

CAPEL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 21 MARCH 2016 AT 7.30 IN CAPEL PARISH HALL

PRESENT: Mrs A Schryver (Chairman), Mr P Garber, Mr S McLachlan, Mr K Salter, Mr C Ball, Mrs P Dale, Mr Margetts and the Clerk

1 APOLOGIES FOR ABSENCE: Mr D Cox, Mrs L Ford, Cllr Mary Huggins (MVDC)

2 IN ATTENDANCE: None.

3 DECLARATIONS OF INTEREST: None.

4 POLICE MATTERS: A report of an arson attempt at Bennetts Wood had been received.

5 MINUTES OF PREVIOUS MEETINGS: The minutes of the meeting of the Parish Council held on 15 February 2016 were adopted and signed by the chairman.

6 PUBLIC QUESTIONS: None.

7 CLERK'S REPORT: The Chairman read the Clerk's Report:

1. A new solicitor, Bucks Law Plus, has been asked to advise on the Temple Lane water easement. They are a highly recommended low-cost solicitors specialising in parish council matters and will complete the legal formalities if the PC is able to negotiate an agreement with the owner of the field. The clerk suggested writing one final letter to Mr Brown giving him 21 days to respond to its request for £2,000 for a 5-year agreement for the easement, together with payment of all the PC's legal costs to date (£851 plus VAT) failing which the PC will have the water connection removed from its land. Bucks Law agreed to this course of action. Does the PC wish to go ahead on this basis?

Parish Councillors agreed to this course of action.

2. Following a request at the previous PC meeting for a possible grant to partially level the football field at Capel Recreation Ground, the National Playing Fields Association (NPFA) has been approached with a view to getting the whole of Capel Recreation Ground designated a QEII Playing Field, which would unlock a grant process, among other benefits. A representative of the NPFA will be contacting the PC shortly to arrange a site inspection.

Mr Garber said that Terry Housden would be in contact and that the NPFA has £5.5m for securing sites and improving facilities. Mr McLachlan asked if Coldharbour's cricket ground could secure this designation and Mr Garber asked for details to be sent to him so they can be forwarded to Terry Housden.

3. A reply was received from Passmores who supplied the doors at Beare Green Pavilion. They said the doors were too old to be repaired but should have lasted longer and should have been regularly painted with Sandolin. It was established that in 6 years the doors had only been painted once, on installation. As instructed at an earlier meeting, the clerk asked Shane Peters to go ahead with the work, but he is now unable to do this work. He said he always has problems with new hardwood doors as they are not properly seasoned. The clerk contacted the other two people who quoted for the work. Phil King has replied that he is able to do the work using the door blanks specified previously which are edged with hardwood strips. He suggests a drip moulding above the doors to stop water running down them. His quote is £780. Dot Thorp confirms that Phil King is very professional and she believes would do a good job. Does the PC wish to go ahead on that basis?

Mrs Dale disagreed with this suggestion saying that there was no point in replacing the doors with anything other than hardwood. Councillors asked what maintenance arrangements had been made for the upkeep of the Pavilion and asked the clerk to check with Jackie. *(Jackie said there had been nothing in writing regarding maintenance of Beare Green Pavilion but it was verbally agreed and understood that the Parish Council would maintain the outside and the Pavilion Committee would maintain the inside.)*

The clerk said the doors seem to close properly and keep the building watertight and it was simply the outside layer of veneer that was peeling off. Mr McLachlan said he would inspect the doors the following day with Mr Cox to see if repairs could be made with marine ply. *(This inspection took place and Phil King has been asked to quote for the repairs with marine ply and drip mouldings/protective overhangs above the doors.)*

4. Maintenance work on clearing the ditches at Beare Green along Newdigate Road, which have been flooding onto the road at the junction for some years, and clearing of ditches along the A24, has now been completed by Bill Kear. These ditches are the responsibility of the Parish Council.

8 PLANNING APPLICATIONS:

MO/2015/0389 - Henfold House, Henfold Lane, Beare Green, RH5 4RW. Application to erect a two-storey front extension. The PC agreed that this would enhance the appearance of the building and recommended that the application be agreed.

MO/2014/0706 – Copse Farm, Moorhurst Lane, Beare Green, RH5 4LJ. The application for a Certificate of Lawfulness had been approved by MVDC on 15 March. It was noted that the officer's report referred to "on the balance of probabilities" as the basis for issuing the Certificate. It should be based on proof and MVDC have not applied the requirements by doing it "on the balance of probabilities" basis which means the proof is not there. It was agreed that a letter should be written to say the Parish Council is disappointed that a decision has been made in advance of the response to the certificate by the Parish Council. Furthermore it is noted that the officer's report in referring to "on the balance of probabilities" is entirely consistent with the statement made in the Parish Council's letter to the District Council of 4 June 2014 and accordingly the Parish Council do not believe that the certificate should have been issued and that a planning application should have been submitted.

