

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 16 OCTOBER 2017 AT 7.30pm AT CAPEL PARISH HALL, CAPEL

PRESENT: Mr C Ball, Chairman, Mr S McLachlan, Mr P Garber, Mrs A Schryver, Mrs P Dale, Mr L Margetts, Mrs L Ryan, Mr Salter and the Clerk.

- 1. APOLOGIES FOR ABSENCE:** Councillor Mr D Cox, District Councillors Osborne-Patterson, Michelle Watson and Mary Huggins.

IN ATTENDANCE: County Councillor Helyn Clack.

- 2. TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 18 SEPTEMBER 2017:** The minutes were adopted and signed by the Chairman.

3. MATTERS ARISING:

Pear Technology – The link to this system will be forwarded to Councillor McLachlan as there is a possibility it can be used by the parishes of Coldharbour and Abinger.

Ockley Car Park – Information regarding the proposed car park is still awaited from Ockley Parish Council. The committee agreed that this could be a viable business case if parking permits were sold.

- 4. WELCOME NEW COUNCILLOR:** The Chairman formally welcomed Mrs Lisa Ryan as a new councillor for Beare Green. New Councillor's training session will be arranged with SSALC and all necessary forms were signed. Notification of Mrs Ryan's appointment will be sent to Mole Valley District Council and posted on Capel website.

- 5. DECLARATIONS OF INTEREST:** Councillor McLachlan, item 17, Europa Oil and Gas.

- 6. PUBLIC QUESTIONS:** None

7. CLERK'S REPORT:

- The guttering around Beare Green pavilion needs attention. Councillor Cox has volunteered to do this work. The Parish Council has agreed to pay for all materials.
- The contract for verge cutting will be returned to Surrey County Council as Mole Valley does not have the financial resources to continue with the contract. Parish Councils will be notified of the contract details at the beginning of the next financial year.
- A decision on the opening times of the local recycling centres will be made at the end of December. It is likely that the Ranmore Road centre will only open three days a week which will include Saturday and Sunday.
- Mole Valley Housing has refused to grant permission to access the recreation ground through Wayside car park, Vicarage Lane.
- SES water will be hosting a drop-in centre at the Parish Hall on Wednesday afternoon and evening. SES have been asked to advise what traffic management is proposed when work reaches the GP surgery at the south end of The Street. They have been made aware that there is a busy surgery, car park, small industrial area and two bus stops in this vicinity.
- Estimates for work highlighted in the Tree Risk Assessment have been asked for from Clay Griffin and Charlie Hall.
- Mr Peter Morgan of Temple Mead, Temple Lane has confirmed that the bunds have been flattened and the land has now been reinstated to its original state.
- The Parish Council received a letter from solicitor's acting for Mr Brown, owner of the field in Temple Lane. There is continuing disagreement regarding easement for access across Parish Council land. A response was forwarded to the solicitor's, but no reply has been received.

Councillors asked that two tree specialists be approached so that competitive estimates are received.

Councillors asked that SAS water be advised that as Capel, especially The Street, is a well-used equestrian area, traffic management lights are timed to allow horses adequate time to pass the works.

8. PLANNING APPLICATIONS:

No planning applications have been received.

9. RISK ASSESSMENT AND INSPECTION

A yearly risk assessment of the playgrounds in Capel and Coldharbour are undertaken by David Potter Inspections Limited and there is no requirement for the Parish Council to initiate further assessments. The next inspection is due in December.

10. FINANCIAL RISK ASSESSEMENT

Councillor McLachlan had reviewed the current Risk Assessment and had proposed an amendment to the section cover staffing arrangements. It was unanimously agreed that the paragraph *“The financial exposure is dependent on the sickness terms in the clerk’s employment contract, which currently amounted to 6 weeks salary. Insurance has been considered but is too expensive”* be included in the Risk Assessment. Councillor Garber asked for clearer definition of the high, medium and low risks currently used, and it was agreed that in future these should be numerically assessed and identified. It was also agreed that the Tree Risk Assessment should be included in this document.

11. FINDINGS OF TREE RISK ASSESSMENT

Councillors agreed that those trees identified as being either high or urgent risk should be quoted for. Prices for the work have been received from Burleys and it was agreed that three other quotation will be sought. Each company will be given the same timescale to respond. It was further agreed that the three trees highlighted as urgent should be dealt with first.

12. VANDALISM AND POLICE AWARENESS

As the parish is experiencing a high level of vandalism, discussion took place regarding the services of a warden or a path walker. There are a vast number of Parish Councils which have wardens, and it could be beneficial to have one come and address a Parish Council meeting. Wardens and path walkers should not be regarded a replacement for police presence. The Chairman told the Committee that Councillor Watson was meeting with the police and that all information regarding anti-social behaviour within the parish had been given to her so that these matters could be addressed at the meeting. It was agreed that the Parish Council should back this up with a letter of concern to the Surrey Police and Crime Commissioner. County Councillor Clack said that she believed Councillor Margaret Cooksey was a member of the Surrey Police Scrutiny Panel and a letter outlining concerns should be sent to her. Councillors agreed that it would not be a reasonable use of precept monies to pay for a warden as police services were already paid for via council taxes. There was general discontent with police responses as it had taken up to 2¹/₂ hours to answer one call for assistance. Trouble was most frequent during the evenings with groups of young people acting anti-socially, making elderly residents feel intimidated and vehicles racing through the villages as high speed, throwing rubbish and playing loud music. Even when offenders were known to residents and their identities had been given to police, no significant action had been taken.

13. REPAIRS TO BENCH AT COLDHARBOUR

An estimate of £600 had been received to cover these repairs. All Councillors agreed that this was too expensive to be considered. Councillor Cox has now agreed to carry out these repairs and a budget of £150 has been set for the work.

