

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 15 FEBRUARY 2016 AT 7.30pm IN THE COMMITTEE ROOM AT CAPEL MEMORIAL HALL

PRESENT: Mrs A Schryver (Chairman), Mr S McLachlan, Mr C Ball, Mrs P Dale, Mr D Cox, Mrs L Ford, Mr Margetts and the Clerk

- 1 **APOLOGIES FOR ABSENCE:** Mr P Garber, Mr K Salter, Cllr Mary Huggins and Cllr Corinna Osborne-Patterson (MVDC Capel, Leigh & Newdigate), Cllr Michelle Watson (MVDC Beare Green)
- 2 **IN ATTENDANCE:** Cllr David Mir (MVDC Leith Hill)
- 3 **DECLARATIONS OF INTEREST:** None.
- 4 **POLICE MATTERS:** Crime figures for January–February had been provided by the police. A discussion about the police reorganisation resulted in the Clerk being asked to write to Inspector Hamlin asking him to come to a future meeting. It was agreed that the Annual Parish Meeting on 14 March would be ideal if it fits in with Inspector Hamlin’s commitments.
- 5 **MINUTES OF PREVIOUS MEETINGS:** The minutes of the meeting of the Parish Council held on 18 January 2016 were adopted and signed by the chairman.
- 6 **PUBLIC QUESTIONS:** None.
- 7 **CLERK’S REPORT:** The Chairman read the Clerk’s Report: (i) An email had been received from the Ockley Parish Clerk following a request to Cllr Helyn Clack to ask if it was possible to provide “pedestrians in the road” signs in Coles Lane. These will be on Surrey Highways work programme for the next financial year, that is from April. The signs will be placed at either end of Coles Lane with a distance plate beneath. Regulations do not permit the installation of reminder signs. (ii) The Parish Council’s bid for a grant from Tesco’s Bags of Help scheme to provide adult gym equipment on Capel recreation ground has been successful. The minimum available will be £8,000 and if the scheme receives more votes than the other two groups Capel may get £10,000 or £12,000. An email detailing suggested methods of promoting the scheme has been received. (iii) There has been no maintenance work completed in the Parish since the January meeting.
- 8 **PLANNING APPLICATIONS:** There were no planning applications to consider. The following planning matters were discussed: (i) An email had been received from the senior licensing officer at MVDC attaching an application for a new Premises Licence for the weekend of 16-17 July for a Big Summer Sleepover at a private property between Beare Green and Newdigate. This is described as a family event for members of the charity PSDS (which provides support for children with Downs syndrome). It was considered that 11 to 11.30 on Saturday evening was late enough for this event, rather than 2am on Sunday 17th. (ii) An application to erect a windbreak on the perimeter fence of court 4 at Capel Tennis Club had been received. A diagram had been provided and there were no objections to this.
- 9 **TRAFFIC CALMING:** A scheme for traffic calming measures in Coldharbour had been under consideration for some time. There is a speed limit of 60mph through the village/hamlet so measures such as road narrowing and cattlegrids have been proposed to slow the traffic. The scheme has received a favourable response from MV. The road narrowing works will need to be done by Surrey Highways and plans and drawings of the proposed works are awaited.

Traffic calming measures for Beare Green and Capel were discussed. It was noted that drivers slow down when central white lines are removed from roads and it was considered that within a village environment this was an effective and inexpensive way to encourage drivers to focus on driving more carefully. It was suggested that a traffic consultant would be helpful in formulating a traffic calming

scheme for Capel and Beare Green and Cllr Mir mentioned Colin Davies who is an expert on how to declutter to give better visibility. The Clerk was asked to contact Mr Davies.

10 NEIGHBOURHOOD DEVELOPMENT PLAN: Residents had responded positively with plenty of helpful comments about site proposals. The Steering Group will meet again on 7 March to start writing the first draft of the plan.

