

**MINUTES OF THE ANNUAL COUNCIL MEETING
HELD ON MONDAY 19 MAY 2025
AT CAPEL PARISH HALL**

IN ATTENDANCE: Mrs Dale, Mr McLachlan, Mrs Schryver, Mr Cox, Mr Palmer and the Clerk.

APOLOGIES FOR ABSENCE: Parish Councillors Mr Ball, Mr Salter, Mr Ransome, Mrs Taylor and Mrs Watson. Surrey County Councillor Helyn Clack and District Councillor Dineke van den Bogerd.

ELECTION OF CHAIRMAN: Mr Ball was nominated as Chairman. This was proposed by Mrs Schryver and seconded by Mr McLachlan. No other nominations were put forward. All Councillors voted in favour. Mr Ball was absent from the meeting but had indicated he would accept the position of Chairman if proposed and nominated. His proxy acceptance was noted.

The Council thanked Mrs Dale for all the time and support she had given to the Council over the years, both as Councillor and Chairperson.

Mrs Dale also agreed that she would continue to support the Council with ongoing discussions with the Trig Street project. She also agreed to continue as a de facto member of the Surrey Hills Equestrian and Footpaths, Bridleways and Byways Committees

ELECTION OF VICE CHAIRMAN: Mr McLachlan was nominated to continue as Vice-Chairman. This was proposed by Mrs Schryver and seconded by Mrs Dale. No other nominations were put forward. All Councillors voted in favour.

ELECTION OF CHAIRMAN OF PLANNING COMMITTEE: Mr Ball was nominated to continue as Chairman of this Committee. This was proposed by Mrs Schryver and seconded by McLachlan. No other nominations were put forward. All Councillors voted in favour.

ELECTION OF CHAIRMAN OF FINANCE COMMITTEE: Mr Salter was nominated to continue as Chairman of this Committee. This was proposed by Mrs Dale and seconded by Mr McLachlan. No other nominations were put forward. All Councillors voted in favour. Mr Salter was absent from the meeting but had indicated he would accept the position of Chairman if proposed and nominated. His proxy acceptance was noted.

APPOINTMENT OF PARISH COUNCIL COMMITTEES:

Executive: All members of the Council and the Clerk

Finance: Mr Salter, Mr McLachlan, Mrs Schryver, Mr Ball, Mr Ransome and the Clerk.

Planning: All members of the Council and the Clerk.

REPRESENTATIVES:

Mole Valley District Council Standards Committee: Mr McLachlan

Surrey ALC: Mr McLachlan

MVDC Standards Committee: Mr McLachlan

SUB COMMITTEES:

Beare Green Pavilion Management Committee: Mr Salter, Mr Cox, and the Clerk

Beare Green Village Hall: Mrs Watson

Beare Green Playground: Mr Cox, The Clerk

Beare Green and Capel Recreation Grounds Maintenance Committee: Mrs Schryver, Mr Cox and Mr Palmer

Capel Burial Ground: Mrs Schryver and the Clerk

Surrey Waste and Minerals: Mr McLachlan, Mr Ball

Capel Sports Pavilion Management Committee: Mrs Schryver, Mr Palmer and the Clerk

Footpaths, Bridleways and Byways: Mr McLachlan, Mr Cox, Mrs Schryver, Mr Ransome and Mrs Dale (de facto)

GACC Representative: Mr McLachlan, Mr Ransome

Capel Village Memorial Hall: Mrs Schryver, Mr Palmer

Emergency Planning: Mrs Schryver, Mr McLachlan, Mr Cox, Mr Ball, District Councillor Dineke Van Den Bogard, the Clerk

Capel Playground: Mrs Schryver, Mrs Taylor, Mr Palmer and the Clerk

Capel Allotments: Mrs Schryver, Mr Palmer and the Clerk

Coldharbour Playground: Mr McLachlan, the Clerk

Cycling: Mr McLachlan, Mr Salter

Surrey Hills Working Groups: Mr McLachlan, Mrs Dale (de facto)

Surrey Hills Equestrian Committee: Mr Ransome, Mrs Dale (de facto)

Appointment of Auditor: The Parish Council voted to continue using the services of Mulberry and Company for the half-year and end of year audits for 2025/2026.

