

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 19 NOVEMBER 2018 AT 7.30pm IN BEARE GREEN VILLAGE HALL

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

IN ATTENDANCE: District Councillor Mrs Watson and two members of the public.

PART MEETING: PC Sue Gargini and PCSO Dave Sadler; Mr and Mrs Brill (item 8(i))

The Chairman thanked the Police for making the time to attend the meeting and agreed to move their agenda item forward to the start of the meeting.

1 APOLOGIES FOR ABSENCE: Mr Garber, Mr Margetts, Mr Salter, Cllr Huggins and Cllr Osborne-Patterson

2 TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 17 September 2018: The minutes were adopted and signed by the Chairman.

3 MATTERS ARISING: None.

4 DECLARATIONS OF INTEREST: None

5 PUBLIC QUESTIONS/RULES OF CONDUCT:

The Chairman reminded all present, Councillors and members of the public, that the Code of Conduct must be followed throughout the meeting. Those wishing to speak must do so through the Chair. The Chairman said he would try to keep the meeting running on time.

6 POLICE CRIME STATISTICS:

PC Gargini addressed the meeting and outlined the crime statistics for Capel, Beare Green and Coldharbour. She summarised various statistics and spoke about the attempted robbery which had taken place in the newsagents in Capel. She was unable to provide much information as this was a live investigation. She was pleased that CCTV will now be installed in the newsagents, thanks to crowd funding.

Councillor Dale spoke about an incident with trotters along the A24. She stressed this was a very dangerous and frightening situation with trotters on both sides of the carriageway. PC Gargini stressed that all incidents should be reported; 999 if it is a serious incident, 101 or the website for incidents of a less-serious nature.

Councillor McLachlan spoke about the protestors camp at Leith Hill which is slowly breaking up. He said the Forestry Commission has been advised about the caravans still on site. PC Gargini said that she had been advised that the aim was to have the camp cleared by the end of this week.

PC Gargini then gave information regarding the DNA property marking kits. The campaign was still ongoing, and kits were still being issued. They must be obtained from the Police as personal details have to be recorded before the kit is issued.

The Chairman thanked PC Gargini and PCSO Sadler for attending the meeting and especially for their positive involvement in the recent robbery in Capel.

7 CLERK'S REPORT:

- The lights in the Parish Hall and Office have been replaced with LED strip lighting. A quotation has been received to make wiring safe and replace some of the lights in the Bowls Club.
- A willow tree has fallen onto the telephone lines in Temple Lane. Work to remove it will take place as soon as possible.

- The sight lines on the east side of Old Horsham Road just up from Breakspear Gardens have been reported as obstructive. Treeline have been asked to quote to cut it back to a safe distance.
- The oak tree outside Carterdale Cottages will be felled on 28 November. All residents in the cottages have been advised this work will take place.
- The drain adjacent to the GP surgery in The Street is flooding every time there is heavy rain. The drain is on PC land. Initial investigations suggest there is no blockage that is easily cleared. Further investigations will take place. The GP surgery and the owner of 164 The Street are being kept informed.

