

**MINUTES OF THE FULL PARISH COUNCIL MEETING  
HELD ON MONDAY 19 AUGUST 2024  
IN JOHN VENUS HALL, COLDHARBOUR**

**1. IN ATTENDANCE:** Mrs Dale, Mr McLachlan, Mr Cox, Mrs Watson, Mr Ashwood and the Clerk.

**APOLOGIES FOR ABSENCE:** Parish Councillors Mr Ball, Mr Salter, Mrs Schryver and Mrs Taylor. Surrey County Councillor Helyn Clack. District Councillor Rosemary Hobbs.

**IN ATTENDANCE:** District Councillors Malcomson, Wellman and Van Den Bogerd. Proprietor of Carters Car Care.

**2 TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 15 JULY 2024**

The minutes were regarded as a true record of the meeting. All Councillors voted in favour of accepting the records and the minutes were signed by the Chair.

**3 TO APPROVE THE ACCURACY OF MINUTES OF THE PLANNING COMMITTEE MEETING 5 AUGUST 2024**

The minutes were regarded as a true record of the meeting. All Councillors voted in favour of accepting the records and the minutes were signed by the Chair.

**4 DECLARATIONS OF INTEREST:**

None.

**5 PUBLIC QUESTIONS:**

The Proprietor of Carters Car Care, Vicarage Lane, Capel was in attendance and wanted to contribute to agenda Item (11) – proposed installation of yellow lines Vicarage Lane/The Street junction. The Chair agreed to move this item forward.

The installation of double yellow lines had been requested after several residents complained that cars were parking too close to the junction, making visibility extremely difficult and that the Highway Code rule was being ignored. Surrey County Council had agreed the installation, but this was put on hold as objections had been submitted.

The owner of the garage addressed the Council, stating that the layby at this junction was used by his staff to park their cars during working hours and if this parking area was withdrawn, it could move the parking problem further down Vicarage Lane and also onto The Street. After discussions, it was suggested that the yellow lines on the north side of the junction should be implemented as per the regulations. The south side of the junction should have the regulation length lines installed along The Street but only have lines to one car length into Vicarage Lane, which would improve visibility and still allow parking in the layby, albeit reduced.

This suggestion will be put before Surrey County Council in the hope that the compromise would be agreed.

**6. CLERKS REPORT:**

- A pledge has been made to assist with refurbishing the telephone box in Capel. The total cost of refurbishing this box and the one in Coldharbour will be put before the Finance Committee in September.
- There is an infestation of rats in the allotments on the recreation ground. As this is in very close proximity to the children's playground and property in Mortimer Road, a pest controller has been contracted to deal with the problem.
- Excessive graffiti is appearing on the playground equipment in Capel. The installation of solar lighting has been suggested as way of preventing this. The graffiti has been reported to the Mole Valley JET team.
- The drinking water fountain outside the Parish Hall will be serviced and will continue to be serviced regularly every six months.
- The outside gym equipment at Capel and Beare Green Recreation Ground will have an on-site inspection within the next 2 weeks.

## 7. UPDATE HOUSING NEEDS ASSESSMENT

The completion date for the return of the Housing Needs Assessment survey has now closed and results are still outstanding. The last information received from Surrey Community Action was that the response rate was low, and Councillors believed this to be because residents did not believe this information would be useful or used by Mole Valley District Council in deciding planning applications within the parish.

## 8. SCOTT BROADWOOD CofE INFANT SCHOOL GST FORMAL CONSULTATION:

After the July Parish Council meeting an email had been forwarded to the Good Shepherd Trust asking for information regarding the consultation on the proposed merger of Scott Broadwood CofE Infant School, Capel with The Weald at Beare Green. No response had been received. The Clerk will contact Paul Kennedy again, asking for any available information.<sup>1</sup>

## 9. UPDATE TRIG STREET PROJECT:

Information has been received from Mary Anne Edwards, Senior Countryside Access Officer (Maintenance and Enforcement) for Surrey County Council indicating that the road safety survey for the project has been given the go ahead with a few adjustments to improve sight lines. The Clerk will now contact Newdigate Parish Council suggesting setting up a joint committee to discuss the way forward. Funding and the assurance that residents in both parishes agree with the project will be the main priorities.<sup>2</sup>

## 10. PROPOSED RE-ROUTING FOOTPATH 178 AROUND KNOLL FARM, TO THE EAST OF OCKLEY.

The owner of Knoll Farm had contacted the Parish Council, giving information of a proposed diversion of footpath 178 around the farm. The route originally had access through the farm but as this no longer a working farm the route passes close to the owner's garden. Information had been forwarded to Mole Valley Ramblers who use the path and they see the benefit of the re-routing. The Councillors agreed with the proposal and suggested that should a planning application be submitted to Mole Valley, the Parish Council would support the application.

## 11. INSTALLATION YELLOW LINES VICARAGE LANE/THE STREET JUNCTION, CAPEL.

Please see information in Item (5).