Dates of Full Council and Committee Meetings for 2026

Details of all meetings have been published on the Parish Council website and on notice boards.

2 TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 28 APRIL 2025

To sign off a definitive copy for publication on the website. All Councillors unanimously approved the minutes which were signed by the Chair.

3 TO APPROVE THE ACCURACY OF MINUTES OF THE PLANNING COMMITTEE MEETING 6 MAY 2025

To sign off a definitive copy for publication on the website. All Councillors unanimously approved the minutes which were signed by the Chair.

4 TO APPROVE THE ACCURACY OF MINUTES OF THE FINANCE COMMITTEE MEETING 6 MAY 2025

To sign off a definitive copy for publication on the website. All Councillors unanimously approved the minutes which were signed by the Chair.

5 DECLARATIONS OF INTEREST:

None.

6 PUBLIC QUESTIONS:

None.

7. CLERKS REPORT:

- The telephone boxes were collected on Thursday 15 May ready for off-site refurbishment. Unfortunately, neither BT nor UK Power network had disconnected power cables from the Capel box when it was decommissioned. The box was removed, but immediate emergency measures were needed to make the area safe. UK Power Networks has now visited and secured the area.
- A new grounds maintenance contractor has been appointed for this year (May to October 2025) at very short notice. As the season had already begun, it was not possible to go out to tender as many contractors had already agreed their working schedule. The new contractor is local to the area and has already started work.
- The interior and exterior paint has been purchased for Beare Green pavilion. The work will be undertaken, under supervision, by young people undertaking community service.

Mr McLachlan raised concerns that although the incidents concerning the Grounds Maintenance contract and the telephone boxes had been dealt with, these issues took up a lot of time taking attention from the daily running of the Parish Council.

It was suggested that a succession plan should be put into place, appointing an Assistant Clerk who would undertake CiLCA training and eventually be able to take on the role of Clerk.

It was agreed this will be an agenda item for discussion at the Finance Committee and Full Parish Council meetings.

8. TO APPROVE THE GRANT APPLICATION FOR TEMPLE LANE ALLOTMENTS:

A grant application toward the cost to repair and replace the remainder of the allotment fencing had been submitted to the Finance Committee. The total estimate for the repairs is £3,150. The Finance Committee was made aware the Allotment Society was trying to secure further funding from other sources and therefore agreed to approve a grant for £1,600. Their decision was put before the Full Parish Council and the application for funding was approved. The grant was proposed by Mrs Schryver and seconded by Mr Palmer.

9 TO APPROVE THE GRANT APPLICATION FOR CHURCH GARDEN OF REMEMBRANCE:

A grant application for funding toward establishing of a Garden of Remembrance in the grounds of St Johns the Baptist Church had been submitted to the Finance Committee. This project has now received approval from the Church Diocese and estimates obtained. The total cost of the work is £38,979.22. Funding to the value of £28,000 has already been secured. The Finance Committee agreed a grant in the sum of £10,000. Their decision was put before the Full Parish Council and the application for funding was approved. The grant was proposed by Mrs Schryver and seconded by Mr McLachlan.

10. TO APPROVE AND ADOPT FINANCIAL REGULATIONS, STANDING ORDERS AND TRANSPARENCY CODE FOR SMALLER AUTHORITIES:

It was agreed that these documents needed to be reviewed by all Councillors and will be included on the agenda for the June meeting for review and adoption.

11. TO CONFIRM CONTINUED ENTITLEMENT FOR GENERAL POWER OF COMPETENCE:

Councillors were advised that the Council is qualified to continue with this Competence. The Council unanimously agreed to continue with this entitlement.

