

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 21 JANUARY 2019 AT 7.30pm AT CAPEL PARISH HALL

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

IN ATTENDANCE: District Councillors Mrs Osborne-Patterson, Mrs Watson and Mrs Huggins, County Councillors Mrs Helyn Clack and Mr Tim Brooks.

1. **APOLOGIES FOR ABSENCE:** Mr Garber.
2. **TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 17 DECEMBER 2018:** The minutes were adopted and signed by the Chairman.
3. **MATTERS ARISING:** Mr Margetts asked if the canopy, which had recently been removed over the fuel pumps at Carters Garage would be reinstated. The Clerk confirmed that Murco Motor Fuel Group had been contacted but they were not prepared to pay for a similar replacement canopy. They insist that this is the responsibility of the garage owners. However, they would consider installing one that advertises their product. As the garage is in a Conservation Area it is unlikely that planning permission would be granted for this type of canopy. Several councillors stated that they had no problem with the fuel pumps being uncovered at present. Mr Margetts again emphasised that as this was a Conservation Area the canopy should not have been removed without planning permission and he was unhappy with the removal. He stressed that he had been assured that planning permission was not required, which was not the case, and he felt that something could have been done to prevent the canopy from being removed. The Chairman asked Mr Margetts what more the Parish Council could have done. Mr Margetts that said that as the canopy had been considered unsafe Murco Group could have done something. Mr Chairman reminded the Committee that Murco had ceased delivering fuel to the premises for a period. Mr Margetts pointed out that although the pumps were empty, customers were still parking underneath the unsafe canopy. He said the canopy could have been made safe with scaffolding and the area cordoned off until planning permission was granted for the removal. The Chairman reminded the Committee that Mole Valley Enforcement Team had been contacted and they had agreed that although planning permission should have been sort, due to the removal on health and safety grounds, no further action would be taken. The Enforcement Team also stressed that they did not have the power to insist that a replacement canopy be installed. The Chairman said that he believed the process had been followed correctly.
4. **DECLARATIONS OF INTEREST:** None
5. **PUBLIC QUESTIONS:**

Councillor Osborne-Patterson informed the meeting that there was now a timetable for actions from Mole Valley regarding the Mole Valley Local Plan – Modest Expansion to Rural Villages. She stressed that all Councillors had pressured Mr Davies from Mole Valley to provide information on the sites they are being considered. He advised that he was very open to discussion regarding the sites that had been submitted by Parish Councils in their submission letters. Mrs Osborne-Patterson said that the Parish Council should take this opportunity to meet up with Mr Davies as soon as possible. Mrs Osborne-Patterson emphasised that no sites will be removed until the preferred options plan is out for discussion. She said that Mr Davies realises that Parishes are upset that there has not been adequate discussion and Parish Councillors have not been kept informed. The Chairman said that the Parish Council had been corresponding with Jamie Gleeson from Mole Valley Planning team and he has reinforced all that Mrs Osborne-Patterson has said.

Mrs Osborne-Patterson gave the Parish Council information regarding Mark Turner who had recently been employed by Mole Valley as the new Planning Enforcement Officer and he was getting results.

Mrs Osborne-Patterson again gave information regarding the 2019 Mole Valley Rural Summit which will take place on 26 February at Hartsfield Manor, Sandy Lane, Betchworth. She encouraged all Councillors to attend.

County Councillor Helyn Clack addressed the meeting and said that the budget papers for Surrey County Council had been published that day and setting the budgets had been difficult. There was some good news in that the free bus passes for disabled companions will continue and there had been an overall review of all bus services. The consultation on the closure of the Waste Facilities had generated a lot of responses but less for the closure of Children's Services.

Mrs Watson said that the closure of Dorking waste facility was still debatable, but she had been given information that should Dorking close residents would be able to use the facilities at Horsham and Crawley free of charge. Mr McLachlan asked that the operatives at the facilities be advised of this arrangement.

Mr Brooks asked about the forthcoming elections, dates and necessary registration. The Clerk advised that all information would be published on Mole Valley District Council's website and on the Parish noticeboards.

6. CLERK'S REPORT:

- The oak tree on the land outside Carterdale Cottages has now been felled.
- Thames Water have been contacted regarding the blocked drain just inside the car park adjacent to the GP surgery. Further information is still awaited. The GP surgery and the owner of the adjacent property will be informed once it is received.
- SES Water have confirmed that they are assessing the sites indicated for the drinking water filling stations. They should have information for us within the next two weeks.

7. POLICE CRIME STATISTICS:

No Crime Statistics for the area were supplied. Mrs Huggins told the Committee that she had a meeting the police next Monday or Tuesday. County Watch will be discussed at this meeting. She would report back to Parish Council if there was any information she believed should be circulated.