- 9 **SPORTS PAVILION LEASE:** A new lease with Capel Sports Pavilion was signed by Mrs Schryver as Chairman of the Parish Council and Mr Margetts.

- 10 **NEIGHBOURHOOD DEVELOPMENT PLAN:** Mr Garber produced an information note on the status of the NDP Steering Group and Capel Parish Council, which will also be published on the website: *"Capel NDP Steering Group falls within the framework of Capel Parish Council and is therefore subject to the provisions of The Freedom of Information Act, its functions are therefore on behalf of the Parish Council. If Capel Parish Council receives a Freedom of Information request in relation to responses by individuals to the NDP sites consultation they have an obligation to respond, and to disclose such a response, but must have regard to The Data Protection Act. This would require the response to be redacted removing information to protect the privacy of those responding. There are a number of exceptions which apply (from the requirement to disclose information) under the Freedom of Information Act principally sections 22-24. Some of these are absolute exemptions and some will require the Parish Council to carry out a "public interest" test to see whether it is appropriate to maintain exemption or whether it would be in the public interest to disclose information. One KEY exemption comes under section 22 of the Freedom of Information Act and this relates to information which is intended for future publication. This section will therefore apply to information submitted as part of the draft NDP. Section 40 of the Act is also important having regard to the present Housing Needs Survey as it relates to Personal Information and is exempt under the Act. Section 41 relates to information provided in confidence. It states that the information is exempt "if it was obtained by the public authority (the Parish Council) from any other person and disclosure of the information would constitute a breach of public confidence." Commercial considerations are also protected under section 43 (this relates to negotiations with landowners and developers)."*

The next meeting of the NDP Steering Group will consider information from the housing needs and landscape assessments and the promoters of four sites presently included in the draft plan have been invited to set out their proposals in 45-minute slots on 11 April . The four sites are Old Kiln Farm, Breakspear, Surrey Hills Hotel and Brook Cottage.

11 REPORTS FROM MEMBERS

Finance: There was a brief discussion about an enquiry from two residents who wanted more details about the increase in precept and other matters. Mr Salter agreed to answer this enquiry.

- (i) Accounts for the period 16 February to 21 March were agreed and signed by two councillors and cheques were signed.

PAYMENTS	£	VAT
Neighbourhood Development Plan		
OH Creative, website (29/2)	1,023.74	204.75
Image Co, copies for meetings (25/2)	70.00	14.00
Joint meeting (Feb) refreshments (ref LB) (29/2)	40.00	
Steering Group meeting (Mar) refreshments (ref LB) *	15.99	
Parish Office/Community Hall		
W McLean, plastering (25/2)	2,000.00	
M Smith, TMC Construction (25/2)	1,032.50	206.50
K Miles, painting (29/2)	3,000.00	
P Davis, plumbing (29/2)	1,326.00	
M Smith, TMC Construction *	744.50	148.90
Unit 4 Double Glazing *	2,291.67	458.33
Stewart Collins, electrics *	1,120.00	
D Street Electrical *	2,570.00	
L Trafford, Nexus Plumbing *	2,528.00	505.60
Office Furniture online, noticeboards (ref LB) *	56.00	11.20
Fire Protection Shop, extinguishers (ref LB) *	51.74	10.35
Discount Displays, outside sign (ref LB) *	65.00	13.00
K Miles, painting *	3,822.00	
Admin & Other Payments		
Pear Technology, Access cemetery software (25/2)	300.00	60.00
Rymans, laminator etc (ref LB) *	47.51	9.50
Rowes stationery (ref LB) *	35.81	
L Bignell, Clerks salary & mileage *	1,395.03	
HMRC, tax & employers NI *	486.72	
Stamps & postage (ref LB) *	20.72	
SSALC, quarterly Local Council Review *	17.00	
EDF Energy, Bowls Club electricity *	32.20	1.61
SES Water, Burial Ground *	57.76	
Opus, gas Parish Hall (25/2)	7.50	.38
GoCardless/Centrepoint, Parish phone (22/2)	16.17	3.23
Total	24,173.56	1,647.35

RECEIPTS (29.02.16 bank statement)	
VAT refund	4,877.39
Zurich Insurance re playground, less £100 excess	1,750.00
Burial plot renewal	110.00
Total	6,737.39
Current account/cash book (reconciled 29.02.16)	43,504.19
Less: * Today's payments (21.03.16)	16,516.14
Balance	26,988.05