12. REPORTS FROM MEMBERS:

(a) Finance

(i) To agree and approve accounts to 20 May 2025:

Mr McLachlan highlighted the spending for April and May to date and details of payments were circulated to all Councillors. Spending in these months had been particularly heavy but recognised 2 large yearly payments had been made to Surrey ALC and Zurich Insurance and the half-yearly payment made to PWLB. The current account balance on 19 May 2025 was £56.76 and the balance of the reserve account £123,086.01. The balance of the NS&I account was £610.89.

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

Payment Received

Hall Hire	£172.50
Allotment Subscription	£45.00
CIL Payment	£1,799.30

Payments

		VAT	TOTAL
Lindsay Quirk Hall Cleaning	£48.00		£48.00
Fred Evans Ditch clearing and Coldharbour playground	£715.00		£715.00
Tree works Capel	£1,850.00		£1,850.00
EDF Energy	£48.79	£2.44	£51.23
Helpdesq invoice 18920	£31.96	£6.40	£38.36
Water Purification	£1,647.59	£329.52	£1,977.11
J Russell May salary	£2,594.80		£2,954.80
HMRC Clerk's Income Tax	£648.80		£648.80
HMRC Employers NIC	£423.99		£423.99
Culligan Water Fountain Maintenance	£162.10	£32.42	£194.52
PJM Emergency Call Out	£100.00	£20.00	£120.00
Helpdesq Invoice 18963	£19.09	£3.82	£22.91

Fred Evans – Wolves Hill footpath	£2,985.00		£2,985.00
Donation – Coldharbour Fete VE Day Celebration	£150.00		£150.00
Donation Abinger and Coldharbour magazine	£30.00		£30.00
Donation Capel and Beare Green Magazine	£70.00		£70.00
PWLB DD	£2,712.54		£2,712.54
	£14,237.66	£394.60	£14,632.26

(b) Ward Matters for discussion

Coldharbour - (i) Mr McLachlan had asked a response could be made supporting the Appeal regarding the decision made on planning application MO/2025/0219 for replacement stables. It was noted that the Planning Inspectorate are using the Householder Appeals Service, so there was no opportunity to submit further comments. However, the Parish Council had supported the original application, and these comments will be forwarded to the Planning Inspectorate to be considered by the Inspector when deciding the appeal. (ii) Mr McLachlan said that the area where the telephone box was removed should be reinstated before the box is returned.

Capel – (i) Mrs Schryver asked if the plaque which was removed from the car park could be returned and secured to the Sports Pavilion wall. (ii) Mrs Schryver said that the Department of Education was due to decide on the relocation of Scott Broadwood School on the 20 May 2025. (iii) Mr Palmer advised that the Cricket Club would be hosting a 20/20 cricket match in August to raise funds for new equipment in the playground.

Beare Green – (i) Mr Cox confirmed that 2 trees needed to be replaced on Beare Green recreation ground. This had already been agreed but planting would not take place until the Autumn.

13 CORRESPONDENCES:

An email had been received from a concerned residents regarding the closure of the Dorking Hospital satellite clinic of the NHS Audiology department. Plans were being made to close satellite clinic, and direct referrals to Kingston Hospital. Elderly patients had concerns regarding travel. It was agreed the Parish Council would write to Kingston Hospital outlining this concern and asking for consideration to be given to the clinic to remain in Dorking.

An email had been received from Capel Cricket Club, outlining plans to improve the quality of the outfield, asking for Parish Council permission. The weeds would need to be sprayed before direct drilling new grass seed and applying fertiliser. Councillors were concerned that chemicals in the weed killer and fertiliser could be dangerous to recreation ground users. The Cricket Club will be asked to confirm safety issues.

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

Confirmation was given that Bewley Homes and their agent had agreed to attend the June Full Parish Council meeting scheduled to take place in Coldharbour¹. Ockley Parish Councillors will be invited to attend.

Dates of Next Meetings:

Planning Committee: Monday 2 June 2025

Finance Committee: Monday 2 June 2025 immediate after the Planning Committee

Full Parish Council: Monday 16 June 2025

All meetings to be held in Capel Parish Hall commencing at 19:30.

¹ Change of venue to Capel Parish Hall.