

## CAPEL PARISH COUNCIL

### MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 15 MAY 2017 AT 7.30pm IN CAPEL PARISH HALL

**PRESENT:** Mrs A Schryver, Mr C Ball, Mr P Garber, Mr S McLachlan, Mrs P Dale, Mr K Salter and the Clerk.

**In attendance:** County Councillor Helyn Clack, District Councillor Corinna Osborne-Patterson, Mrs Jean Pearson member NDP Steering Group.

Mrs Schryver resigned from the position of Chairman. The process to elect a both Chairman and Vice-Chairman took place.

**Election of Chairman:** Mr C Ball was proposed by Mr A Schryver and seconded by Mr Stuart McLachlan. Mr Ball was unanimously voted Chairman and signed his Acceptance of Office.

**Election of Vice Chairman:** Mr S McLachlan was proposed by Mr Ball and seconded by Mrs A Schryver and the vote was carried. Mr McLachlan signed his Acceptance of Office as Vice Chairman

**Appointment of Parish Council Committees:**

**Finance:** Mr Salter, Mr McLachlan, Mrs Schryver, Mr Ball, Mrs Dale and the Clerk.

**Planning:** All members of the Council and the Clerk.

**Appointment of representatives to Committees and Working Groups:** See attached list. The Neighbourhood Development Plan would need to be reviewed once the outcome of the examination was known.

**Appointment of Auditor:** Having regard to a directive received from SSALC, the Parish Council agreed that a new Internal Auditor should be appointed. It was agreed to use the services of Mulberry and Company, who are commission to undertake work for SSALC. A letter of thanks will be forwarded to Piers Cooke, thanking him for all his help, advice and expertise over the past years.

Before the remainder of the meeting began, County Councillor Clack thanked Mrs Schryver for her commitment to the Parish Council over the past years, and offered her congratulations to Mr Ball on his appointment.

- 1 **APOLOGIES FOR ABSENCE:** Mr D Cox, Mrs L Ford, Mr L Margetts
- 2 **TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 24 APRIL 2017:** The minutes were adopted and signed by the Chairman.
- 3 **DECLARATIONS OF INTEREST:**  
Councillor Mrs Schryver declared an interest in Melville House.
- 4 **CLERK'S REPORT:**
  - i. The empty property Hurst in Vicarage Lane is being secured by Mole Valley District Council. The Environmental Health department have bricked up the property to stop any further vandalism or unlawful entry. It is known that the District Council is now in contact with the owner. If any further information is received, this will be circulated to the Parish Councillors.
  - ii. SES Water have sent notification that a water main replacement project will be undertaken from Beare Green roundabout to The Street, Capel. The site set up begins on 22 May and will include road closures, speed restrictions and junction closures. It is anticipated that the most disruptive main laying by September and total completion by January 2018. Phase One will be from Holmwood Station to Beare Green roundabout. Phase Two from Beare Green roundabout to Capel village.
  - iii. Fisher German have contacted the Parish Council again regarding the UK Power Networks programme of replacing overhead cables, poles and associated equipment. Confirmation has been sent to Fisher German confirming ownership of affected land and a meeting will be arranged to discuss requirements for access.
  - iv. A resident has complained about cars, which are for sale, being parked along The Street, especially opposite number 152. The Clerk has contacted the PCSOs regarding this, copying in the resident. When further information is received, the resident will be informed.

## 5 PLANNING APPLICATIONS/APPEAL:

**MO/2017/0432 - Recreation Ground, 59 The Street, Capel.** This is an application for the erection of a of single-storey side and rear extension. The recommendation of the Parish Council is that planning permission be granted but careful consideration should be given to the caveats outlined below:

- There appears to be an error in the application. The Parish Council, as a neighbouring property, was not served notice of the application and there is a legal requirement to serve this notice.
- The plans show the total removal of the hedge between the car park and the recreation ground. The Committee feels this needs careful consideration, with perhaps the hedge being reduced in size to 1.5m.
- That there will be no further proposals for a storage building.
- There is no mention of any security, such as shutters, for added protection of the large

**MO/2017/0668 - Melville House, Newdigate Road, Beare Green, Dorking RH5 4QD.** This is an application for the conversion of an existing outbuilding to 1 No. dwelling with new access and parking. The Parish Council recognises a significant history relating to development and enforcement proceedings at Melville House. It also understood that each proposal for planning permission must be considered on its individual merit.

Turning first to the issue of procedure representation referred to by the applicant at Props Barn, Kingsland Farm, Kingsland, Newdigate which was offered as a consideration. There are clear distinctions between the Melville House proposal and Props Barn, having regard to the proximity of the respective developments to neighbouring properties and their setting.

