

## CAPEL PARISH COUNCIL

### MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON MONDAY 16 NOVEMBER 2020 AT 7.30pm in CAPEL PARISH HALL and REMOTELY

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

**IN ATTENDANCE REMOTELY:** County Councillor Mrs Clack, District Councillors Mrs Huggins and Mrs Salmon. PCSO James Weston, PCSO Charlotte Kew, Mr Averill, Mr Kevin Shopland and Mr Simon Cryer.

1. **APOLOGIES FOR ABSENCE:** Mr Garber and Mrs Ryan
2. **TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING HELD ON 19 OCTOBER 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 02 NOVEMBER 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 COMMITTEE MEETING HELD ON 09 NOVEMBER 2020:** These minutes had not been circulated prior to the meeting. All Councillors are now in receipt of the minutes and these will be reviewed at the next full Parish Council meeting on 21 December 2020. Mr McLachlan confirmed that the precept request for 2021/2022 was discussed at the Finance Committee meeting, and the precept will be presented under Item (16(a)) Finance.
5. **MATTERS ARISING:**  
None.
6. **DECLARATIONS OF INTEREST:**  
Mrs Schryver acknowledged an interest in Item (10) Hurst, Vicarage Lane as the property borders her land.
7. **PUBLIC QUESTIONS:**  
Mr Shopland addressed the meeting, introducing himself and Mr Cryer as the new owners of the derelict property Hurst in Vicarage Lane. Mr Shopland explained that the property had been left unoccupied for the past 21 years and is now in a very poor condition. It is envisaged that the development of the site will go ahead with the NDP in mind. At the present time, no planning applications have been submitted. Normal surveys will take place and residents will be consulted regarding the future of the site. It is hoped to bring affordable housing to the village. Mr Shopland confirmed he had been in consultation with Charlotte Broadwood school.  
Mr Ashwood said that he had been contacted by a resident, concerned that trees with TPOs on the site might be damaged. The owners gave assurance that effort will be made to retain established trees.  
Mr Ball thanked Mr Shopland and Mr Cryer for addressing the meeting and issued an invitation to come back and address the Council again in the future.  
Councillor Salmon advised Mr Shopland to speak to Mole Valley Planning Office to get the site included in the Local Plan as a windfall site.
8. **CLERK'S REPORT:**  
A Clerk's report was not submitted as all items are included under Correspondence.
9. **POLICE CRIME STATISTICS**  
The crime statistics had been received and circulated. The Council welcomed PCSOs James Weston and Charlotte Kew to the meeting. James confirmed that Rural days were being arranged to try to

counteract poaching, illegal off roading and anti-social driving on byways. Charlotte confirmed that she is very much part of the team addressing poaching and anti-social driving. Both PCSOs mentioned that unmarked vehicles do drive around the area, trying to prevent such behaviour. It was confirmed that more PCSOs and Police Officers would be joining the neighbourhood teams in the next few weeks. Mr McLachlan mentioned temporary closure of Wolvens Lane Coldharbour, until March 2021. Mr Ball the drug crime in Beare Green and Capel. PCSO Weston said that the drug crime incidents were decreasing, and it was hoped that this was because of the increased Police presence. Councillor Salmon mentioned the theft of fish from the pond in Beare Green. These thefts were being reported via 999 when they were in progress but there was no response as this was not considered an emergency. Reporting online was encouraged and emails sent to both PCSOs.

