

CAPEL PARISH COUNCIL

MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 16 MAY 2016 AT 7.30 IN CAPEL PARISH HALL

PRESENT: Mrs A Schryver, Mr P Garber, Mr C Ball, Mr D Cox, Mrs L Ford and the Clerks

IN ATTENDANCE: Mr J Kelly, member of the public

No Parish Councillors had resigned during the year and no new applications had been received.

Election of Chairman: Mrs Mandy Schryver was proposed by Mr Paul Garber and seconded by Mrs Lyne Ford. Mrs Schryver was unanimously voted Chairman and signed her Acceptance of Office of Chairman.

Election of Vice Chairman: Mr Chris Ball was proposed by Mr Paul Garber and seconded by Mrs Mandy Schryver and the vote was carried.

Appointment of Parish Council Committees:

(i) **Finance:** Mr Salter, Mr McLachlan, Mrs Schryver, Mr Ball, Mrs Dale and the Clerks

(ii) **Planning:** All members of the Council and the Clerks

Mrs Schryver requested that any councillors who were unable to attend meetings should look at any planning applications for their wards and send their comments to the Clerks to read out at the Planning Committee.

Appointment of representatives to Committees and Working Groups: See attached list. Mr Garber said the status of committees would change if the Neighbourhood Development Plan is adopted this year as the regulations would change and the Parish Council would be the determining authority.

Appointment of Auditor: Having agreed to continue in the position, Mr Piers Cooke was re-appointed Internal Auditor.

Dates of Full Council Meetings and Finance and Planning Committee Meetings 2016 – 2017: Accepted and agreed as per attached list.

1 APOLOGIES FOR ABSENCE: Mr S McLachlan, Mr K Salter, Mr L Margetts, Mrs P Dale

2 MINUTES OF PREVIOUS MEETING: The minutes of the meeting held on 18 April were agreed and signed.

3 DECLARATIONS OF INTEREST: Mr Garber declared an interest in item 8 on the Agenda as he is a Trustee of National Playing Fields.

4 CLERK'S REPORT:

1 Ben Brown attended a meeting in the Parish Office with Mr Garber, Mr Ball and the Clerk on 5 May to discuss payment for the water easement on Temple Lane. A note of that meeting was provided.

Councillors agreed that a further letter should be written to Mr Brown with a deadline for reply by the date of the next Planning Committee on 6 June.

2 Colin Davis, traffic calming consultant, is coming to a meeting at the Parish Hall on Monday 23 May at 11am, to include a walk around the village(s). Mrs Schryver and the Clerk are attending a meeting in Albury to review traffic calming measures on Thursday 19 May at 1.30pm. A copy of a newspaper article about the effects on traffic calming where white lines are removed was provided.

3 Dave Wilkins of Sitewatch UK is coming to the Parish Office on Wednesday 18 May at 10.30 to discuss the PC's requirements for CCTV cameras in particular overlooking the Capel playground area where vandals have twice set light to the play surface in recent months. Further quotations would be sought.

There was a discussion about the necessity for placing warning signs where CCTV is in operation. The Clerk was asked to contact Zurich to ask about this.

4 During the month routine grass cutting and maintenance work has been carried out by Burleys in Beare Green and Capel and the playpark has been replaced at Coldharbour playground.

5 **POLICE MATTERS:** The crime figures for the period 9 March to 15 May had been received from Pat Booker. The Chairman asked if anyone wanted the PC to contact the Police about anything. There was concern about parked cars in Capel along The Street with "for Sale" signs on. The Clerk was asked to phone the owners of the cars and ask them to move elsewhere. The Clerk said she had written to the son of the deceased owner of the green car which contains a mattress asking him to move the car but no reply had been received. The parked cars at the top of Vicarage Lane near Carters Car Care were impeding the sight lines of other motorists and the Clerk was asked to write to Carters about this. The Clerk said she had not yet written to the Police about the reduction in policing in the Parish but would endeavour to do so before the next meeting.

6 **MINUTES OF PLANNING COMMITTEE:** The minutes of the Planning Committee held on 3 May were agreed and signed.

