

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 15 OCTOBER 2018 AT 7.30pm IN CAPEL PARISH HALL

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

IN ATTENDANCE: District Councillors Mrs Watson, Mrs Osborne-Patterson and Mrs Huggins.
Mrs Lesley Bushnell and Mr Julian Garrett

PART MEETING: PC SUE GARGINI AND PCSO PHI MALELFI

The Chairman thanked the Police for attending the meeting and agreed to bring their agenda item forward.

1 APOLOGIES FOR ABSENCE: Mr Garber and Mrs Ryan

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: None

6 CLERK'S REPORT:

- The canopy over the fuel pumps at Carters in Capel village has been removed and deliveries of fuel has now been resumed. It is still not sure if or when the canopy will be reinstated.
- Mole Valley District Council has been asked to provide assistance and information regarding the installation of public drinking water bottle filling stations as this is something they are undertaking in Dorking and Leatherhead. These water filling stations were discussed at the Clerk's meeting recently.
- The half-yearly internal audit will take place on Wednesday 17 October.
- The lights in the Parish Hall and Office will be replaced with LED lighting on Tuesday 6 November. Some of the strip lights which are being removed will be installed in the Bowls Club.
- The water rates for Capel Allotments has been received and is extremely high. (£222.80 compared to £22.31 last year). It has been a very long hot summer, but the Parish Council has not budgeted for this and cannot sustain increases of this amount. Allotments holders will be advised of this increase and asked to be more careful in future.
- The Capel Horticultural Society would like to install a bench on the recreation ground to commemorate the Society's 125th year.

7 CRIME STATISTICS AND INTRODUCTION OF NEW LOCAL PCSO PHI MANELFI:

The Chairman thanked PC Sue Gargini and PCSO Phi Manelfi for attending the meeting and providing the latest Crime Statistics for the parish. The figures for Capel were discussed and it was agreed that currently there was a low number of incident and no anti-social behaviour had been witnessed or reported. Mr Margetts mentioned that a car parked on The Street on Saturday had been damaged whilst a football match was taking place. PC Gargini said that this should have been reported even though it appeared to be an isolated incident. The statistics for Beare Green were discussed, and again there was few reported indents.

It was discussed and agreed that the best way to contact PC Gargini and PSAO Manelfi was via email. PC Gargini said that the Rural Forum was now up and running again. A meeting had recently been held and there had been a good response from Parish Council and residents. The next meeting was due to take place in January. PC Gargini said that Country Watch was due to be relaunched. There had been a delay, but funding was available.

Mr McLachlan said that reporting incidents through 101 was still problematic. PC Gargini said that call handlers were now being trained regarding rural matters.

The Chairman thanked both Sue and Phi for attending the meeting and hoped they would be able to attend more meetings in the future.

8 PLANNING APPLICATIONS:

- (i) **MO/2018/1599 - CPC/18/057: The Old Stone Barn, Anstie Road, Coldharbour.** This is a retrospective application for the erection of a raised platform with part fence surround and shed. This application was deferred from the Planning meeting on 1 October 2018. Councillor McLachlan outlined a letter that had been forwarded to Mole Valley District Council from the immediate neighbours at Minnickwood Cottage. Noise, disturbance, the invasion of privacy and the inconsistencies of the development were an issue. 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 inconsistencies that had been pointed out regarding the original planning application for the pool and related building works.
- (ii) **MO/2018/1411 – CPC/18/052: The Knowle, Henfold Lane, Beare Green.** This is an application for a two-storey rear extension and the conversion of garage to habitable accommodation. The Parish Council had discussed this application at the Planning meeting on 1 October 2018 and recommended that it should be refused because of the lack of information submitted with the planning application. The Chairman confirmed that further information has now been received but the decision originally made cannot be reversed and therefore the Parish Council's recommendation that the application be refused remains.
- (iii) **MO/2018/1682 – CPC/18/059: High Trees, Newdigate Road, Beare Green.** This is an application for the erection of a single-storey rear extension following removal of existing conservatory. The Parish Council discussed the size of the proposed extension in relation to the existing conservatory. The property is not overlooked, and it was agreed that this extension would enhance the property. The Parish Council therefore recommended that the application should be approved.
- (iv) **MO/2018/1555 & 1556 – CPC/18/061 & 062: Holbrook Farm, Weare Street, Ockley.** This is an application to remove existing storage buildings. Disassemble timber framed former pigsty and set aside for re-building and re-use as part of the new larger two-storey building to create ancillary residential accommodation. The Parish Council considered the application, and the listed building consent and considered the design statement, planning application and the owner's reason for the conversion. The Parish Council considered the work would improve the appearance of the property and therefore recommended that the application should be approved.
- (v) **MO/2018/1697 – CPC/18/060: Osbrooks, Horsham Road, Capel, RH5 5JN.** This is an application for the Certificate of Lawfulness for the proposed use of the property as a rehabilitation facility of not more than six residents at any one time. The Chairman read the recommendations for a Certificate of Lawfulness to remind Councillors before any discussion took place. The Councillors agreed that they did not have the knowledge or qualifications to decide on this application. It was agreed that Mole Valley would be asked to consider this application and decide.

A previous planning application relating to Osbrooks (**MO/2018/1489 – CPC/18/055**) for the change of use of the existing dwelling house to a Residential Institution had been discussed at the 1 October Planning meeting and information had been requested regarding GP assistance, traffic and local employment. This information has just been received but it was not supporting evidence only a barrister's letter. The Councillors agreed that their decision to refuse remains as the lack of evidence was not supplied with the application.

