

CAPEL PARISH COUNCIL

MINUTES OF FULL PARISH COUNCIL MEETING HELD ON MONDAY 21 SEPTEMBER 2020 IN CAPEL PARISH HALL AT 7.30pm

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

The Chairman had attended a Chairman's Seminar recently, and one topic discussed was receiving and accepting apologies for non-attendance at meetings. If a Councillor is unable to attend a meeting, their apologies must be forwarded to the Clerk prior to the meeting. These apologies will be stated at the meeting and the Council will make the decision whether to accept. If the reason for absence is personal, the Clerk will ask for an explanation, check with the Chairperson and a decision will be made.

1. APOLOGIES FOR ABSENCE: Mr Garber

Mr Garber's continued absence from meetings was discussed, and it was again confirmed that as a leave of absence had been agreed because of ill health, this agreement will continue.

2. TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING HELD REMOTELY ON 17 AUGUST 2020:

The minutes were regarded as a true record of the meeting. All Councillors voted in favour accepting the records and the minutes were signed by the Chairman.

3. TO RECEIVE AND ADOPT MINUTES OF THE PLANNING MEETING HELD ON 07 SEPTEMBER 2020:

The minutes were regarded as a true record of the meeting. All Councillors voted in favour accepting the records and the minutes were signed by the Chairman.

4. TO RECEIVE AND ADOPT MINUTES OF THE FINANCE MEETING HELD ON 14 SEPTEMBER 2020:

The minutes were regarded as a true record of the meeting. All Councillors voted in favour accepting the records and the minutes were signed by the Chairman.

5. MATTERS ARISING:

Mrs Dale asked if there was any further information available regarding the feasibility studies that the Council had agreed to part-fund. Information on this matter will be discussed under Section 12.

6. DECLARATIONS OF INTEREST:

None.

7. PUBLIC QUESTIONS:

None.

8. CLERK'S REPORT:

- i. It has been confirmed that three Ash trees in the Council burial ground have die back. Treeline have requested permission from Mole Valley to fell the diseased trees and this will be done as soon as possible. The owner of 2 Old Barn Drive has been notified and permission has been given for the contractors to access the garden to carry out the work. The remaining tree will be monitored yearly for signs of disease.
- ii. Two replacement cradle swings have been ordered from Wicksteeds to replace the damaged equipment on Beare Green recreation ground.
- iii. The Council has ordered a *Residents Parking Only* sign to be erected at the entrance to the car park at Bakers Way. Although this is not Parish land, the Council has worked with residents previously to try to alleviate the problem of ad-hoc parking.
- iv. Bill Kear has inspected the path on the recreation ground and has agreed that further work is required to ensure there are no trip hazards with uneven edges. This work will be carried out as soon as possible.

- v. The Clerk has contacted Helyn Clack and Zena Curry from Surrey County Council to arrange a meeting to agree where the village gateway sign should be erected at Beare Green. As soon as the site is agreed, the gateway will be ordered.
- vi. There is still no start date from Bill Kear for the extra work agreed on the Capel recreation ground path. *A start date of Monday 28 September has now been agreed.
- vii. There has been an increase in reports of dogs out of control on Capel recreation ground. Signs have been ordered advising that if dogs are not under constant control, they should be kept on a lead will be erected at all recreation ground entrances.

9. POLICE CRIME STATISTICS

The Police had supplied statistics from 20 July to 21 September. These covered all three wards in the Parish. The Councillors were grateful for the figures but felt that if a member of the Police team were able to be present, more background information on incidents could be given. The Clerk confirmed that the Police were invited to the meeting but unfortunately incidents had occurred which prevented them from attending.

Mr McLachlan informed the Council that an incident had occurred in Coldharbour regarding three scramble bikes, without number plates and noisy exhausts. The riders had been seen driving along the byway opposite Cockshot Farm and then over wooden stumps to gain access up to the tower at the top of the hill. More recently the same group were seen again. Mr McLachlan did ring 999 to report the incident but there has been no call back or follow-up.

The Chairman suggested that a further meeting with Karen Coyne, Borough Commander, Surrey Police, should be arranged.

