

CAPEL PARISH COUNCIL

070. MINUTES OF THE ANNUAL MEETING held on Monday May 19th 2014 in the Committee Room, Capel Village Hall.

A letter of resignation had been received from Cllr. John Dale. After 24 years Mr Dale feels that due to family circumstances he is no longer able to give the Council sufficient time. It was agreed that Councillors would make a personal presentation to John later in the year.

ELECTION OF CHAIRMAN

Mrs Mandy Schryver was proposed by Mrs Jean Pearson and seconded by Mr Stuart McLachlan. There being no abstentions Mrs Schryver was unanimously voted Chairman and signed her Acceptance of Office of Chairman.

ELECTION OF VICE CHAIRMAN

Mr Stuart McLachlan was proposed by Mrs Schryver and seconded by Mr Ball and the vote was carried

APPOINTMENT OF INTERNAL AUDITOR

Having agreed to continue in the position Mr Piers Cooke was re appointed Internal Auditor

APPOINTMENT OF COUNCIL COMMITTEES AND REPRESENTATIVES

1. Finance: Mr Salter, Mrs Pearson, Mr McLachlan, Mrs Schryver, Mr Ball + the Clerk.

2. Planning: All members of the Council + the Clerk.

3. Appointment of Working Groups and Representatives to Committees

As on attached list.

4. It was agreed that Mr McLachlan's name should go forward to continue on the MVDC Standards Committee.

5. Dates and venues of Full Council and Planning Meetings January 2015 to December 2015 were agreed as per attachments.

6. Date of next Finance Committee meeting: Monday September 8th 2014. Meeting dates for the remainder of 2014 /15 to be decided at that meeting.

Meetings of the Finance Committee would not be 'follow on' meetings from meetings of the Planning Committee.

071. PRESENT: Mrs A Schryver (Chairman), Mrs J Pearson, Mr K Salter, Mr S McLachlan, Mrs M Watson, Mr C Ball, Mr D Cox and Mrs Coke the Clerk.

072. APOLOGIES FOR ABSENCE: Mr Garber.

073. ALSO IN ATTENDANCE: Cllr Osborne- Patterson. 1 member of the public: Stephanie Jennings-Christensen. PCSO Sucha was in attendance for part of the meeting.

Cllr Homewood had offered apologies

DECLARATION OF INTEREST: None

074. THE MINUTES: Minutes of the meeting on April 14th 2014 were signed as a correct record.

075. MATTERS ARISING: None

PUBLIC QUESTIONS: None

075a(i) POLICE MATTERS: Statistics: Total 8 Notifiable Crimes- 5 in Capel: 1xTheft; 2x Criminal Damage; 1 x Vehicle Crime; 1 X Burglary of dwelling.
Beare Green: 1x cannabis warning; 1 x Criminal Damage.
Coldharbour: 1 x Theft of handbag

075b MINUTES OF PLANNING COMMITTEE: Minutes of the Planning Committee 12.05.14 were received and adopted by the Council.

075c PLANNING APPLICATIONS: Applications listed below include those considered and recommended to the Council by the Planning Committee 12.05.14 and at this meeting.

Application Ref:	MO/2014/0524/PCL	Date:	07-Apr-2014
Case Officer:	Mrs Caroline Hall		
Ward:	Capel, Leigh & Newdigate	PSH/Area:	Capel
Applicant:	Mr T Johnson		
Location:	Bay Cottage, 164, The Street, Capel, Dorking, Surrey, RH5 5EN		
Proposal:	Certificate of lawfulness for a proposed development in respect of the erection of a single storey rear extension.		
Response:	Property lies in the conservation area so requires submission of 2 planning applications. Site has not been visited by the Conservation Officer. Design is appropriate. There is minimal amenity space for what is quite a substantial extension.		
Application Ref:	MO/2014/0535/PLA	Date:	08-Apr-2014
Case Officer:	Mr Aidan Gardner		
Ward:	Capel, Leigh & Newdigate	PSH/Area:	Capel
Applicant:	Ms G Barnes		
Location:	Land between Horsham Road and railway land near Clockhouse Brickworks, Horsham Road, Capel, Dorking, Surrey		
Proposal:	Construction of forestry access and turning area		
Response:	The number of vehicle movements and the reference to larger vehicles does not equate with the suggested domestic activity. Access proposed is in a dangerous location and would pose significantly greater danger than the occasional pedestrian access. Copicing Ancient Woodland is not legal. Application not supported.		

Application Ref: MO/2014/0449/PLAH **Date:** 22-Apr-2014
Case Officer: Mrs Jenny Margetts
Ward: Capel, Leigh & Newdigate **PSH/Area:** Capel
Applicant: Miss Z Mildenhall
Location: 6, Markham Road, Capel, Dorking, Surrey, RH5 5JT
Proposal: Erection of single storey rear extension.
Response: Submitted plans are misleading. This is a terraced house not detached.
Proposal would have an adverse impact on the adjoining dwelling.
Recommend refusal.

