

## CAPEL PARISH COUNCIL

### MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 16 JANUARY 2017 AT 7.30pm IN CAPEL PARISH HALL

**PRESENT:** Mrs A Schryver, Chairman, Mr C Ball, Mr P Garber, Mr L Margetts, Mrs P Dale, Mrs L Ford, Mr K Salter and the Clerk.

**1 APOLOGIES FOR ABSENCE:** Mr D Cox, Mr S McLachlan

**2 TO RECEIVE AND ADOPT MINUTES OF PARISH COUNCIL MEETING ON 19 DECEMBER 2016:** The minutes were adopted and signed by the Chairman.

**3 DECLARATIONS OF INTEREST:**  
None.

**4. QUESTIONS FROM MEMBERS OF THE PUBLIC**  
None

**4 CLERK'S REPORT:**

- i. A letter has been sent to Punch Taverns regarding The Crown public house and the unwelcoming behaviour of the current managers. To date no response have been received.
- ii. An application has been made to MVDC for the £240 levy which will be used at Beare Green recreation ground. MVDC have confirmed receipt of the application and it will be put before the Committee during January.
- iii. Fred Evans has submitted an estimate to carry out vital works on the ditch at Hoyle Hill. The Parish Council was first made aware that maintenance was needed on this ditch in September. An early decision to proceed with these works is required.
- iv. As the work on Beare Green recreation ground has not been carried out by Kear (agreed in June 2016) the Parish Council is proposing to ask Fred Evans to do this work once he has finished at Hoyle Hill.
- v. The Parish Office has been without telephone or broadband since 1 January. We now have use of a telephone, although not the published Parish Office number, but there is still no email access. It is hoped this will be resolved within the next 10 days.

**5 PLANNING APPLICATIONS:**

**MO/2016/1997 – Hill Cottage, Coldharbour, Dorking RH5 6HE.** This application is for a replacement of existing light and existing flat roof with larger lantern light on the existing refurbished flat roof. The Parish Council recommends that as this is only a minor alteration to the property planning permission should be granted.

**MO/2016/1899 – Lyne Farm, Capel, Rusper Road, Capel, Surrey, RH5 5HG.** It has been confirmed by Mole Valley Planning Department that this property is within the boundary of Newdigate Parish and therefore Capel Parish Council has no comments to make regarding this application.

Mr Garber told the Committee that there were building and development works taking place at a property in Wigmore Lane, Hoyle Hill, Capel. No planning applications have been advertised and although Mole Valley Planning Department have been contacted, they are not aware of any building works permitted to taking place in this area. The Clerk will write to the Mole Valley Enforcement Officer to ask for a site visit to take place.

**6 NEIGHBOURHOOD DEVELOPMENT PLAN:**

Mr Garber told the Committee that all recently requested information has now been submitted to Mole Valley District Council. This includes the revised Capel Neighbourhood Development Plan, Statement of Community Involvement, Basic Conditions Statement and the SEA Screen Report (prepared by Mole Valley on the Parish Council's behalf). The next stage will be for the Executive Committee of MVDC to receive the officers' report into the NDP in early February. This will be followed by a formal six-weeks public consultation by Mole Valley. A statement, outlining the time plan, will be put on the Parish Council's website. Once the plan is out for the six-week consultation, the Parish Council will consider producing banners advising that the consultation has started and the

public should take the opportunity to respond. It is important that the public are kept informed and fully aware.

**7 GATWICK FLIGHT PATH – ROUTE 4:**

There is no further information regarding the aircraft noise complaints over the parish. GACC will be responding to the Night Flight Restrictions Consultation and will forward a copy once it has been formally presented.

