

**CAPEL PARISH COUNCIL**

**090. MINUTES OF THE PARISH COUNCIL MEETING held on Monday May 18<sup>th</sup> 2015 in the Committee Room, Capel Village Hall**

**Declaration of Acceptance forms were signed by all Councillors.** Notification of Member's Pecuniary Interests Forms to be completed by all Councillors and returned to Clerk by 01.06.15

**ELECTION OF CHAIRMAN**

Mrs Mandy Schryver was proposed by Mrs Paula Dale and seconded by Mr David Cox. Mrs Schryver was unanimously voted Chairman and signed her Acceptance of Office of Chairman.

**ELECTION OF VICE CHAIRMAN**

Mr Stuart McLachlan was proposed by Mrs Schryver and seconded by Mr Ball and the vote was carried.

**APPOINTMENT OF INTERNAL AUDITOR**

Having agreed to continue in the position Mr Piers Cooke was re appointed Internal Auditor

**APPOINTMENT OF COUNCIL COMMITTEES AND REPRESENTATIVES**

1. Finance: Mr Salter, Mr McLachlan, Mrs Schryver, Mr Ball, Mrs Dale + the Clerk.

2. Planning: All members of the Council + the Clerk.

3. Appointment of representatives to Committees and Working Groups

As on attached list.

4. Mr McLachlan's name had been put forward to continue on the MVDC Standards Committee.

5. Dates and venues of Full Council and Planning Meetings January 2016 to December 2016 were accepted and agreed as per attachments.

6. Date of next Finance Committee meeting: Monday September 14<sup>th</sup> 2015. Meeting dates for 2016 to be decided at November meeting of full Council.

**091. PRESENT:** Mrs A Schryver (Chairman), Mr S McLachlan, Mr C Ball, Mrs P Dale, Mr D Cox and Mrs Coke the Clerk.

**092. APOLOGIES FOR ABSENCE:** Mr P Garber, Mr K Salter, Mrs L Ford, Cllr Osborne-Patterson. Mr Luke Margetts had also sent apologies.

**093. ALSO IN ATTENDANCE:** Cllr. Huggins, Cllr Clack, Cllr. M Watson Mrs J Pearson PC Gargini was in attendance for part of the meeting

**DECLARATION OF INTEREST:** Mr McLachlan: Matters relating to LHAG

**094. THE MINUTES:** Minutes of the meeting on April 20<sup>th</sup> 2015 were adopted by the Council and signed as a correct record.

**095. MATTERS ARISING:** None

**PUBLIC QUESTIONS:** None

**095a POLICE MATTERS**

1. Police statistics: The only available statistics were for Capel: 2x violent Crimes; 2x Criminal Damage; 1 x Theft from a motor vehicle; 1 x Burglary dwelling; 1 x Road collision.





**Application Ref:** MO/2015/0580/PMB                      **Date:** 14-Apr-2015  
**Case Officer:** Mrs Helen Rennie  
**Ward:** Capel, Leigh & Newdigate                      **PSH/Area:** Capel  
**Applicant:** Mr S Wyles  
**Location:** Osbrooks, Horsham Road, Capel, Dorking, Surrey, RH5 5JN  
**Proposal:** Prior notification for change of use of an agricultural building to 1 No. dwelling (Use Class C3).  
**Response:** The earlier decision to refuse planning permission (by the LPA and Inspector) remain. The building is not capable of conversion. Accordingly, permission should be refused.

**Application Ref:** MO/2015/0611/PLAH                      **Date:** 17-Apr-2015  
**Case Officer:** Miss Hannah Gillett  
**Ward:** Capel, Leigh & Newdigate                      **PSH/Area:** Capel  
**Applicant:** Mr G Edwards  
**Location:** Wolves Hill Cottage, 223, The Street, Capel, Dorking, Surrey, RH5 5HA  
**Proposal:** Insertion of 1 No. dormer window to rear elevation and 2 No. roof lights to both front and rear elevations to facilitate loft conversion.  
**Response:** The Parish Council recommends a refusal of planning permission. The dormer proposed is inappropriate, a Velux window retaining the integrity of the roof line being more appropriate and will have Parish Council support.

