

CAPEL PARISH COUNCIL

MINUTES OF FULL PARISH COUNCIL MEETING HELD REMOTELY ON MONDAY 17 AUGUST 2020 AT 7.30pm

PRESENT: Mr Ball, Mr McLachlan, Mrs Schryver, Mrs Dale, Mr Salter, Mr Cox and the Clerk.

IN ATTENDANCE: County Councillor Mrs Clack, District Councillors Mrs Huggins, Mrs Bushnell and Mrs Salmon. Mrs Michelle Watson.

1. **APOLOGIES FOR ABSENCE:** Mr Garber, Mr Ashwood and Mrs Ryan.
2. **TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING HELD REMOTELY ON 20 JULY 2020:**
The minutes were regarded as a true record of the meeting. All Councillors voted in favour accepting the records and the minutes will be signed at the next fully converged meeting.
3. **TO RECEIVE AND ADOPT MINUTES OF THE PLANNING MEETING HELD REMOTELY ON 03 AUGUST 2020:** The minutes were regarded as a true record of the meeting. All Councillors voted in favour accepting the records and the minutes will be signed at the next fully converged meeting.
4. **MATTERS ARISING:**
None.
5. **DECLARATIONS OF INTEREST:**
None.
6. **PUBLIC QUESTIONS:**
Mrs Watson asked the Council to consider the installation of a Village Gateway for Beare Green. She mentioned that this had been discussed at a previous meeting but had not progressed. The Councillors agreed to this request and once the wording and design has been agreed, it will be purchased and installed in the village.
Councillor Salmon mentioned the planning applications that had been discussed at the August meeting regarding the removal of an Oak tree from Oak Corner, Beare Green. These were planning applications MO/2020/1153, 1154 and 1156. Although the removal of the tree was being considered due to an insurance claim, Mrs Salmon mentioned that it was questionable as to whether this tree was the cause of subsidence. She said that an objection had since been lodged with Mole Valley Planning Department.
7. **CLERK'S REPORT:**
 - i. Work on the all-weather footpath around Capel recreation ground is progressing well. There has been some very positive feedback from residents.
 - ii. The path leading immediately from the barrier unto the recreation ground is the only area that has not been included in the upgrade. Any heavy rain now leads to this area becoming quickly waterlogged. Consideration should be given to either improving the drainage in the car park or including this area as part of the new path. The clerk will ask Bill Kear to quote for this additional work.
 - iii. The new playground equipment has been installed on Beare Green recreation ground. After initial resistance from one resident, the overall comments have been positive.
 - iv. Wellers are continuing to work on behalf of the Council in trying to establish an agreement to the trespass over parish land at Temple Lane. Barriers remain in place. The Chairman and Mr Garber will have a telephone conversation with Wellers on Wednesday morning to discuss the way forward
 - v. A place has been booked on the SALC webinar. This is to understand the upcoming Website Accessibility Guidelines and to ensure the Council website will be fully compliant.
 - vi. SSALC online planning training will take place via Zoom from 6pm on 27th and 28th August from 6pm.
 - vii. The archiving of files has been completed and an on-site shredding company to deal with the unwanted paperwork has been engaged.

- viii. Lesley has now almost completed uploading all the information on to the burial ground website. Once it is ready, Pear will be asked to give the Clerk access so that any further information can be updated immediately.
- ix. The risk assessment for water testing at Beare Green pavilion has been completed and the test will be taken within the next couple of weeks.

8. PLANNING APPLICATIONS

In future, any planning applications being dealt with must be specifically itemised on the agenda.

- i. **MO/2020/1321 – CPC/020/055 - Poplars, Horsham Road, Beare Green.** This is an application for the conversion of existing garage to form home office and hobbies room with insertion of dormer window. The Council was reminded that this property had already had an extension even though it was within the Green Belt. Discussion was held regarding this conversion having the possibility of being changed into a habitable area, especially as there was a to be an upper level and a toilet area. The Council decided that this conversion would be overdevelopment and therefore recommended that this application be refused.
- ii. **MO/2020/1277 – CPC/2020/156 – Unit C, Laundry Way, Capel.** This is an application for a Certificate of Lawfulness for an existing use in respect of the building being used as a garage for the repair and maintenance of domestic and light commercial vehicles for a period in excess of 10 years. The Council agreed that this unit had been in use for the past 10 years, and therefore recommended that the Certificate of Lawfulness be accepted.

9. TO REVIEW PARISH HALL PUBLIC WORKS LOAN.

The Council agreed that as money, which had been budgeted for, had not yet been used to defend plans in the Mole Valley Local Plan, this budget could be used on another project. This had been a good year for easements and as almost all projects listed under priority (1) in the Capital Projects programme have been addressed, it was agreed to consider reducing the outstanding loan. Mrs Dale suggested the Council should consider paying a maximum of £20,000 off the loan. Mr Salter said that there was still seven months of the financial year left to cover. He suggested a meeting with Mr McLachlan and the Clerk to project a forward balance and a workable sum would be recommended at the next full Parish Council meeting.