7 **PLANNING APPLICATIONS:**

MO/2016/0703. 98 The Street, Capel. This is a planning application for replacement illuminated and non-illuminated signs to the exterior of the The Crown Inn. The Parish Council objects to Sign D being placed adjacent to and abutting the wall to the Church grounds. There is no objection to the style and location proposed for the other signs.

8 **DESIGNATION OF CAPEL RECREATION GROUND:** The Chairman said there had been a meeting between Anthony Birch, the Clerk and herself with Terry Housden of Fields in Trust on 18 April. Capel Recreation Ground is already a charity but designation as a Centenary Field would protect the field for the community for generations to come, in perpetuity. The Parish Council would continue to have total control but the designation would give more funding opportunities. There were no drawbacks to the designation. There was also interest in gaining designation of the ground at Coldharbour. It would be necessary for the National Trust which owns the land to grant a 99-year lease in order to apply for designation as a Centenary Field. Mr McLachlan is progressing this matter with the National Trust. It was RESOLVED that the application for designation of Capel Recreation Ground as a Centenary Field be commenced.

Mr Ball asked about the status of Beare Green and Mr Garber said this matter was being considered by the NDP Steering Group with a view to establishing Beare Green as a Village Green and potentially creating a total of three Village Greens in Beare Green.

9 **REPORTS FROM MEMBERS**

(a) **Finance:**

(i) Accounts for the period 19 April to 16 May were agreed and signed by two councillors and cheques were signed.

PARISH HALL & OFFICE		VAT
Greenbarnes, noticeboard	£1,623.58	£324.72
MVDC, registration new address	£190.00	
Image Co, disabled WC sign	£38.00	£7.60
Mat, equipment, cleaning etc	£496.23	
sub-totals	£2,347.81	£332.32
ADMIN & OTHER PAYMENTS		
PJ King, repair BG Pavilion doors (6/5)	£595.00	

Y Christie, NDP documents (6/5)	£500.00	
Zurich Insurance 1.6.16 to 31.5.17	£3,433.71	
Clerk's salary	£1,395.03	
Assistant Clerk's salary	£358.60	
HMRC tax	£432.80	
Burleys, maintenance contract	£768.46	£153.69
AHS, playbark Coldharbour playground	£191.25	£38.25
Copy Solutions, service copier	£79.00	£15.80
Stationery	£30.24	
Viking, colour toners	£124.00	£24.80
Stamps & postage	£10.43	
GLEAM annual subscription	£15.00	
Wellers Hedleys (Feb & April invoices)	£825.00	£163.20
Easily, 2 PC domain names (2 yrs)	£18.48	£3.70
sub-totals	£8,777.00	£399.44

Total payments ex VAT **£11,124.81**

Total payments inc VAT **£11,856.57**

RECEIPTS 20 April - 16 May

NDP Grant 22.4.16	£6,499.00
Allotment renewals	£60.00
	£6,559.00

Current account/cash book

(reconciled at 29 April) £37,625.76

Less: Payments to 16 May £11,856.57

Balance **£25,769.12**

- (ii) Minutes of the Finance Committee held on 9 May 2016 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 2016 was signed. The accounts will be available for public inspection at the Parish Office between 3 June and 14 July on weekday morning between the hours of 10am and 11.30am.
- (b) Ward Matters for note or inclusion on a future agenda:**
- (i) **Beare Green:** None.
 - (ii) **Capel:** A suggestion that Capel allotments might be moved to the old Bowls Club grounds had been made because the common areas within and surrounding the present allotments are difficult to maintain and the maintenance is paid for by the PC. The Bowls Club land is flat and would be easier to maintain. There was a question about adequacy of the area compared to the current allotments. If such a move were to be undertaken it would also be advantageous to allotment holders to have the use of the Bowls Club building and as a Garden Society building. There is currently no likelihood of the Bowls Club starting up again in Capel because at least 20 members would be needed to have a fully functioning Club. Access to the area is from Vicarage Lane and from the Mortimer Road car park. It was suggested that the allotment holders should be asked for their opinions on the possibility of a move which might take place over the course of a 2-year period if agreed. It was suggested that the matter be

discussed at a PC meeting later in the year when the main growing season had ended.