**Application Ref:** MO/2015/0650/PLA                      **Date:** 22-Apr-2015  
**Case Officer:** Mr Rob Brereton  
**Ward:** Capel, Leigh & Newdigate                      **PSH/Area:** Capel  
**Applicant:** Mr R Whitley, Grenehurst Park Residents  
**Location:** Greenhurst Park, Capel, Dorking, Surrey, RH5 5GB  
**Proposal:** Erection of a single storey side extension to pool house to create new plant room.  
**Response:** Recommended that planning permission is granted.

Written Representations Appeal – **MO/2014/1577** Mataroa, Horsham Rd, Beare Green, Appeal Ref: APP/C3620/W/15/3006230.

CPC to concur with MVDC response: undesirable cramped form of development on a restricted site; out of keeping with character of locality and detrimental to the amenities of adjoining properties and the future occupants of proposed dwelling. Conflict with MV Core Strategy policy CS 14 & MVDC Local Plan Policies ENV22, ENV23 and ENV24 and Government advice contained in NPPF.

**095d(i) Brook Cottage Development:** Feedback awaited from Cherrington Planning. Meeting arranged for June 8th

**095d(ii) Update on Europa Oil:** (i) All 7 days of hearing had been well attended. Mr McLachlan had attended site visit. Insp. summing up will be on June 11th for one day. Decision after 3months. Holding area was invalid.

(ii) SCC Planning Committee consider SCC 2014/082 Bury Hill Wood application on 15.07.15

(iii) Clerk to enquire why PC as objectors cannot address the above meeting.

**095d(iii) Neighbourhood Plan:** Letter of proposal had been sent to MVDC – awaiting official reply. Steering Group to be set up with one Councillor and one resident per ward. Inaugural meeting of steering group and then a meeting of the public in each ward. Need to set up a dedicated NP website. Advertise Public meetings on Social Media. Can apply for £8,000 grant to offset costs.

## **096A FINANCE**

(i). **Payments and Receipts for May 2015** Cheques and accounts were agreed signed, adopted and authorised for payment

(Payments were made on May 18th except where otherwise stated)

### **PAYMENTS**

Payable to:	£	VAT
Clerk's salary + ess. Car + miles	868.25	
HMRC (payee only) mnth 2	67.40	
Zurich Municipal (annual premium)	3,286.39	
MVDC (rates x 1 June Youth Hall)	136.00	
Wicksteed Playgrounds (2xreplacement cradle swing seats + chains)	456.79	
Y Christie (Planning Minutes + responses Jan - April )	370.00	
Clay Griffin (drainage works + maintenance Capel Rec.)	1,320.00	
The Image Company (advert for Parish Hall)	38.30	2.96
The Image Co (copies for N. Plan)	24.50	4.90
Capel Village Memorial Hall (meetings Jan to March)	318.00	
Fred Evans (installing drain in trench on Rec.)	950.00	
GLEAM (annual sub)	15.00	
Key Computers (emergency computer repair)	120.00	24.00
Weller Hedleys ( Easement costs Rusper Rd)	161.00	32.20

D/D BT mobile	20.00	4.00
D/D Opus Energy Gas (youth hall) 17.04.15	163.38	32.68
D/D BT Broadband services	98.97	19.79
D/D Opus Energy Gas (youth hall) 25.05.15	34.32	1.72
Burleys grass cutting contract April	749.72	149.94
Burleys Grounds maint. BG Hall April	159.18	31.84
<b>Total</b>	<b>9,357.20</b>	304.03
	9,661.23	

<b>RECEIPTS</b>		
May Harris interment	295.00	
UK power networks (tennis club)	4.60	
1 x allotment rental	20.00	
1x memorial	100.00	
Total	419.60	