#### 10. CORRESPONDENCE:

- i. **Work to upgrade road fronting Beare Green Cottages** – It was agreed that although estimates had been received, no confirmation had been received confirming all residents would make financial contributions to these works. This item will not be discussed again until next financial year.
- ii. **Carpet tiles – Parish Hall** – A price has been received for the supply and fit of these tiles. It was agreed that this will be discussed again at the December meeting.
- iii. **Work to upgrade path fronting 1-4 Rose Cottages, Capel** – A request for upgrading the path fronting these cottages has been received. Discussion was held regarding the full responsibility of the Parish Council. It was agreed that because this was Parish land, there was a duty of care to provide this access. It was agreed the Clerk would contact all residents of Rose Cottages and ask if they would be prepared to make a contribution to this work. Once this information has been received, the Council will discuss this again. The Clerk will also obtain alternative quotes, looking at different types of surfacing.
- iv. **Indiscriminate Parking – Mortimer Road, Capel** – It was agreed that this should be an agenda item for the December meeting.
- v. **Road Traffic Signs - Vehicle Activated Sign** - The Street, Capel – It was agreed that this should be an agenda item for the December meeting.
- vi. **Capel Sports Pavilion** - CCTV installed around the pavilion and particularly the back passages around the rear of the parish Hall and pavilion – It was agreed that this should be an agenda item for the December meeting.

#### 11. PLANNING APPLICATIONS:

- **Planning Application MO/2020/1835 – 43, Leith Road, Beare Green.** This is an application for the erection of single storey rear extension following removal of existing conservatory; conversion of part of the garage into utility room, alteration to first floor window at side elevation. The Council considered the application considering the impact on neighbouring properties and agreed this application should be approved.
- **Planning Application MO/2020/1833 – 165 The Street, Capel.** This is an application of the removal of softwood windows and replace with white uPVC windows. The Council considered the application and the fact that the replacement windows are a replica of the existing. It was agreed that this application should be approved.
- **Planning Application MO/2020/1941 – 152 The Street, Capel.** This an application giving prior notification for the erection of a single storey rear extensions of 4 metres deep and 3.86 metres high with an eaves height of 2.48 metres. The Councillors considered the request and agreed that a planning application should be submitted before any decision is made.
- **Planning Application MO/2020/1582 - Upper Minnickfold Place, Anstie Lane, Coldharbour.** Amended plans received - one roof light over stairs removed on north east elevation; reduction in size of dormer and removal of windows, one roof light moved to top of stairs and reduced in size on south west elevation. Enlargement of existing rear dormer window, installation of 8 No. Conservation style roof lights and offsetting of 2 chimney stacks. It was agreed the Clerk will contact the Case Officer and ask for an extension of time as this amendment will be discussed at the Planning Committee meeting on 7 December 2020. Mr Garber will submit a detailed response to all Councillors for the meeting.

#### 12. FUTURE OF CAPEL AND BEARE GREEN PARISH MAGAZINE:

Mrs Schryver confirmed that a volunteer had been found to take over publishing the parish magazine. The Parish Council will receive a financial donation from the outgoing magazine committee. The Council

will then be able to make a grant to the new magazine committee once the editorial is ready to be published again.

**13. POTENTIAL MIYAWAKI FOREST BY THE WEALD SCHOOL:**

Councillor Salmon addressed the Committee and said that although the land adjacent to the A24 and The Weald School was a good site, there will be no assistance from Earthwatch and no local volunteers to call upon. She also confirmed that Mole Valley District Council did not have any funds to take this forward. It is therefore unlikely that the forest will happen.

County Councillor Clack thanked Councillor Salmon for the huge amount of work she had done and said she would still like to see the area improved.

Mr Ball said that it might be possible to plant more trees which could have a positive impact on the noise and pollution.

Mr Salter said the air quality was disturbing and the Council should try to work to improve it. At present because of the Covid-19 virus there was an increase in traffic as public transport was not being used.

**14. UPDATE – FACEBOOK PAGE:**

Mr Ball said because Mrs Ryan had sent apologies, this would be an agenda item for the December meeting.

**15. TO DISCUSS AND AGREE PRECEPT FOR 2021/2022:**

Mr Salter addressed the Council, advising that the Finance Committee had discussed the application, and a decision was made to keep the Precept the same, at £92,500.00, as it has been for the past two years. The Precept for 2021/2022 was proposed by Mr Salter and seconded by Mrs Schryver.

The Councils record of undertaking and completing many projects this year was discussed and was agreed that this had only been possible because of good financial management.

It was agreed that paying back a percentage of the Public Works Loan will not be discussed again until at least next year. The Council must ensure there are adequate funds available for any unforeseen incidents that might arise between now and the end of the financial year.