8. FUTURE MOLE VALLEY – MODEST EXPANSION OF EXISTING VILLAGES:

The Chairman read out a response from Mole Valley District Council regarding the numerous questions the Parish council had asked, especially questions regarding the Preferred Option Plan. These letters and responses were circulated to all councillors.

9. PARISH COUNCIL ELECTIONS MAY 2019 – TIMETABLE

Information regarding the upcoming District and Parish Council elections were circulated and the Chairman read out the timetable. It was stressed that the costs involved if the elections were contested had not been budgeted for, and the costs would have to come out of the reserve account. The Parish Council has no influence over who comes forward to stand in the election neither must it discriminate against any nominees who are affiliated to any political party. However, the Standing Orders of the Parish Council do stress that Councillors must be politically neutral as any political influence is seen at a conflict of interest. If, however, the elections are uncontested, there will be no need for an election.

10. PARKING DORKING RAILWAY STATION:

The letter was sent to the Department of Transport on the 8 November 2018, suggesting options for extending parking facilities at Dorking railway station. This has still not been acknowledged. The Committee suggested that a further letter be forwarded to Chris Grayling, Secretary of State for Transport. Councillor Watson confirmed that she has not received any further correspondence from the Ministry of Transport.

11. FUTURE NEGOTIATION OF EASEMENTS – APPOINTMENT OF CONSULTANT:

The Councillors discussed electing an independent easement negotiator for all future easements and it was unanimously agreed to appoint Chartered Surveyors Howard Cundy. This company operates outside Mole Valley, in Lingfield, and has acted on behalf of the Parish Council on a previous easement negotiation. The Clerk will forward a letter of appointment.

12. CARTERDALE COTTAGES/BENNETTS WOOD GROUND MAINTENANCE:

Mr Geoff Kurn, a resident of Bennetts Wood visited the Parish Council's offices recently and provided detailed information regarding the service charges being imposed by Clarion Housing for ground maintenance in the area. Mr Kurn provided financial comparisons regarding the upkeep of the copse at Markham Road and the total being sought by Clarion Housing for ground and tree maintenance at Carterdale Cottages, Bennetts Wood, Capella House and Hatchlands. Councillors discussed the copse at Markham Road which although not registered as Parish Council land has been included as part of the maintenance programme for several years. This was because the area was unkempt and not registered as being owned by either the District Council, the developer who built the estate or any private in the yearly maintenance budget. The land at Bennetts Wood and the surrounding area is registered to Clarion Housing and the ownership is very clear. The Parish Council therefore agreed that it was unable to undertake any maintenance work here as the precept received is never used to maintain privately owned land. The Clerk will write to Mr Kurn with the Parish Council's decision.

13. NOMINATIONS/ELECTION OF CHAIRPERSON TO PLANNING COMMITTEE:

Mr Ball said that he was now standing down as the recently elected Chair of the Planning Committee and asked for nominations for the role. Mr Ball proposed Mr Garber and Mrs Schryver seconded the proposal. Mr Margetts asked if the Parish Council considered Mr Garber well enough to take on the role. He then abstained from voting. It was agreed that a deputy Chairperson should be elected. Mrs Schryver proposed Mr Ball and Mrs Dale seconded the proposal. There were no abstentions.

14 REPORTS FROM MEMBERS:

(a) Finance: The accounts detailing receipts and payments for the period 17 December 2018 to 21 January 2019 were presented for approval and signature.:

Income

Easement	£1,000.00
Hall Hire	£100.00
Hall Hire	£27.00
VAT Refund	£4,973.74
Interment of Ashes	£395
	<u>£6,495.74</u>

Admin and Other Payments

	Net	Vat	Gross
Helpdesq	£53.45	£10.69	£64.14
Capel PCC – Donation Church Wall	£7,000.00		£7,000.00
Transfer of easement to NS&I Account	£6,000.00		£6,000.00
Fred Evans	£675.00		£675.00
Mrs L Bignell January salary	£513.50		£513.50
Mrs J Russell January salary and mileage	£1,571.80		£1,571.80
HMRC – Clerks income tax	£511.00		£511.00
Mrs J Russell – reimbursement postage	£6.50		£6.50
SSALC training	40.00	£8.00	£48.00
S Dixon for L Quirk hall cleaning	£42.00		£42.00
Wesley Attridge – ground maintenance	£735.00		£735.00
Zurich Municipal - additional insurance	£80.88		£80.88
Viking stationery	£35.57	£7.11	£42.68
BGCA – Hall Hire	£39.00		£39.00
Burleys ground maintenance	£807.36	£161.47	£968.83
OPUS Energy Electricity D/D	£141.35	£7.07	£148.42
OPUS Energy Gas D/D	£48.57	£2.43	£51.00
Total	<u>£18,300.98</u>	<u>£196.77</u>	<u>£18,497.75</u>