10. PLANNING APPLICATION SUBMISSION:

MO/2020/1208 – 181 The Street, Capel. This is an application for a single storey rear extension which had been discussed by the Council at the Planning Committee meeting on 7 September 2020. The Council had reviewed details on the Mole Valley website and recommended this application should be approved. However, since making this decision, the Council had received information from neighbours to say that this extension would affect their natural light. It was agreed that the complainants should contact Mole Valley with their concerns, and the Clerk confirmed that this advice had been given. It was agreed that the Case Officer will be contacted, the situation explained and an extension of time to make a further response requested. *The Case Officer has been contacted and the Council has until 16 October 2020 to make a revised representation and ask for the original response to be withdrawn.

11. PLANNING APPLICATIONS:

- i. **MO/2020/1495 – The Clockhouse, Horsham Road, Capel.** This is an application for an extension and conversion of barn to create 1 No. dwelling with associated amenity space and access. The Council considered the application and agreed the proposed dwelling would not be in keeping with the area and is extremely close to Clockhouse Brickworks. The suggested access to the property would be onto the A24 which is considered dangerous. Policies **C-ESDQ5: New development must contribute to local character by creating a sense of place appropriate to its location and designed to ensure that the character varies within a development** and **C-ESDQ5: Any new development must contribute to local character by creating a sense of place appropriate to its location and designed to ensure that the character varies within a development** outlined the Capel Neighbourhood Development plan do not appear to have been taken into consideration. The Council recommended this application be refused.
- ii. **MO/2020/1434 – Vigo Farm Cottages, Horsham Road, South Holmwood.** (Beare Green ward). This is an application for the variation of Condition 2 of Listed Building Consent MO/2019/1741 for the demolition of existing two storey rear extension and erection of replacement two storey rear extension to allow a correction to a window shown on the floor plan and not on the elevation. The Council considered the variation and recommended that this variation be approved.

12. TO REVIEW THE CAPITAL PROJECTS PROGRAMME

Mr McLachlan addressed the Council and circulated the updated Capital Projects spreadsheet. Surrey County Council had sent a response to the request for the undertaking of the feasibility study of traffic management at Beare Green roundabout. Although the Council was pleased this was now moving

forward, it was disappointed that the Clarke's Green roundabout study would not be undertaken at the same time.

The September Budget Analysis spreadsheet has now been updated to show Capital Projects incurred against the Precept. Other projects are now shown against Reserves. This now shows a true picture of the Council's finances.

The Finance Committee had met and discussed paying off a percentage of the outstanding loan. However, it was agreed to be cautious and keep the reserves the Council has at present. Should there be any further financial windfalls within the next few months, the situation will be reviewed again.

13. TO CONSIDER THE FUTURE OF CAPEL AND BEARE GREEN PARISH MAGAZINE:

The Council had received notification from the Committee responsible for the magazine that they will not be publishing this document in the New Year. The Council agreed that although it was a shame the magazine committee would be standing down, it did allow an opportunity to rethink the document. A couple of questions were raised; should the magazine revise the format and perhaps offer an electronic version and should any future publication be for Capel village only. It was also agreed to look at the possibility of funding any future magazine.

It was agreed that an announcement of the publication's future should be highlighted in the magazine and ask for assistance from anyone who would be interested in supporting the publication in the future.

14. TO AGREE STANDING ORDERS TO INCLUDE REMOTE MEETINGS

The Standing Orders had been amended to include a paragraph covering meetings held remotely, when necessary. The addition was agreed unanimously, and the new Policy will be published on the Council website.

15. GOVERNMENT WHITE PAPER – PLANNING FOR THE FUTURE

As Mr Garber is unable to meet with Paul Uttley the Planning Director of the Form Design Group. A meeting has been arranged for all Councillors to discuss the response to the White Paper. This will be on Monday 28 September in the Parish Hall. In the meantime, the Councillors have been made aware of the 26 questions that need to be considered and answered.

The meeting with Paul Uttley has taken place and a response will be forwarded to the Council, enabling the Committee to forward an agreed response.

16. TO DISCUSS REQUEST FOR MARQUEE FROM CAPEL SPORTS PAVILION COMMITTEE

The Committee of the Sports Pavilion had approached the Council asking for permission to erect a marquee on Capel recreation ground to create more covered space to observe current social distancing restrictions. The Council agreed that it would be prepared to consider the request, but further information must be given.

- What would be the overall size?
- Would there be any flooring?
- Where would it be positioned?
- Would an extension to the present alcohol Licence be required?

The Clerk will contact the Sports Pavilion Committee and ask for this information. This item will be included on the agenda for the next full meeting.