Statement Balances (unreconciled) at May 18<sup>th</sup> 2015 Current a/c £15,524.19

**096A(ii)** Minutes of the Finance Committee 06.05.15 were agreed, signed and adopted.

**096A (iii)** Effectiveness of Internal Audit was reviewed.

**096A (iv)** BDO Annual Return year end 31.03.15 Part 1 was agreed and signed

**096A(v)** BDO Annual Return year end 31.03.15 Part 2 was agreed and signed

**096B SOCIAL MEDIA** – Currently event gathering. Use as tool to advertise NP. Using Facebook to advertise public meetings. Paula to update the calendar.

**096C WARD MATTERS- Beare Green** (i) Project OverHall – Date of official opening awaited (ii) ***In recess*** Cllr Clack presented a draft parking scheme for Bear Green. This was commented on by Councillors and will be taken back to the Highways Parking team and go to public consultation with Beare Green residents. The area involved would become part of the MVDC enforceable area. The NP would include parking.

**Capel:** (i) Parish Hall – Consultation with the community continuing via publicity and discussion. Has been agreed that YC can keep their equipment in the hall. A screen for projection could be fitted under the 3 back windows. David Jaques 'leaving door open' to possible incorporation of hall into Sports Pavilion at a later stage. (ii) Allotments. Phil Partridge is proposing to set up Capel Rec. Allotments Club to try and stimulate flagging

interest in allotment rentals. Cllrs agreed to have one of the vacant allotments used for shared activity where people can work during the week at growing fruit, veg and flowers with as much or as little input as wanted. The allotment will be completely cleared and rotovated so that it can be easily cultivated this summer.

**Coldharbour:** (i) Acknowledgement had been received of the Council's letter of support for the extension of the 40MPH speed limit zone west of the A24 to the boundary with West Sussex. The proposed 40MPH zone would be similar to the 40MPH zone east of the A24 and south of the A25 (ii) (see correspondence from Cllr Mir re Heart Start)

#### **096D PEAR TECHNOLOGY**

Councillors agreed that the first steps be made for acquiring the non- hosted Technology. An order to be placed and the cost recouped from the cost of the Hall refurbishment..

#### **096E PARISH AND HIGHWAYS MAINTENANCE**

1.Oak tree at entrance to 29 Carterdale has been crown reduced by 50% and the ivy removed at a cost of £950. There being no TPO on the tree permission for the works was not necessary.

2) Work is required on a further Oak at Carterdale + the overhanging Oak outside Aucot on Wolves Hill will also need to be felled (£120 + £150)

**097 CORRESPONDENCE** 1. Information on Heartstart course - opportunity for residents to participate in Free 2 hr training course that teaches basic Emergency Life Support skills. The aim is to give people the necessary skills and confidence to deal with emergencies they may come across at home, work or in the community.

2. Request to book a 15 min presentation for the PC meeting June15th at the JV hall, Coldharbour for a 15min presentation with the aspiration to set up an Emergency Response Organisation for the Parish – with a desire to obtain a local defibrillator (possibly one for Coldharbour and one for Capel).

3 Details of a second SCC Local Transport review to give residents and stakeholders (until June 8<sup>th</sup>) to have their say on proposed changes to local bus services.

4. GAAC – Details of Airports Commission consultation on Air Quality which closes on May 25<sup>th</sup>. Agreed the Clerk should re iterate the GACC draft response.

#### **098. URGENT MATTERS AT DISCRETION OF CHAIRMAN FOR NOTE OR INCLUSION ON A FUTURE AGENDA – Parish Office and funding.**

**099. DATE OF NEXT MEETING:** The next meeting of the full Council is on Monday 15<sup>TH</sup> June 2015 at 7.30pm in the John Venus Hall, Coldharbour. The Planning Committee meets on Monday 1<sup>st</sup> June 2015 at 7.30pm in the Committee Room, Capel Village Hall.