8 PLANNING APPLICATIONS:

- (i) **MO/2018/1800: - CPC/18/67: The Old Stone Barn, Anstie Road, Coldharbour.** This is a planning application to erect a single-storey oak framed extension. The Councillors had viewed with application with previous submissions and noted that the drawings used here are of the same unacceptable quality. The drawings are not clear, there is insufficient detail and they are inaccurate. The Parish Council discussed the application and considered that insufficient information has been provided to make an informed decision and therefore it was recommended that this application be refused. The Parish Council also agreed to ask Mole Valley to consider the numerous inaccuracies that had been highlighted before making their decision.
- Mr and Mrs Brill addressed the meeting. They are immediate neighbours to The Old Stone Barn and have made numerous appeals to the District Council regarding development close the party wall and stressed that ownership of the party wall was in dispute. They questioned as to whether the design is relevant to what it being proposed, and they are also concerned that not all information relating to the application is being put onto Mole Valley District Council's website. The Chairman thanked Mr and Mrs Brill for discussing these points but stressed that the Parish Council was only able to comment on the application that had been submitted.
- (ii) **MO/2018/1913 and 1833 – CPC/18/068 & 69: Treetops, 113 The Street, Capel.** These are two tree work applications: MO/2018/1913 to reduce the crown of one Oak tree and remove one Leylandii and one Cherry tree and MO/2018/1833 to reduce one Oak tree and remove one Western Red Cedar tree. The Councillors considered both applications and saw there were no TPOs in place. The Parish Council considered the work would improve any light restriction and therefore recommended that the application should be approved.
- (iii) **MO/2018/1852 – CPC/18/70: Surrey Hills Hotel, Horsham Road, Beare Green.** This is an application for variation of Condition 2 of approved Planning Permission MO/2017/2058 for the removal of existing building and erection of 10 No. dwellings and associated landscaping, car parking areas and access to allow elevational and internal alterations and remove Condition 3. The Councillors considered that as this was an application for variations to materials, they had no objection. The Parish Council therefore considered that this application should be approved.
- (iv) **MO/2018/1796 – CPC/18/071: Clockhouse, 6 Broome Hall Road, Coldharbour.** This is an application for the addition of exterior lighting to front and rear elevations and inside the bell tower as follows: 1) Front elevation - up-lighting at 2nd floor level, 2) Bell Tower - up-lighting inside the tower, 3) Rear elevation - up/down-lighting at 1st floor level. The Committee considered this additional lighting and as no up-lighting would be directly into the sky recommended that the application should be approved.

9 ADOPTION OF RISK ASSESSMENT AND FINANCIAL REGULATIONS:

The Chairman told the Councillors that the Financial Regulations and Risk Assessment had been discussed at the Finance meeting 12 November 2018. Both policies had been considered and brought up to date. The Risk Assessment was now incorporating on-line banking and Financial Regulations updated by increasing contract values for the supply of goods, materials or the execution of works to £50,000. The updated information had been circulated to all Parish Councillors for their comment. It was unanimously agreed that both the Financial Regulations and Risk Assessment be adopted and posted on the Parish Council website.

10 FUTURE MOLE VALLEY – MODEST EXPANSION OF EXISTING VILLAGES:

The Chairman said that a draft response to Mole Valley would be ready later next week. It will be circulated to all Councillors prior the next full Parish Council meeting, where it will be discussed, and

the approved version sent to Mole Valley District Council with copies of the responses from residents. A full set of all responses are available for review at the Parish Office.

11 EASEMENTS – RULES OF CONDUCT:

There have been concerns regarding the granting of easements. The Chairman confirmed that there were solid rules from RICS and these rules are being followed. The Chairman stressed that all financial negotiations must be confidential. However, the Councillors were still concerned that the Parish Council should be removed from any risk and the use of an external easement consultant was discussed. It was suggested it might be sensible to use a consultant for a trial period for the next negotiation. It was agreed that this subject would be deferred until the next Parish Council meeting when all councillors would be present, and it can be discussed further.

12 EMERGENCY PLANNING

Mrs Schryver gave an update on the first Emergency Planning meeting and stressed that putting this together will be a huge task. It was agreed that Mrs Bignell would be asked to work with the Emergency Planning Committee, putting together a workable plan and keeping it up-to-date. Mrs Bignell is the ideal officer as she has vast experience in this subject. The additional funding for this support was agreed and will be included within the budget.

13 PARKING – DORKING RAILWAY STATION:

Councillor Watson circulated a copy of a letter received from the Department of Transport regarding the consideration of additional parking at the railway station. The letter states that there are no plans to expand the car park as there is no land available. The Parish Council made it clear that they would not object if there was a decision to extend the car park upwards, giving an additional parking level. A draft response will be made to the Department of Transport and circulated to all Councillors for their input. This item will be kept on the agenda for the next Parish Council meeting.