17. UPDATE ON COUNCIL FACEBOOK PAGE

The creation of a Facebook page has already been agreed by all Councillors. Mrs Ryan informed the Councillors that she had recently attended a seminar regarding creating such a publication. The page must be put together in a way that would promote what the Council has achieved and outline what it hopes to achieve in the future. Mrs Ryan will put together an initial format with 10 photographs of Council achievements with sharp, snappy captions.

18. REPORTS FROM MEMBERS

(a) Finance:

- (i) The accounts detailing receipt and payments for the period 17 August to 21 September 2020 had been circulated for approval. All councillors approved payment of the invoices. The monthly and one additional easement payment has been together with the second half of the

precept. A refund has been received from Treeline and a payment for the erection of a memorial stone in the burial ground.

Mr Salter talked through the summary of the budget analysis and it was agreed that there were sufficient funds in the current account to cover invoices for the remainder of the financial year.

INCOME

Easement	£5,000.00
Easement	£500.00
2 nd Half Precept and Concurrent Grant	£51,404.00
Reimbursement – Treeline	£240.00
Burial Memorial	£150.00
Total	<u>£57,294.00</u>

	Net	VAT	Gross
ADMIN AND OTHER PAYMENTS			
S Dixon for L Quirk Hall Cleaning	£47.00		£47.00
SSALC Effective Councillor Webinar	£60.00	£12.00	£72.00
Fred Evans – Playground Repairs	£775.00		£775.00
SSALC Website Accessibility Guidelines Webinar	£120.00	£24.00	£144.00
Mrs M Schryver – Reimbursement - Key cutting	£36.60		£36.60
Mrs D von Bergen – Reimbursement Crocus bulbs	£14.095	£28.19	£169.14
Wellers Hedleys – Legal Fees – Temple Lane	£590.00	£118.00	£708.00
SSALC Training Planning Update	£450.00	£90.00	£540.00
Bill Kear – Completion Invoice path	£8,898.75	£1,779.75	£10,678.50
Surrey Sports	£665.00	£133.00	£798.00
PWLB – Sports Pavilion	£965.69		£965.69
EDF Energy	£47.26	£2.36	£49.62
Helpdesq	£54.50	£10.90	£65.40
Shred on Site	£80.00	£16.00	£96.00
PJM Coldharbour Cricket Pavilion works	£252.13	£50.43	£302.56
J Russell – reimbursement	£35.97		£35.97
Mrs L Bignell September salary	£267.80		£267.80
Mrs J Russell September salary	£1,950.10		£1,950.10
NALC LCR Subscription	£17.00		£17.00
David Guy – Weed control	£40.00		£40.00
Maltaward Barriers	£64.29	£12.86	£77.15
Helpdesq	£49.78	£9.96	£59.74
The Image Company	£277.00	£55.40	£332.40
The Blacksmith Studio	£757.11		£757.11
Helpdesq – Replacement laptop	£649.50	£129.90	£779.40
OPUS Energy Gas (DD)	£7.66	£0.38	£8.04
OPUS Energy Electricity (DD)	£35.97	£1.80	£37.77
Total	<u>£18,093.66</u>	<u>£2,474.93</u>	<u>£20,568.59</u>

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

- (i) **Beare Green:** (i) Mr Cox said that work had not started on clearing the ditch on Beare Green recreation ground. (ii) The trees in front of the cottages need to be lifted as they are too low to get a mower underneath. (iii) The logs from the fallen tree had been cleared. (iv) Mr Cox asked if a kicking wall could be considered for installation on the recreation ground. The Clerk will try and find a price and bring to the next meeting. (v) Mr Salter questioned the positioning of the litter sign on the recreation ground. It was agreed that this sign has been inappropriately placed. (vi) The Dukes Head pub was discussed. It has been closed and it would be good to try and find out what was planned for the facility in the future.
- (ii) **Capel:** None.
- (iii) **Coldharbour:** (i) Mr McLachlan said that work had begun on Wolvens Lane without consultation. This work had not been previously agreed and Mr McLachlan would speak to Councillor Hazel Watson.

20. CORRESPONDENCE:

The Council had received a substantial questionnaire regarding pavement parking. Information had been circulated to all Councillors for responses to be forwarded.

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 October 2020
Full Council Meeting:	Monday 19 October 2020
Finance Committee:	Monday 09 November 2020

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