The recommendation of the Parish Council to refuse planning permission has hand regard to the above, the representation (an objection) by the adjoining owner, National Policy (the NPPF), the adopted Mole Valley Local Plan (2000) and the Core Strategy (2009).

In consideration of the proposal having particular regard to Green Belt policy there are no mitigating circumstances which would justify Mole Valley District Council or Capel Parish Council finding exceptional circumstances to meet a departure from Green Belt policy.

The planning judgement of Capel Parish Council is that permission should be refused.

## 6 NEIGHBOURHOOD DEVELOPMENT PLAN:

The public meeting for the NDP examination hearing will take place in the Parish Hall on Thursday 15 June 2017. There will be two sessions – between 10:30 and 12:30pm to discuss the consultation process and then again between 1:30pm and 3:30pm to discuss the Green Belt and proposed housing. 11 participants have been invited to attend the morning sessions and seven in the afternoon. The meeting will be directed by the examiner and it should be noted that although this is a public meeting members of the public who have not been invited by the Examiner to participate will not be allowed to speak. Those residents who have been invited to attend will be allowed to make a 5-minute presentation. The Examiner will ask questions but there will be no cross-examination from other participants. Mr Garber will be present to represent Capel Parish Council and Guy Davies will attend for Mole Valley District Council. It is anticipated a decision will be issued on the 25 June.

## 9 REPORTS FROM MEMBERS

**(a) Finance:** The accounts detailing receipts and payments for the period 24 April to 15 May 2017 were presented for approval and signature. Cheques were signed by two councillors:

	Net	VAT	Gross
<b>ADMIN AND OTHER PAYMENTS</b>			
Reimbursement Mrs J Russell	£20.83	£4.17	£25.00
The Image Company	£88.00	£17.50	£105.60
Helpdesq	£126.75	£25.35	£152.10
G Burley and Sons Limited	£787.67	£157.53	£945.20
S Dixon (for Lindsay Quirk)	£40.00		£40.00
S P Cooke	£425.00		£425.00
Zurich Insurance	£3,665.44		£3,665.44
HMRC	£343.20		£343.20
Mrs J Russell Clerk's salary	£1,413.30		£1,413.30
Reimbursement Mrs J Russell	£14.00		£14.00

Mr F Evans	£355.00		£355.00
OPUS Energy Electricity (DD)	£18.86	£0.94	£19.80
OPUS Energy Gas (DD)	£92.24	£4.61	£96.85
<b>Total</b>	<b><u>£7,390.29</u></b>	<b><u>£210.20</u></b>	<b><u>£7600.49</u></b>

- (ii) Minutes of the Finance Committee held on 8 May 2017 were agreed and signed.
- (iii) The Internal Audit procedure and other financial procedures were reviewed by all Councillors and found to be effective.
- (iv) The Annual Return for the year ending 31 March 2017 was signed by the Chairman. The accounts will be available for public inspection at the Parish Office between 5 June and 14 July on weekdays between the hours of 10:00 and 13:00.

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

- (i) **Beare Green:** (a) No Ward Matters to discuss.
- (ii) **Capel:** (a) An update on the request for a new letter box to be installed at the south end of the village is still awaited. A request was made in April 2016 but no decision has been made yet. (b) The Clerk will contact the water company again and ask if there is any further information available regarding the illegal installation of the water standpipe on the verge outside the bonfire field in Temple Lane. (c) There is still no information from Mole Valley District Council regarding the activity on the property at the top of Hoyle Hill. Intervention from Councillor Osborne-Patterson last month has still not provided any information. (d) Footpath 190 is still overgrown and needs attention. The Clerk will contact Surrey County Council again and report the situation. (e) The footbridge at the bottom of the recreation ground needs attention. The Clerk will contact Clay Griffin and ask him to fix new mesh to the bridge to stop pedestrians slipping in wet weather.
- (iii) **Coldharbour:** (a) Councillor McLachlan asked for an update on the on-street car parking outside Holmwood station and the lack of parking facilities at Dorking Station. This is something that had previously been discussed with County Councillor Clack and it was somewhat disappointing that she had already left the meeting before this matter could be discussed again. Information has been received that Surrey County Council have purchased land from AVIVA/Friends Provident in Dorking, which is adjacent to the railway station, and the Clerk will make enquiries as to whether this land can be used as an overflow car park.

**10 CORRESPONDENCE:** There were no items for discussion.

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

**DATES OF NEXT MEETINGS:**

**Planning Committee: Monday 5 June 2017 at 7.30pm in the Parish Hall, Capel.**  
**Full Council Meeting: Monday 19 June 2017 at 7.30pm in the John Venus Hall, Coldharbour.**  
**Finance Committee: Monday 11 September 2017 at 8.00pm in the Parish Hall, Capel.**