**8 REPORTS FROM MEMBERS**

**(a) Finance:** The accounts detailing receipts and payments were presented at the to be presented for approval and signature. Cheques were signed by two councillors:

	Net	VAT	Gross
<b>ADMIN AND OTHER PAYMENTS</b>			
EDF Energy electricity	£16.25	£0.81	£17.06
Clerk's Income Tax	£352.00		£352.00
Clerk's Salary and Mileage	£1,406.90		£1,406.90
Mr S Dixon (L Quirk)	£40.00		£40.00
Mr F Evans	£1,550.00		£1,550.00
Key Computers/SAGE Installation/½ yr audit	£615.00	£67.00	£682.00
Mrs M Schryver	£99.98		£99.98
Mr C Griffin	£1,750.00		£1,750.00
SSALC Limited	£90.00		£90.00
Mr W Attridge	£475.00		£475.00
BT D/D	£20.50	£4.10	£25.60
OPUS Energy Electricity D/D	£26.53	£1.33	£27.86
OPUS Energy Gas D/D	£125.26	£6.26	£131.52
CentrePoint Technology Telephone D/D	£95.11	£19.02	£114.14
CentrePoint Technology Telephone D/D	£99.90	£19.98	£119.88
<b>Sub Total</b>	<b>£6,762.43</b>	<b>£118.50</b>	<b>£6,881.93</b>
<b>RECEIPTS</b>			
Hall Bookings (1)	£30.00		£30.00

Current Account reconciled to 31 December 2016 - £19,522.02

The extra Finance Meeting arranged for 12 January 2017 did not take place as there were ongoing problems with Broadband connection at the Parish Office. As the precept for 2017/2018 needs to be agreed and submitted before the 20 January 2017, the Finance Meeting will continue after the Full Parish Council meeting this evening.

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

**(i) Beare Green:** (a) A meeting is due to take place on 19 January regarding the Beare Green parking review. It has been confirmed that Mole Valley District Council will be unable to attend, but Councillor Helyn Clack will attend. (c) Mr Cox mentioned a van that is still parked on a dangerous bend in Trigg Street, Beare Green, causing a sight obstruction for drivers. The Chairman confirmed that she has photographed the vehicle and forwarded it to PCSO Pat Booker for action.

(ii) **Capel:** (a) As no further information had been received regarding the site visit carried out by Estate Agents White and Sons, the Clerk will make further contact to obtain an update on the current position. (b) The Clerk will write to the legal representative of Mr Ben Brown, the owner of the old Bonfire Field in Temple Lane. The ditch on the verge outside the field has been partially filled in and Mr Brown was witnessed doing this. (c) The Parish Council has complained again to Mole Valley District Council regarding the empty property in Vicarage Lane which is being vandalised. The Parish Council will not take any responsibility for securing the property or lopping trees and bushes which overhang adjoining properties. (d) A meeting has been arranged with Punch Taverns regarding The Crown Public House, which is creating problems with villagers and regular clients. (e) The Traffic Calming project is still ongoing and the Parish Council is in communication with Anne-Marie Hannam of Surrey County Council. (f) The refurbishment of Capel Cricket Club is in progress and will be discussed at the next Parish Council meeting. (g) The footpath behind The Old Vicarage in Vicarage Lane needs attention. The Clerk will contact Surrey County Council's Rights of Way Officer and ask for an inspection. (h) The Clerk will contact Surrey County Council Highways and ask them to remove the road signs on The Street now that work on the footpath has been completed. (i) The Clerk will speak to Surrey County Council again regarding the road signs on Mortimer Road. Ideally a No-Entry sign needs to be erected together with a tourist sign, which would promote the Recreation Ground and Cricket Club. (j) Parents at Scott-Broadwood C of E Infant school have been advised, at very short notice, of a meeting to discuss the future of the school. A Parish Councillor has agreed to attend this meeting. The Clerk will contact the head teacher and ask that the Parish Council be included in all future correspondence. (k) An estimate has been received to undertake the ditch clearing work and grass encroachment on the pavement in the Seamans Green area. The Councillors agreed to accept the quotation and authorise the work. (l) The Parish Council take this opportunity to thank Mr Griffin and Mr Evans for gritting the pavements in Capel and Beare Green on Friday morning. Their assistance is very much appreciated

12 **CORRESPONDENCE:** None.

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

**DATES OF NEXT MEETINGS:**

<b>Planning Committee:</b>	<b>6 February 2017 at 7.30pm in the Parish Hall, Capel.</b>
<b>Parish Council Meeting:</b>	<b>20 February 2017 at 7.30pm in the Parish Hall, Capel.</b>
<b>Finance Committee:</b>	<b>13 February at <u>8.00pm</u> in the Parish Hall, Capel.</b>