantime obtain as much information as possible from Carter's. (b) In association with the Capel Show on 18 August a scarecrow promotion is taking place. Mrs Schryver asked if Councillors had any objections to scarecrows being put on parish land. The Councillors all agreed but asked that they be removed once the promotion was over. (c) Star Pubs, owners of The Crown pub, are advertising the lease. It was agreed that the Parish Council should write and express concerns about what is happening to this venue. Capel had not had a destination pub for the last 15 years which is very disappointing. (d) Mrs Schryver said that a quote the refurbishment of the kitchen in the Village Hall had been obtained and would cost in the region of £20,000. More quotations were being obtained. Grants and donations towards the total cost had already been received and there was fund raising locally. (e) Mrs Schryver asked if more equipment could be considered for the under 5s in the playground. This will be discussed at a later meeting. (f) Mr Margetts asked the Parish Council to consider a Resolution to apply for a public works loan. IT WAS RESOLVED to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £30,000 up to 20 years for the purpose of enabling the refurbishment of the Capel Sports Pavilion. The annual loan repayments will come to around £1,865 and will be made by Capel Sports Club. There will be no application to apply for an increase in the precept. This Resolution was passed unanimously.
- (iii) **Coldharbour:** Quotations for the erection of the new finger-post signs were circulated to the Council. This matter had been discussed at the June meeting. It was unanimously agreed that the Parish Council would pay for the signs to be erected as a donation to Coldharbour.

13 CORRESPONDENCE:

None.

14 Requests for agenda items should be notified to the Clerk one week before the next meeting.

DATES OF NEXT MEETINGS:

Planning Committee: Monday 6 August 2018 at 7.30pm

Full Council Meeting: Monday 20 August 2018 at 7.30pm

Finance Committee: Monday 10 September 2018 at 8pm.

All meetings will be in Capel Parish Hall.