14. CAPEL RECREATION GROUND SIGNAGE

The original quote for this sign post was far too expensive. A second quote had been received from Norbury Saw Mills for £696. Planning permission would need to be obtained to have the sign erected. It was agreed that installation of any sign should wait until after the extension to the Sports Pavilion is complete. In the meantime, the Clerk will contact Mole Valley and ascertain what permission is required if the signs are to be erected at the end of Old Barn Drive and Mortimer Road.

CAPEL SPORTS PAVILION

Councillor Margetts confirmed that now planning permission had been received, it would be opportune to cut down the hedges and trees bordering the recreation ground and car park without delay, before the birds start to nest. The Committee all agreed that this work could start as soon as possible. The grant application to the London Marathon committee had unfortunately been delayed. The changes to the lease were still awaited, with the only change being the addition of the inclusion of the extension to the pavilion. The Solicitors have been provided with a current copy of both lease and approved plan. Mrs Schryver suggested that the Parish Council should donate toward the cost of the pavilion extension. It was unanimously agreed that a donation of £1,000 was valid and warranted and should come out of the Community Project budget.

15. ADDITIONAL STREET LIGHTING

Councillor Garber had asked the Committee to consider asking for extra street lighting to be installed at the south end of The Street, outside the GP surgery and near both bus stops. It was suggested that this would discourage anti-social behaviour and bring security to this area. There was a discussion regarding the addition or replacing street lighting and County Councillor Clack said that it would be very costly and something for Surrey County Council to agree. However, she agreed to investigate and come back to the Council with information. Lighting was also discussed for the car park outside the Parish and Village halls. The car park was exceptionally dark at night and it was difficult to see without a torch. It was agreed that the Village Hall committee would be asked to discuss placing a low-level external light on the corner of the building.

16. EUROPA OIL AND GAS

Councillor McLachlan advised the committee that there was a hearing on Wednesday with Surrey County Council to discuss the Reptile Fencing and Traffic Management System planning applications. LHAG would be challenging the Traffic Management System at the meeting.

17. NEIGHBOURHOOD DEVELOPMENT PLAN

Councillor Garber confirmed that the plan was now in the final stages. The plan was approved at a full meeting of the District Council on 10 October and would finally go forward for referendum on 23 November. Voting will take place by the usual process and decision will be by a simple majority. If the NDP is approved, it will immediately become part of the Mole Valley Local Plan. The referendum now needed to be promoted. There was no funding available for advertising but there was a limit to how much could be spent. Posters will be posted around the parish and banners outside the three voting venues. There was discussion on the policies contained within the NDP and how we promote it to the local population. It was agreed that the Parish Council has challenged the process and that the policies give long-term protection to the villages. County Councillor Clack said that having the NDP will give the community an extra advantage over the District Council, so that future development is undertaken in the way the community wishes. The NDP policies outline what can be built and what the build should look like. The CIL housing tax payment was discussed as this will provide the Parish Council with 20% of the total payment to use without restriction.

18. REPORTS FROM MEMBERS

Finance:

- (a) The accounts detailing receipts and payments were presented for approval and signature. Cheques were signed by two councillors. The monthly budget analysis was presented to the Parish Council and a further column indicate the percentage of budget used has been added to the spreadsheet.

RECEIPTS

Hall Hire	75.00
Hall Hire	187.00
Total	<u>£262.00</u>

	Net	VAT	Gross
ADMIN AND OTHER PAYMENTS			

S Dixon for L Quirk	40.00		4000
Mr F Evans	595.00		595.00
Mrs L Bignell reimbursement	16.04		16.03
Helpdesq	40.30	8.06	48.36
Mrs J Russell	1,402.20		1,402.20
Mrs L Bignell	191.24		191.24
HMRC	391.00		391.00
BDO	435.00	87.00	522.00
SES Water	48.23		48.23
Mrs Y Christie	160.00		160.00
W Dale and Sons	150.00	30.00	180.00
Mrs J Russell reimbursement	10.99		10.99
Viking stationery	75.88	3.98	79.86
Burley Grounds Maintenance	787.67	157.53	945.20
OPUS Energy (D/D)	22.61	1.13	23.74
TOTAL	<u>£4,366.16</u>	<u>£287.70</u>	<u>£4,653.86</u>

Current Account reconciled to 31 August 2017 - £61,289.31

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

- (i) Beare Green:** (a) Discussions around the proposed Party on the Green are on-going.
- (ii) Capel:** (a) The Bowls Club needs to be further discussed as access onto the recreation ground leading to the pavilion has been denied. This will be included on the November agenda. (b) There are concerns regarding pupil numbers at Scott Broadwood School in Capel. There are currently 48 pupils and the school would like to advertise the achievements and encourage new entrants. It is known that when the Ockley site closes, the pupils will not necessarily move Capel.
- (iii) Coldharbour:** (a) The UK Power Network have estimated the cost of providing power from the sub-station to the Cricket pavilion will cost around £55,000 with the Cricket club members digging the trench. The Club is now seeking financial support in the way of grants.

14 CORRESPONDENCE:

The Parish Council received a letter from Downs Solicitors on behalf of Mr Ben Brown. The Solicitors are asking for the trench, dug last year on parish land, outside the entrance to the Old Bonfire Field, Temple Lane, Capel, to be reinstated to allow Mr Brown access. The Parish Council had responded, saying that access was not obscured but an access easement needed to be agreed. No further correspondence has been received to date.

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

DATES OF NEXT MEETINGS:

Planning Committee: 6 November 2017 at 7.30pm
Parish Council Meeting: 20 November 2017 at 7.30pm in the small hall at Beare Green Hall.
Finance Committee: 13 November 2017 at 8.00pm

All meetings will be held in Capel Parish Hall unless otherwise stated.