- (iii) **Coldharbour:** Mr Garber said he had attended the meeting with Europa Oil and Surrey County Council held at Capel Parish Hall on 11 May. There had been 20 people present. Mr Rosenberg had represented LHAG. There is a consultation and publicity process which is a pre-commencement condition and part of the planning permission which has to be met and is effectively a whole series of conditions. The statutory time for consultation is 21 days which would not have given LHAG or the Parish Council time to deal with the issues. A 6-week window was therefore requested for the significant reserved conditions - clearance matters, groundwater monitoring and ecology – and this was agreed to. The other matter agreed to was that the developers would submit to the PC on a strictly confidential basis in advance of the submission to Surrey County Council and to LHAG. It was stressed that there must be no leaks at that stage as that would seriously damage the process including the 6-week consultation. Europa would like to commence work on site during the winter of 2016-2017. The Environment Agency permits still have to be dealt with regarding aquifers. Mr Garber said it was important that the meeting and the agreement with Surrey County Council and the consultants acting for Europa be minuted.
- (iv) Parish Maintenance had been dealt with earlier. It was agreed that this item be part of the Clerk's Report in future.

10 CORRESPONDENCE:

- 1 A quotation has been received from Bill Kear for drainage works on Beare Green. It has not yet been shown to Chris Anderson but there has been a suggestion that Chris and some of the team members may be able to carry out some of the work. On the basis that he is already very busy looking after the cricket and football pitches at Capel and Beare this may not be a realistic suggestion. The work had been suggested to relieve the marshiness on Beare Green.

Mr Cox said the ditch on the Newdigate Road side needs to be cut away, although getting rid of the spoil could be a problem. On the A24 side some of the trees need to be cut down and the ditch widened with the spoil being piled on the other side of the ditch. If trees were to be removed some sort of hedge along that side of the green would be needed and it was suggested that hawthorn whips might be suitable. Mr Cox said he would like to see all the spoil from the Newdigate Road ditch removed off site. There was a question about which side of the Green the quotation referred to and the Clerk was asked to clarify this. If it relates to the Newdigate Road side it was agreed that the quotation be accepted.

- 2 Locality have emailed the PC with details about their Early Stage Support programme which offers support to community groups at the early stages of an affordable community-led housing project. Successful groups will receive help and guidance and a small grant to help with start-up costs. The deadline for applications is 12 August.

There was a discussion about the possibility of securing the land at Highland Road owned by the Housing Association for use as a recreation ground for Beare Green. Mr Garber said the amount of money paid by developers in lieu of providing affordable housing in the Parish so far is £5,000. Mr Ball said there had been some discussion about local housing for local people and wondered if it would be possible to have a Parish housing association given that the current housing associations cater for people Surrey-wide. Mr Garber said there would need to be significant local commitment if a Parish housing association were to be started. The Chairman said it was useful to see what other communities have done in this regard.

- 3 A letter from Capel Tennis Club has been received asking for the Parish Council's permission to install CCTV monitoring equipment to protect the building and courts from vandalism. This is believed to be necessary following a recent incident of vandalism to the Tennis Club's shed.

They would install signs advising passers-by of the CCTV installation and restrict monitoring to the Tennis Club structures.

This was agreed and would tie-in with arrangements the Parish Council is making regarding installation of CCTV to protect other areas in and around Capel recreation ground.

11 URGENT MATTERS FOR A FUTURE AGENDA: None.

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

DATES OF NEXT MEETINGS:

The Planning Committee meets at 7.30pm on Monday 6 June 2016 in Capel Parish Hall.

The Parish Council meets again at 7.30pm on Monday 20 June 2016 at Coldharbour in the John Venus Hall.

There is a Neighbourhood Development Plan Public Meeting at 7pm on Wednesday 22 June in Capel Memorial Hall.