9 FUTURE MOLE VALLEY:

The Chairman read out a statement from Guy Davies, Planning Policy Manager for Mole Valley District Council that no representative from the District Council will attend any public meetings until the preferred sites have been made public, early in 2019. In the meantime, Capel village has set up a

pressure group. It was confirmed that there was a lot of opposition to any building on the Green Belt. It was assumed that aircraft noise was being used as an excuse for not being supported some sites. It was agreed that noise contours were considered raised during discussions regarding the NDP. Beare Green residents have concerns regarding the larger sites. Brown Field sites appeared to have been overlooked and should be considered first. The Chairman confirmed that the Parish Council would make a formal response and preferred sites should be included. All Parish Councillors were asked to make their own individual responses. The site of the derelict house Hurst in Vicarage Lane, Capel was discussed, and Councillor Huggins offered to get an update on the situation from Mole Valley Housing team.

10 EASEMENTS:

The negotiations round easements were discussed, and the Chairman stressed that details on securing easements must be kept confidential. It was agreed that confidential discussions with Parish Councillors must take place, but it was not considered appropriate for just one person to decide on values. Mr Margetts suggested a professional from the Institute of Chartered Surveyors could be employed for this purpose. It was agreed that this would be included on the agenda for the next Parish Council meeting. The Clerk will ask the auditor what information should lawfully be made available for the public to view.

A Loan Agreement is being sought from the solicitors regarding repayment for the Public Works Loan recently received.

11 DRINKING WATER FOUNTAINS:

Although the Parish Council had agreed to the installation of drinking water fountains, it was agreed to delay any installation until Mole Valley came back with further details and information. Mr McLachlan asked for confirmation on who would pay for water, if a fountain was installed outside the pub in Coldharbour.

12 EMERGENCY PLANNING

The Chairman said that a WhatsApp group for the Parish Council had been set up but needed clear guidance. Guidance will be sought from SSALC and Surrey County Council. The Clerk will ask Simon Budd from Brockham Parish Council for guidance as they have an excellent emergency planning system in place. It was agreed that an Emergency Planning sub-committee should be formed, and Mrs Schryver, Mr McLachlan and Mr Cox agreed to represent each ward. The first meeting will take place when further information is available.

13 SSALC ANNUAL CONFERENCE:

Mr Cox has agreed to represent the Parish Council at the SSALC Annual Conference taking place on 15 November 2018 at Dorking Halls.

14 ON-LINE BANKING:

The Parish Council discussed the introduction of on-line banking and it was unanimously agreed that this system should be adopted and introduced without delay. A process needs to be agreed to ensure that payments are not made fraudulently. As the half-year internal audit is due to take place on Wednesday 17 October, the Clerk will request guidance from the auditor.

15 REPORTS FROM MEMBERS:

(a) Finance: The accounts detailing receipts and payments for the period 17 September to 15 October 2018 were presented for approval and signature. Cheques were signed by two councillors:

Income

Ashes Interment	£100.00
PWLB (Sports Pavilion)	£29,975.00
	£30,075.00

Admin and Other Payments

	Net	Vat	Gross
Capel Sports Pavilion	29,975.00		£29,975.00
SES Water – Capel Allotments	£222.80		£222.80

SES Water – Sports Pavilion Beare Green	£46.33		£46.33
SES Water – Bowls Club	12.00		£12.00
S Dixon for L Quirk	£42.00		£42.00
Fred Evans – Capel Playground path	£1,200.00		£1,200.00
Burleys	£807.36	£161.47	£968.83
Mrs J Russell – reimbursement	£127.08	£25.41	£152.49
HMRC	£389.00		£389.00
Mrs L Bignell October salary	£192.64		£192.64
Mrs J Russell October salary & mileage	£1,410.80		£1,410.80
Treeline	£1,940.00	£388.00	£2,328.00
BT D/D	£20.50	£4.10	£24.60
OPUS Energy Electricity D/D	£39.31	£1.97	£41.28
OPUS Energy Gas D/D	£31.68	£1.58	£33.26
Total	£36,457.10	£58.53	£37,039.63

Bank reconciliation at 28 September 2018 - **£93,414.30**

Copies of the monthly budget analysis were circulated.

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

- (i) **Beare Green:** (a) Mr Cox said that parked cars on the road outside The Weald school was causing a problem. The pub has stopped school drop-off parking in their car park which is exacerbating the situation. It was agreed that the Clerk would contact the local PCSO to see if their presence in the morning and afternoon could encourage the drivers to be more considerate.
- (ii) **Capel:** (a) Mrs Schryver told the Committee that the Capel Horticultural Society will be putting a memorial bench onto the Capel recreation ground near the Boule court. (b) Mrs Schryver mentioned the uneven pavement leading from Charlotte Broadwood Flats in Vicarage Lane to The Street. This was causing problems from residents of the flats, many who were old and slightly disabled. The Clerk will photograph the pavement and contact Surrey County Council and ask them to assess the area.
- (iii) **Coldharbour:** (a) Mr McLachlan said that parking in Dorking Station was still an on-going problem. Councillor Watson said that the Mole Valley Planning team had spoken to Network Rail about increasing the size of the station car park. This matter will be included on the November agenda.

16 CORRESPONDENCE: None

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

- Dorking Station car parking
- Easement
- Emergency Planning

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

DATES OF NEXT MEETINGS:

Planning Committee: Monday 5 November 2018 at 7.30pm

Finance Committee: Monday 12 November 2018 at 7.30pm.

Both meetings will be in Capel Parish Hall.

Full Council Meeting: Monday 19 November 2018 at 7.30pm in Beare Green Village Hall