11 PARISH OFFICE UPDATE: The work to refurbish the building is proceeding within budget and on time. The Parish Office is expected to be ready for use by the end of February and the Parish Hall will be ready for the Residents Annual Parish Meeting on 14 March. The Chairman undertook to provide some information about the meeting to go on the PC website. A review of signage in the Mortimer Road car park had been undertaken and various improvements were under way including a “You Are Here” board to be placed at the entrance to the car park to indicate all the community facilities available.

12 REPORTS FROM MEMBERS

Finance:

- (i) The minutes of the Finance Committee meeting held on 8 February had been circulated to all councillors and these were agreed by the Full Council and signed by the Chairman.
- (ii) The accounts detailing receipts and payments were agreed and signed for the period 19 January to 15 February 2016 and cheques were signed by two councillors.

PAYMENTS	£	VAT
Neighbourhood Development Plan: (£477.99)		
Viking, easel etc	49.99	10.00
Image Co, display card	15.00	3.00
Y Christie, typing/docs prep, Dec-Feb	360.00	
Steering Group meeting refreshments	40.00	
Parish Office/Community Hall: (£22,184.36)		
TMC Construction, doors	4,224.00	844.40
K Miles, painting/decorating	2,000.00	
W McLean, plastering	2,000.00	
Unit 4 Double Glazing, windows	1,166.67	233.33
K Carter, 4 th stage payment & kitchen, toilet, skip etc	9,214.30	1,842.86
Centrepont Technology, phone & broadband	549.00	109.80
Admin & Other Payments: (£2,832.42)		
L Bignell, clerk’s salary & miles	1,399.53	
HMRC tax	343.20	
HP UK, 2 toners	72.50	14.50
Viking, stationery	44.97	8.99
W Attridge, burial ground maintenance	540.00	
Wellers Hedleys, advice re water easement	220.00	44.00
SSALC, local councils update	15.00	3.00
SLCC, Finance Guide & Clerk’s Guide	50.00	
Shaw & Sons, Receipts & Payments Book	63.94	12.79
Total	22,368.10	3,126.67
NO RECEIPTS (31.01.16 bank statement)		
Current Account		
Cash book/reconciled bank balance at 31.01.16	71,813.22	

Ward Matters for note or inclusion on a future agenda:

- (i) **Beare Green:** Mr Cox had some concerns about ongoing progress of ditch clearing work at Misbrooks Green.
- (ii) **Capel:** Mr Margetts said he had attended a meeting of the Cricket Club and Football Club and interest was expressed in getting a Village Football Club going for juniors as currently local

youngsters were playing for other clubs. This would mean providing a junior football pitch on the recreation ground. The football pitch at Capel is waterlogged and the Beare Green pitch is not much better. Even more troublesome is the uneven level of the existing pitch at Capel which has a 4 metre drop from corner to corner. A plan had been suggested to improve the level by raising one corner by a metre and lowering the opposite corner by a metre. The PC was therefore being asked to consider the project and whether it would be possible to find a way of funding it. It was suggested that grants could be available for such improvements if the recreation ground were to become a King George Playing Field. The National Playing Fields Association would need to be approached to see if this was a possibility. There was no objection from councillors to the idea of levelling the pitch and it was suggested that this be an agenda item for the next PC meeting. Cllr Mir suggested it might also be a good time to approach Sport England and the Marathon Trust for grant funding.

(iii) Coldharbour: Mr McLachlan gave an update on the refurbishment work at the pub and car park which is expected to be open for business again before Easter.

13 URGENT MATTERS FOR A FUTURE AGENDA:

The Chairman reported that a defibrillator had been installed on the outside wall of the new Parish Office. There will be a seminar in Capel Memorial Hall on 22 March at 7pm and a list of local people to call was asked for.

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

14 CORRESPONDENCE: None.

DATES OF NEXT MEETINGS:

Planning Committee: 7 March 2016 at 7.30pm in the Committee Room at Capel Memorial Hall.

Residents Annual Parish Meeting: 14 March 2016 at 7pm for 7.30pm in the new Parish Hall, Capel.

Parish Council Meeting: 21 March 2016 at 7.30pm in the new Parish Hall, Capel.