Bank reconciliation at 31 December 2018 - **£55,439.75**

Bank reconciliation at 21 January 2019 - **£55,723.28**

This will be the first month the Parish Council is able to pay invoices by bank transfer, and the Clerk will ensure that each payment has an electronic receipt attached to the invoice to ensure accurate auditing. Copies of the monthly budget analysis were circulated. Mr Salter said that the draft budget for 2019/20 had been discussed at the recent Finance Meeting and the total for the precept and budget figures had been approved by the Finance Committee. The precept request was agreed by all Councillors and the form was signed by Mr Ball and Mr Salter and will be forwarded to Mole Valley District Council. The Parish Council had recently received notification from SAGE that an upgrade was needed to the current system to enable VAT returns to be completed. As the Parish Council is not VAT registered the Clerk is able to submit a VAT return on line and therefore the upgrade was not necessary. Discussion was held around using SAGE at all, as all necessary information is now generated on the monthly budget analysis sheet. It was agreed that the cash book used to record all financial transactions was an adequate record, agreed and approved by the internal auditor. However, Councillors agreed that a further system of recording transactions should be put into practice, in the event the cash book was destroyed, lost or stolen. The Clerk will begin a system of transposing the entries onto a PDF EXCEL spreadsheet each month, so that records will always be available.

(b) Ward Matters for note or inclusion on a future agenda:

- (i) Beare Green:** (a) Mr Cox said footpath on the north side of Newdigate Road was overgrown and pedestrians were having difficulty walking on the path. As this is Parish Council land, the Clerk will arrange to have the path cleared and overhanging foliage cut back. (b) The SES Water roadworks sign at Trig Street has been located on a very dangerous bend. The Clerk will contact SES Water and ask them to relocate the sign to a more appropriate position. (c) SES Water is still working in Newdigate and the diversion is still in place. Before this diversion is removed, work will begin in Henfold Lane causing further diversions, but District Councillor Clack said that this work will not be delayed or the money for these works could be lost. (d) Mr Cox said that the football players had cleared the ditches around the Beare Green recreation ground of leaves. The Clerk will send a letter of thanks to Chris Anderson for organising this.
- (ii) Capel:** (a) Mrs Schryver said the uneven pavement outside Charlotte Broadwood flats in Vicarage Lane had still not been dealt with despite Surrey County Council being contacted twice. County Councillor Clack confirmed that she had asked for funding for this work and she will now find out what is happening. (b) Mrs Schryver said that she had been asked by members of the Boules Club if the pitch on the recreation ground could be extended. The members of club will advise the preferred size of the pitch. (c) Mrs Schryver circulated an information leaflet that had been published in the Capel Parish magazine regarding the future use of the bowls green. There could be a request from residents to do something with this ground. She stressed that as this was Parish Council land, all responses must come through the Parish Council. (d) Mrs Dale said that a proposal had been put forward to move the position of a gate to a field in Misbrooks Green Road. A request will be made to the Parish Council and considered accordingly. (e) Mr Margetts mentioned the different speed limits, alternating from 40 to 30, at the Dorking end of the village. He suggested that the speed indicator could be 30 throughout the whole village. County Councillor Clack said she would check with Highways but suggested village gateways with speed limit indicators might be appropriate. Gateways were a more cost-effective way of indicating speed limits than changing traffic regulations. (f) Mr Margetts mentioned that he had read that the new development on the Surrey Hills Hotel site was not required to pay CIL money. Councillor Watson said that she will look into this matter further.

- (iii) Coldharbour:** (a) Mr McLachlan requested a further letter will be sent to the Forestry Commission, asking them to remove the caravan, left by the protestors, which has now been vandalised. (b) Mr McLachlan said he had attended the Surrey Hills decluttering workshop this afternoon. It was unlikely that Surrey County Council will do anything regarding introducing speed restrictions through Coldharbour. He suggested that traffic data detectors could be a way of recording the level of traffic and the speed they are travelling. This information could be used to prove a case for introducing traffic speed regulations. Mr McLachlan asked the Parish Council to consider funding this study which is likely to cost about £750.00. The Chairman said that this will be included on the February agenda and discuss the possibility of using this technology for all three villages.

15 CORRESPONDENCE: None

16 Urgent matters at discretion of Chairman for note or inclusion on future agenda: None

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

DATES OF NEXT MEETINGS:

Planning Committee: Monday 4 February 2019 at 7.30pm

Full Council Committee: Monday 18 February 2019 7.30pm.

Finance Meeting: Monday 13 May 2019 at 7.30pm

All meetings will be in Capel Parish Hall.