The Chairman congratulated the Council on its splendid record of completing projects this year and said that there has been a lot of public praise for these works.

**16. REPORTS FROM MEMBERS**

**(a) Finance:**

(i) The accounts detailing receipt and payments for the period 20 October to 16 November 2020 had been circulated for approval. All councillors approved payment of the invoices detailed.

Mr Salter said that £80,000 had been spent during the first two thirds of the year. The last four months of the year could result in unexpected expenditure on grounds maintenance if adverse weather conditions are experienced. The projected financial position to the end of the year was good and well controlled but spending caution must be observed. The Council does have a reserve account, but part of this is earmarked for the Mole Valley Local Plan.

**INCOME**

Easement	£500.00
<b>Total</b>	<b>£500.00</b>

	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
<b>ADMIN AND OTHER PAYMENTS</b>			
S Dixon for L Quirk	£45.00		£45.00
John Petts – Coldharbour Ground works	£400.00		£400.00
J Russell – reimbursement – Land Registry fees	£12.00		£12.00
Maltaward Barriers – Temple Lane	£64.29	£12.86	£77.15
J Russell – reimbursement – Postage	£13.03		£13.03
Helpdesq – including Bluetooth portable speaker	£156.48	£31.30	£187.78
Treeline	£215.00	£43.00	£258.00
Surrey Sports Management	£665.00	£133.00	£798.00
Helpdesq – Broadband	£52.71	£10.54	£63.25
The Image Company	£22.50		£22.50
J Russell – November salary	£1,950.10		£1,950.10

Mrs L Bignell – November salary	£267.60		£267.60
Wolvens Lane Report – K Foster	£350.00		£350.00
HMRC Clerks Income Tax	£531.80		£531.80
Donation – Community Fridge	£500.00		£500.00
Donation – Capel Memorial Hall	£500.00		£500.00
Dave Guy – ground works Capel Bowls Pavilion	£250.00		£250.00
CSSC	£274.17	£54.83	£329.00
PWLB	£2,712.54		£2,712.54
OPUS Energy – Electricity	£35.42	£7.08	£42.50
OPUS Energy – Gas	£53.50	£10.70	£64.20
<b>Total</b>	<b><u>£9,071.14</u></b>	<b><u>£292.61</u></b>	<b><u>£9374.45</u></b>

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

- (i) **Beare Green:** (i) Mr Cox said that he had not managed to contact SES Water regarding the water pressure into the Beare Green pavilion and Beare Green Cottages.  
\*The Clerk has been in contact with SES Water and a meeting will be arranged on site to discuss the problems.
- (ii) **Capel:** (i) Mr Ashwood mentioned the amount of work being carried out at Grene Trest, Hoyle Hill. The Clerk will contact Mole Valley Enforcement Team to ensure the work is as approved in recent Planning Permission.
- (iii) **Coldharbour:** (i) Mr McLachlan said that with Wolvens Lane closed at present until March 2021, residents of Coldharbour were enjoying peace from through traffic. (ii) Mr McLachlan mentioned that there was a problem with the number of people visiting the area at the weekends. The area outside the pub and shop at the centre of the village become very crowded. Councillor Clack said that observing social distancing was important and perhaps it might be possible to find another site, near to public footpaths and away from the centre of the village, to erect a temporary shop selling refreshments.

The Council was informed that The Weald C of E School, Newdigate Road, Beare Green is proposing closing the infant section of the school. If this should happen, the youngest school children would be forced to travel, with the nearest schools located in Capel and Newdigate. Without private transport, this would create a significant problem for parents, especially if older children were still attending The Weald. A consultation must be conducted before any decisions are made. The school is an academy that is sponsored by The Good Shepherd Trust.

District Councillor Clack confirmed that the problems with indiscriminate parking outside The Weald School will be looked at by Surrey County Council Highways later this week.

**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 December 2020**  
**Full Council Meeting: Monday 14 December 2020**  
**Finance Committee: Monday 11 January 2021**

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