Application Ref: MO/2014/0615/PCL **Date:** 24-Apr-2014
Case Officer: Mrs Jenny Margetts
Ward: Beare Green **PSH/Area:** Capel
Applicant: Mr & Mrs S Bacchus
Location: Wayside, Horsham Road, Beare Green, Dorking, Surrey, RH5 4RB
Proposal: Certificate of Lawfulness for the proposed development in respect of the
erection of a detached garage.
Response: A single storey garage with no impact on the next door building and it would
improve the amenity of the garden. No objection.

Application Ref: MO/2014/0614/PLAH **Date:** 24-Apr-2014
Case Officer: Mrs Jenny Margetts
Ward: Leith Hill, Within 20m of Beare **PSH/Area:** Capel
Green Ward
Applicant: Mr & Mrs M M Koivistoinen
Location: Rose Cottage, Anstie Lane, Coldharbour, Dorking, Surrey, RH5 4LP
Proposal: Erection of single storey rear extension.
Response: The proposal has had regard to the adjoining property and provides an
enhanced overall design. Councillors support the application

Application Ref: MO/2014/0658/PLAH **Date:** 29-Apr-2014
Case Officer: Mrs Jenny Margetts
Ward: Capel, Leigh & Newdigate, **PSH/Area:** Capel, Ockley, Within
Oakwood, Within 20m of Capel, 20m of Capel Parish,
Leigh & Newdigate, Within 20m Within 20m of Ockley
of Oakwood Ward Parish
Applicant: Mr B Thompson
Location: Wattlehurst Barn, Horsham Road, Capel, Horsham, Surrey, RH12 3SD
Proposal: Addition of Roof Lights and a window to the kitchen.
Response: No objection

Application Ref: MO/2014/0574/PLAH **Date:** 29-Apr-2014
Case Officer: Mr Donncha Murphy
Ward: Beare Green **PSH/Area:** Capel
Applicant: Mr T Smith
Location: North Barn, Crackerbarrel Farm, Horsham Road, Beare Green, Dorking,
Surrey, RH5 4PQ
Proposal: Constructiion of oak framed double garage with external oak staircase and
increased footprint.
Response: Improved designn. No objection

075d(i) BROOK COTTAGE: Update

As Minutes of Planning Committee 12.05.14

075d(ii) GATWICK AIRPORT CONSULTATION ON 2ND RUNWAY – CPC and Joint Parishes responses.

- 1.As per minutes of Planning Committee 12.05.14.
- 2.The joint Parishes response had been drawn up and agreed by Betchworth, Buckland, Brockham and Leigh parishes in addition to Capel and had been submitted 3. A meeting of the newly formed Gatwick Coordination Group would take place at the H of C on Tuesday 20th April.
4. Clerk to write to GACC with an explanation of use of CPC funds for advertising and printing leaflets.

075d(iii) EUROPA OIL – update

- 1.Hearing at Royal Courts of Justice had gone well. Outcome imminent
- 2 For the new application – address will be the same as previously. SCC website to be monitored to see when new application posted.

076A FINANCE

076A(i) The Minutes of the Finance Committee May 12th were received and adopted by the Council

076A(ii) Effectiveness of Internal Audit was reviewed (as attached)

076A(iii) All statements on the Annual Return for Section 1 Accounting Statements 2013 /14 were agreed by Councillors and signed by the Chairman.

076A(iv) All statements on the Annual Return for Section 2 Annual Governance Statement 2013 /14 of the Annual Return were agreed by Councillors and signed by the Chairman.

076A(v) The six monthly Internal Audit had been conducted on 11.04.14. The Auditor Statement concluded that the accounts presented provided a true and fair view of the financial activities of Capel Parish Council for the year ending 31st March 2014

076A(vi) An Audit recommendation had been made to: a) purchase a new shredder b) Clerk to ensure all mileage is reclaimed and at the hmrc rate of 45p / mile

076A(vii) Audit Action Plan (i) All cheques to be attached individually to respective invoice ready for signing.(ii) Clerk to implement audit recs.as above a. to purchase a new shredder b. to ensure all mileage claimed for. c. Monthly agenda item for Finance to be brought forward to earlier in the meeting and to include agreeing the accounts and signing cheques rather than under separate item of ‘Accounts’ at the end of the meeting.

076A(viii) Model Financial Regulations to be reviewed by the Chair of the Finance Committee and the Clerk and recommendations on changes to be drawn up for Council approval at the Council meeting on 15th September 2014.