Mention of made of the two feasibility studies currently on the Capital Projects programme, traffic calming at Beare Green roundabout and the crossing at Clarkes Green. The Council had agreed to fund these studies to a cost of £10,000 each but to date Surrey County Council had not been able to advise a start date. County Councillor Mrs Clack mentioned that during Covid-19 lockdown, officers had been relocated. She confirmed that these two studies were still on the agenda, and now that officers were back in place, it should be possible to move these studies forward. She suggested a meeting between the Parish Council and Surrey County Council should be arranged.

10. TO REVIEW THE CAPITAL PROJECTS PROGRAMME

The majority of priority one projects have been delivered. It was agreed to remove the Skate Park for Beare Green. The path along Newdigate Road was mentioned, and Councillor Clack agreed to discuss this with Newdigate Parish Council to try and obtain further information.

Councillor Clack said that the list of finished projects was amazing, and these achievements should be published on the website, most already have supporting photos.

11. TO CONSIDER THE QUOTATION FOR BEARE GREEN RECREATION GROUND WORKS

Treeline had submitted a quotation for works to be carried out on the ditch adjacent to the A24 before any new tree planting could be undertaken. This work was for the installation of drainage channels. It was agreed to accept the quotation at a cost of £1,800.00 plus VAT.

It was also agreed that a meeting should be arranged to meet with Treeline on site to discuss which trees would be best for the area, and how many. The Clerk will arrange for Mrs Schryver to meet with Treeline.

12. TO DISCUSS INSTALLATION OF RURAL GATEWAY SIGN, OLD HORSHAM ROAD, BEARE GREEN

Mrs Watson addressed the meeting, stating that the installation of the gateway had been approved some time ago, but to date the gateway had not be secured. It was agreed that after the design has

been approved by the Beare Green Councillors, the gateway would be ordered. The actual installation would have to be approved by Surrey County Council.

The Clerk will contact Zena Curry at SCC and Councillor Clack once the design is agreed and arrange for a site visit to obtain permission to have the gateway installed.

13. TO FURTHER DISCUSS INSTALLATION OF ELECTRIC CAR CHARGING POINTS

Mr McLachlan had asked for this item to be included as he had received feedback from Coldharbour residents. They were not interested in having a charge point installed in the village. However, the Pub was considering the installation as a private commercial enterprise which could help their business.

14. KEEPING AN OPEN MIND – UNITARY STATUS

The Chairman said that Surrey County Council had written to the Secretary of State regarding a unitary status for Surrey. A White Paper on this would be published in September. It was mentioned that before any decision is made, all local communities must be consulted.

Councillor Clack said that she would be prepared to address the Council with a presentation.

Councillor Bushnell said that she believed fewer Councillors could mean some residents would feel remote. Councillor Huggins said she believed it was a good way to save money, but no decisions should be made before the facts in the Paper were made public. Decisions should then be made on an informed basis. If the unitary status were agreed, Surrey would be the biggest council in the country. Mr McLachlan said that Parish Councils must be careful as there could be a lot of extra work for Parish Councillors who have no formal training. It must also be remembered that Parish Councillors do have day jobs.

15. PLANNING FOR THE FUTURE – DOCUMENT FROM HM GOVERNMENT

The Council has received the document published by the Government on the future of planning. It was agreed that this item will be discussed at the next meeting, after the Councillors have had the opportunity to review the options.

**Mr Garber has since spoken to Paul Uttley the Planning Director from Form Design Group regarding the Councils response to the White Paper. Mr Garber and the Chairman will meet with Mr Uttley and a meeting will then be arranged for all Councillors to discuss and review the 26 questions within the document which will form the basis of the Council's response.*

16. TO DISCUSS A COMMUNAL SKIP FOR CAPEL

The Chairman mentioned the request that had been received from a resident regarding a communal skip. The Councillors discussed the proposal and the location was the first problem. The car park could not offer a space for the skip. The funding of the skip was discussed, and even though the cost would be divided between those using the skip there was nothing to stop others depositing rubbish without making a financial contribution.

Mention was made that the National Trust had tried this, and it did not work. It was decided that the Council could not help with this suggestion, but residents should be made aware that Mole Valley did offer a bulky waste collection service.

17. UPDATE ON COUNCIL FACEBOOK PAGE

As Councillor Ryan was not available at this meeting, this item will be included on the September agenda.