## 12. REPORTS FROM MEMBERS:

### (a) Finance

#### (i) To agree, adopt and sign accounts to 19 August 2024:

Mr McLachlan highlighted the spending for August and details of payments were circulated to all Councillors. There is 56% of the budget left. Councillors were reminded that the second half of the precept will be received in September. There is currently just over £3,000 to be reclaimed from VAT and the Clerk will make this application at the end of August once all invoices have been paid. The Parish Council continues to pay the Employers NIC each month which is shown separately in the Cash Book.

The current account balance on 15 July 2024 was £620.79 and reserve account £89,102.89. The balance of the NS&I account remains at £610.89.

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<sup>1</sup> On 20 August, the following information was received from Paul Kennedy of the Good Shepherd Trust.

1. If the merger does go ahead, questions were raised regarding the future of Capel pre-school. This is a thriving educational establishment which should be cherished and preserved.  
***We are in dialogue with the preschool, and we will work with them to find a solution. They are a private enterprise and can negotiate with us and others re future premises if this becomes necessary.***
2. There are suggestions that the move could take place as early as mid-term in October. This could create problems for reception class pupils who have just had the unsettling experience of starting school.  
***That is not a date we have ever suggested and is physically impossible.***
3. There is also the ongoing problem with parking along Newdigate Road which will only be exacerbated with the increase in pupil numbers. Are there plans for a school bus to travel between Capel and Beare Green?  
***There will be a revised travel plan for the Weald site if the merger does go ahead. The school has previously accommodated more pupils than the merger may bring. A large number of parents are currently dropping pupils off at both sites and we will analyse the impact of any change as part of the plan.***

<sup>2</sup> Newdigate Parish Council will include this as an agenda for their September meeting and advise Capel of their decision.

**(iii) To approve and authorise payments of outstanding invoices:**

**Payment Received**

|                                     |         |
|-------------------------------------|---------|
| Hall Hire                           | £103.50 |
| Reimbursement Beare Green Stoolball | £62.45  |

**Payments**

|  |                   | <b>VAT</b>     | <b>TOTAL</b>      |
|--|-------------------|----------------|-------------------|
| Lindsay Quirk Hall Cleaning                    | £45.00            |                | £45.00            |
| Helpdesq Invoice 16794                         | £55.04            | £11.01         | £66.05            |
| Surrey Sports and Turf Invoice 3742            | £1,604.00         | £320.80        | £1,924.80         |
| Norton Security                                | £20.83            | £4.16          | £24.99            |
| Clay Griffin                                   | £2,000.00         |                | £2,000.00         |
| Fred Evans                                     | £1,350.00         |                | £1,350.00         |
| SCC Grit Box Renewal Broadwood Cottages, Capel | £601.00           |                | £601.00           |
| Treeline Invoice 48293                         | £2,940.00         | £588.00        | £450.00           |
| J Russell August salary                        | £2,594.80         |                | £2,594.00         |
| HMRC Clerk's Income Tax                        | £648.80           |                | £648.80           |
| HMRC Employer's NIC                            | £343.01           |                | £343.01           |
| Pear Technology Invoice 142581                 | £250.00           | £50.00         | £300.00           |
| Capel and Beare Green Magazine                 | £100.00           |                | £100.00           |
| OPUS Energy                                    | £47.58            | £2.38          | £49.96            |
|  | <b>£12,600.06</b> | <b>£967.35</b> | <b>£13,576.41</b> |

**(b) Ward Matters for discussion**

**Coldharbour** - (i) Mr McLachlan thanked Mrs Watson for her assistance with Clarion Housing to have Weald View car park in Coldharbour cleared of overhanging trees and vegetation. (ii) It was reported that scramble bikes were deliberately annoying equestrians riding along Wolvens Lane at the weekend. Positive action needs to be taken if this anti-social behaviour happens again.

**Capel** – (i) A request has been made to reduce the height of the hedge between Mortimer Road and the Capel recreation ground. This work will be undertaken later in the year.

**Beare Green** – (i) Mr Cox asked if Surrey County Council could be contacted to cut back the vegetation obscuring the footpaths along the A24 Horsham Road and Newdigate Road, Beare Green. (ii) A request will be made to SES Water to investigate why the water pressure to Beare Green cottages is so low. This is quite noticeable in when water in all cottages is being used. (iii) The manhole cover on the south side of the A24 Beare Green roundabout is still extremely noisy when cars drive over the cover. The Clerk will contact SCC Highways asking to have this rectified.

**13 CORRESPONDENCES:**

None

**14 URGENT MATTERS AT DISCRETION OF CHAIRMAN FOR NOTE OF INCLUSION ON A FUTURE AGENDA:**

**Dates of Next Meetings –**

**Planning Committee: Monday 2 September 2024**

**Finance Committee: Monday 2 September 2024**

**Full Parish Council: Monday 16 September 2024**

**All meetings to take place in Capel Parish Hall**