076A(ix) Payments and Receipts for May 2014 were adopted as an accurate record and cheques were signed accordingly

PAYMENTS AND RECEIPTS FOR MAY 2014

(Payments were made on May 19th except where otherwise stated)

PAYMENTS

Payable to:	£	VAT
Clerk’s salary (mnth 02) salary + car +miles	856.80	
HMRC payee 67.60 (mnth02)	67.60	
Zurich Municipal - annual premium inc. IPT	2,590.57	
Fred Evans C/H playbark + complete paint Capel play equip.	955.00	
W Attridge 4 X cut & strim Burial Ground	390.00	
Clay Griffin (tree maintenance B G allotments, Holmwood Corner	1,755.00	
Y Christie – response to Gatwick 2 nd runway cons.	200.00	
The Image Co. x 2 response to Gatwick cons.	77.00	15.00
BT internet services D/D 8.5.14	92.79	18.55
SSALC Local Councils Forum 1.5.14	110.00	22.00

AHS Ltd Playbark – C/H playground	191.25	38.25
Burleys grounds maintenance April	759.93	151.99
P Cooke restore Sage Backup	50.00	
Members travel (car park)	5.00	
Hurtwood Litho Gatwick leaflets (pd 12.5)	225.00	
Total	8,817.44	344.09
	9,161.53	

RECEIPTS		
4x allotments rental	90.00	
UK power networks rebate	4.60	
Total	94.60	

076B GUIDELINES FOR COUNCILLORS ON USE OF SOCIAL MEDIA

1) It was established that the use of social media by CPC would enhance communication with residents and that it is essential for promoting the work of CPC.

2) It was necessary to decide which social media site would be most appropriate for CPC use.

3) In formulating a policy / strategy for CPC to adopt and include in its Standing Orders, discussion was based on the SSALC guidelines on the use of social media and protocol on the recording and filming of council and committee meetings

4) In considering using any form of on-line social media Councillors must always accept and agree:

- That unless specifically authorised, Councillors must understand that they are communicating on a personal basis
- Councillors may report decisions made by the Council but must take care to ensure that any comments made respect the Council's position.
- Councillors must consider what they are communicating very carefully and take all reasonable steps to ensure their view could not be misrepresented in any way.

5) The right to record, film and broadcast meetings of the Council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

6) The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.

The best policy would be for the Council to edit and release its own film.

7) Cllr Michelle Watson to draw up suggested guidelines for incorporation into a policy for CPC Councillors to use in relation to social media for consideration at the June / July meeting.

076C WARD MATTERS:

MVDC had published a list of additional sites to those already responded to in the Housing and Traveller Sites Plan (February 2014). The consultation includes site BG09; Land South of Beare Green where up to 400 homes and a new Primary School are proposed and CP11: Land at Hurst, Vicarage Lane, Capel, where there is a provisional estimate for approximately 8 homes. The consultation runs from June 9th until July 21st and will be considered at the meeting of the Planning Committee 02.06.14.

Beare Green :1) Project OverHall. Lease is still being approved but the architects have been paid so need for finance is less acute.2) Tony Wynn MVDC to be approached re positioning posts to stop parking within the BG pond confines.3) ID cards for members: Passport sized photos required by Cllr. Watson for Councillor identity tags (by June meeting please)

4) Parking restrictions in OHRd: Details of / date for implementation still awaited.

5) Flooding in Willow Close: Landscapes, on behalf of Hyde Martlett have carried out the works to clear the gully.

6) BG Cottages access road: In poor state - resurfaced 09.2013. Cllr. Cox to obtain a quote for resurfacing.

7) BG Sports Pavilion: Inspection required

Capel:1) Playground: Work on installing the Eco Mulch base has been delayed due to problems of late delivery and wet conditions on the Rec. Stone, surplus to requirement for the playground foundations is being used as hard standing for the allotments.

2) A resident's complaint regarding aggressive bullocks on BP 150 at Arnewood Farm has been passed to PC Trezise

Coldharbour: Coldharbour Common Rd: Aim is to be ready to go to September meeting of Local Committee (10.09.14) otherwise 03.12.14 or 04.03.15. Need to collect evidence + photos. Factual report required from Police and Rob Fairbanks.

076D HIGHWAYS AND PARISH MAINTENANCE

1. Established that Project Horizon works for resurfacing in Rusper Rd and Newdigate Rd are scheduled for the current financial year 2014 /15. Delays have been due other work taking place in the road.

2. SCC Highways contacts are to be consulted re flooding issues at Nunns Field. Meeting to be set up.

077 CORRESPONDENCE

Dates: Clerk to attend Legal & Finance Day 8th July 2014

1. Planning Infrastructure Contribution (PIC) and the Community infrastructure Levy

Details received via Minutes of Clerks meeting 30.04.14 and Planning Infrastructure Proposals Form for Environmental Improvement Schemes. Request that MVDC / Jack Straw be invited to address PC meeting June / July.

078. URGENT MATTERS AT DISCRETION OF CHAIRMAN FOR NOTE OR INCLUSION ON A FUTURE AGENDA – 1)Europa Oil and Gas 2) Capel Sports Pavilion.

079. DATE OF NEXT MEETING: The next meeting of the full Council is on Monday 16th June 2014 at 7.30pm at the John Venus Hall, Coldharbour. The Planning Committee meets on Monday 2nd June 2014 at 7.30pm in Capel Village Hall.