18. REPORTS FROM MEMBERS

(a) Finance:

(i) The accounts detailing receipt and payments for the period 20 July to 17 August 2020 had been circulated for approval. All councillors approved payment of the invoices. The monthly easement payments are still being received, and one payment for the interment of ashes has also been received.

INCOME

Interment of Ashes	£265.00
Easement	£500.00
Total	<u>£765.00</u>

	Net	VAT	Gross
ADMIN AND OTHER PAYMENTS			
Wicksteed Leisure	£11,993.39	£2,398.68	£14,392.07
Surrey Sports July grounds maintenance	£1,330.00	£266.00	£1,596.00
Wes Attridge – Burial Ground maintenance	£550.00		£550.00
Maltaward – barriers	£66.43	£13.29	£79.72
Helpdesq – IT maintenance	£139.68	£27.94	£167.62
Helpdesq – Broadband	£13.80	£2.76	£16.56
J Russell – reimbursement	£23.99		£23.99
Surrey Sports August grounds maintenance	£1,480.00	£296.00	£1,776.00
Viking stationery	£44.99	£9.00	£53.99
Bill Kear – Capel recreation ground footpath	£17,797.50	£3,559.50	£21,357.00
HAGS – playground repairs	£739.20	£147.84	£887.04
Mrs L Bignell – August salary	£267.80		£267.80
Mrs J Russell – August salary	£1,949.90		£1,949.90
Wellers – Legal fees	£1,032.50	£206.50	£1,239.00
S Dixon for L Quirk – hall cleaning	£45.00		£45.00
Treeline	£320.00	£64.00	£384.00
Pear Technology	£200.00	£40.00	£240.00
HMRC – Clerks income tax	£531.80		£531.80
OPUS Energy Gas (DD)	£7.17	£0.36	£7.53
OPUS Energy Electricity (DD)	£34.80	£1.74	£36.54
Total	<u>£38,567.5</u>	<u>£7,033.61</u>	<u>£45,601.56</u>

19. Ward Matters for note or inclusion on a future agenda:

- (i) **Beare Green:** (i) Mrs Watson mentioned the safety barriers along the A24 that had recently been repaired. She asked if the temporary barriers could now be removed from the ditch and why the repair did not include the whole length of barrier. Councillor Mrs Clack agreed to discuss this with SCC Highways. (ii) Mr Cox mentioned that horses had been ridden across the recreation ground recently. This was not a common occurrence and hopefully will not happen again. (iii) It was confirmed that the bat boxes will be erected shortly. Clay Griffin will work with Mrs Ryan. (iv) Mr Cox mentioned the area at the entrance to The Weald School which is need of some maintenance and is now prone to fly-tipping. (v) Councillor Salmon confirmed that the Parish Angels were still being used, mainly for the collection of prescriptions. The food bags are still being delivered although collection is now being encouraged. The Chairman asked when will happen once the Parish Angels are no longer required, and it was hoped that Capel Assist could take over. (vi) Mr Salter suggested that the Community Fridge should be an item for discussion at the forthcoming financial review.
- (ii) **Capel:** Mrs Schryver mentioned the trees that were growing along the verge on Rusper Road that needed some maintenance to keep pedestrian access clear.
- (iii) **Coldharbour:** Vegetation was beginning to encroach in the road from the Church to the village centre and along Anstie Lane. Councillor Clack confirmed the best way to deal with this was to report it online.

20. CORRESPONDENCE:

- (i) Mrs Dale commented on the email that had been received regarding blocked Rights of Way at Pleystowe Farm, Capel. Councillor Clack mentioned that this matter should be referred to Surrey County Council. The County Council would be able to ascertain the path number, or if this is just a casual permitted path. If it is a legal issue, again, this should be directed to Surrey County Council.
- (ii) The Chairman said that a letter had been received from a resident of Beare Green Cottages, regarding the condition of the access road fronting these properties. The resident was asking for Council funding toward the repair of the road. It was confirmed that until an application giving the total cost of the works was received, the Council would be unable to make any decision. The access road is thought to be joint ownership between the Cottages and the Parish Council. The Clerk will make enquiries before any further discussion takes place.

(iii) An email had been received from the Rural and Market Town Group asking the Parish Council to consider joining the Group. Information had been circulated to all Councillors prior to the meeting. There was discussion on what the Group does, who is behind it and what benefits there would be for the Council. There was an offer to join for the remainder of the year without paying subscription. The Council agreed to take up this offer and then make a decision on paying the full subscription once further information is received.

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

DATES OF NEXT MEETINGS:

Planning Committee:	Monday 7 September 2020
Finance Committee	Monday 14 September 2020
Full Council Meeting:	Monday 21 September 2020

All meetings will now be held in the Parish Hall, starting at 7:30 pm unless Government regulations are amended in the meantime.