- (ii) Parish Hall expenditure was still within budget. A projector needs to be purchased and there was a short discussion about this. The hall is now ready for bookings and it was agreed that booking information would be put on the website. Invoices for the hall should be submitted by the middle of April.
- (iii) Expenditure to the end of the financial year is within budget and final accounts will be prepared in early April at which time there will be an internal audit followed by an external audit. The Chairman reminded the meeting that it had been agreed that a pie chart would be placed on the website.
- (iv) The total grant available for preparation of the NDP has been increased by £1,000 to £9,000 and an application for the second part of the grant had been submitted.

Ward Matters for note or inclusion on a future agenda:

- (i) **Beare Green:** Mr Cox reported an incident on Newdigate Road near the school where a fire engine had been unable to get past all the parked cars. It is illegal to park on the footpath and Mr Ball said that car windows are smashed when cars do park there. The clerk was asked to write to the Weald School about this problem.
- (ii) **Capel:**
 - (a) Mr Salter had received a complaint from a resident about poor maintenance of the Parish Council's part of the churchyard because "flowers were scattered everywhere and the grass has been massacred". The Chairman was surprised to hear this and said it was normally well maintained, although the high winds may have blown things around, and would inspect the area and reply to the resident.
 - (b) Markham Park have asked for a dog bin to be installed near the Copse where children play. The clerk was asked to progress this with MVDC. The Chairman said the Horticultural Society were interested in doing some renovation work in the Copse, clearing rubbish and planting bulbs.
 - (c) Mrs Dale reported that the previously obstructed bridleway was now open.
 - (d) Mr Margetts said he had heard that the pub was being closed for renovations in May. The clerk was asked to write to Punch Taverns to ask what their intentions are.
- (iii) **Coldharbour:**
 - (a) Mr McLachlan had been to a Highways Forum at Dorking Halls chaired by Hazel Watson, Surrey County Councillor for Dorking Hills. The highways budget has been reduced to £261,000 for next year and Project Horizon is coming to the beginning of its 4th year. The reduced budget means that roads which were going to be resurfaced are not going to be resurfaced. The budget for Rights of Way has also been reduced to £80,000 for the whole County. The clerk was asked to write to SCC to confirm the figures and say how deeply disappointed the Parish Council is about the reductions, and ask what previously planned projects within the Parish would now be dropped.
 - (b) The refurbishment at the pub is going well, the car park is finished and the pub is open for drinks and bar snacks. The kitchen redevelopment has been delayed because they have been told to make a new planning application to install a special extractor fan. Mr Garber said it should be an application under delegated powers because it is in the conservation area.
 - (c) There were ongoing problems with the bus shelter opposite the Leith Hill surgery in Capel and a meeting is being arranged with MVDC to discuss alterations in design to make the shelter more vandal-proof.
 - (d) A request was made for the installation of a "pocket post box" at the southern end of Capel and the clerk was asked to write to the Post Office about this.

13 URGENT MATTERS FOR A FUTURE AGENDA:

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

14 CORRESPONDENCE:

- 1 Following public voting, an email has been received confirming that the Parish Council will receive £8,000 for adult gym equipment from Tesco's Bags of Help scheme. A request for some of this equipment to be installed on Beare Green has been received from Michelle Watson and the Chairman has agreed to this.
- 2 A reply has been received from MVDC regarding the PC's concerns about confidentiality of the NDP sites briefing.
- 3 Surrey CC has asked the PC to complete a Transport Survey. The survey can be completed online and a printed copy is attached for discussion. Mr Margetts agreed to complete this survey on behalf of the PC.
- 4 A request has been received from Capel and Beare Green Magazine for the PC to increase its annual donation from £100 to perhaps £150. There was some concern about this request as the C&BG Magazine does not go to everyone, whereas the Holmwood magazine goes to all Beare Green residents free of charge because it raises funds through advertising. The precept has already been raised and in the circumstances it was not thought appropriate to increase the annual donation this year. The clerk was asked to draft a reply.
- 5 Notice of a Seminar on 31 March has been received. This is organised by Surrey Playing Fields and Surrey Planning Officers and Mr Garber is one of 3 speakers at this event. The Seminar will be held at Spelthorne Borough Council, Knowle Green, Staines and admission is free.

DATES OF NEXT MEETINGS:

Planning Committee: 4 April 2016 at 7.30pm in Capel Parish Hall.

Parish Council Meeting: 18 April 2016 at 7.30pm in the Capel Parish Hall.