14 REPORTS FROM MEMBERS:

(a) Finance: The accounts detailing receipts and payments for the period 15 October to 19 November 2018 were presented for approval and signature. Cheques were signed by two councillors:

Income

Ashes Interment	£715.00
Hall Hire	£68.00
Easement	£5,000.00
	£5,783.00

Admin and Other Payments

	Net	Vat	Gross
PJM Complete Building Service Limited	£912.80	£182.56	£1,095.36
Treeline – Old Horsham Road, Beare Green	£420.00	£84.00	£504.00
Mrs J Russell reimbursement – postage	£32.97		£32.97
HMRC	£389.80		£389.80
Mrs L Bignell November salary	£192.44		£192.44
Mrs J Russell November salary and mileage	£1,402.80		£1,402.80
GLEAM Subscription	£15.00		£15.00
Mulberry and Co – half-year audit	£196.65	£39.33	£235.98
John Petts - Coldharbour Church	£400.00		£400.00
S Dixon for L Quirk hall cleaning	£40.00		£40.00
Helpdesq	£51.99	£10.40	£62.39
PWLB D/D	£2,712.54		£2,712.54
OPUS Energy Electricity D/D	£44.68	£2.23	£46.91
OPUS Energy Gas D/D	£90.55	£4.53	£95.08
Total	£6,902.22	£323.05	£7,225.27

Bank reconciliation at 31 October 2018 - **£56,374.67**

Copies of the monthly budget analysis were circulated together with figures for the draft budget for 2019/20. This had been discussed at the recent Finance Meeting and the total for the precept and

budget figures were approved by the Councillors present. It was agreed that Mr McLachlan will put the budgets into a pie chart for the website.

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

- (i) **Beare Green:** (a) Mr Cox said that the laurel hedge in the car park at the recreation ground has been cut back but ideally it should be removed as it was now encroaching into the car park, restricting parking. This hedge was originally planted as a soundproof barrier and to reduce the glare from cars at night. The Clerk will obtain an estimate to have the hedge removed. (b) Mr Cox was pleased to confirm that the van which had been parked in the recreation ground car park for some time has now been removed.
- (ii) **Capel:** (a) Mrs Schryver asked if any further information had been received from Surrey County Council regarding the uneven pavement outside Charlotte Broadwood flats in Vicarage Lane. The Clerk will contact Surrey County Council again. (b) Mrs Schryver asked if a quote could be obtained to install a path leading to the Bowls Club pavilion. This was now necessary as the pavilion was being used as a storage facility. It was also agreed that the Parish Council will begin to charge storage rent to those groups using the pavilion. (c) An estimate has been received to have the lighting upgraded in the Bowls Club pavilion. All councillors agreed the estimate and the Clerk will arrange for this work to be carried out. (d) The brambles at the bottom of the recreation ground by the dog leg need to be cut back. The Clerk will arrange for work to take place as soon as possible.
- (iii) **Coldharbour:** (a) Mr McLachlan said that a response had been received from the Forestry Commission, confirming that they were aware the protestors camp at Leith Hill was breaking up. All permanent buildings have now been removed but there were more vehicles in site now. The Police are aware and are working toward having everyone moved from the area by the end of this week.

16 CORRESPONDENCE: None

17 Urgent matters at discretion of Chairman for note or inclusion on future agenda:

Councillor Watson said that work was being undertaken by Gatwick Greenspace at Great Turner Wood in Beare Green. There will be some clearing of undergrowth and bonfires. Members of the public are being assured that this is nothing to do with future development.

The Chairman told the meeting that a consultation was out for comment regarding the future of some Surrey County Council funded facilities including Ranmore Road Recycling Centre at Dorking. There are proposals to close the facility as a cost-cutting measure even though the opening hours have been reduced and there were now charges being made on some items being deposited. It was agreed that the closure of the site would inevitably encourage further fly-tipping which was a huge problem in this rural area already. It was agreed that the Parish Council should respond to this consultation in no uncertain terms and a draft response letter will be circulated to all Councillors for their comments.

Agenda items for December meeting:

- Future Mole Valley
- Dorking Station car parking
- Easements
- Recycling Centre

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

DATES OF NEXT MEETINGS:

Planning Committee: Monday 3 December 2018 at 7.30pm

Full Council Committee: Monday 17 December 2018 at 7.30pm.

Finance Meeting: Monday 14 January 2019 at 7.30pm

All meetings will be in Capel Parish Hall.