

**MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON MONDAY 17 NOVEMBER 2025
IN CAPEL PARISH HALL**

IN ATTENDANCE: Mr Ball, Mr Salter, Mrs Schryver, Mr Palmer, Mrs Taylor, Mrs Watson, Mr Cox and the Clerk. In attendance District Councillor Rosemary Hobbs. Mr Peter Barclay, Chairman of GACC and 15 members of the public.

All attendees were reminded of the Meeting Etiquette printed at the top of the agenda.

1 APOLOGIES FOR ABSENCE: Parish Councillors Mr McLachlan and Mr Ransome.

2 TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 20 OCTOBER 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 FINANCE COMMITTEE MEETING 27 OCTOBER 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 PLANNING COMMITTEE MEETING 03 NOVEMBER 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.

6. CLERKS REPORT:

- The problem with the water supply into the Parish Hall has been identified. All water comes via the Memorial Hall. To ensure the supply is not interrupted again, SES Water will be contacted and asked to make the necessary arrangements to ensure the Parish Hall has control of its own supply.
- The rotting weather boards outside the Parish Hall will be replaced as soon as possible.
- One of the new benches ordered from the National Trust is ready to be installed. This one will go to Coldharbour and when completed, the second will replace one of the old benches in the burial ground.

7. GATWICK AIRPORT CONSERVATION CAMPAIGN (GACC)

Mr Peter Barclay, Chairman of GACC had been invited to the meeting to inform residents and Councillors regarding the future of Gatwick Airport and how GACC is challenging

On the 21 September 2025 the Secretary of State granted development consent in relation to the application for the Gatwick Airport Northern Runway Project.

GACC considered the only option was to challenge this decision. A legal challenge was submitted on 30 October 2025. GACC is supported by a legal team, first appointed in December 2024, is led by a solicitor and two barristers who won the first airport development consent order case in Manston airport.

Mr Barclay gave an informed PowerPoint presentation which was followed by a question-and-answer session. Mr Ball, the Parish Council Chairman, said the Parish Council believed it was a good thing to support this challenge, but it could be improved if more financial support was received.

Mr Ball thanked Mr Barclay for his time and thanked all those who attended for their support.

8. SUCCESSION PLAN:

Mr Ball said that it had been agreed that for the seamless continuity of the Parish Council, it had been agreed that a further member of staff should be recruited to work alongside the current Clerk with a view to eventually taking over the role. Recruiting a further member of staff would eliminate any future risk of the Parish Council being without any necessary administrative and financial support.

An interview had taken place, and a successful candidate had been chosen. The selected candidate Mrs Beattie was formally introduced to the Councillors. In Mrs Beattie's absence, Councillors discussed the recruitment, and all agreed to approve the appointment.

Mr Salter reminded the Councillors that recruiting a new member of staff had not been included in the 2025/26 budget. To ensure the Council was able to meet all its financial obligations for the current financial year and to keep reserves within the required financial boundary and not overly reduce the end of year balance, it was agreed the new appointment should begin on the 1 January 2026.

Mr Ball confirmed that a contract of employment, outlining salary and hours of work would be put together using the NALC and SALC guidelines.

9. 12-MONTH STRATEGY:

Mr Ball indicated that that this approach was necessary for forward thinking and trying to project what the Parish Council should be doing rather than reacting to problems.

Mrs Schryver had already suggested that footpath throughout the parish should be made more accessible, by removing stiles and replacing them with kissing gates.

It was also agreed that now the local government reorganisation had been decided it was still necessary to ensure assets currently held by Mole Valley in the parish should be protected.

Vehicle activated speed signs in Old Horsham Road and at Seamans Green both needed to be replaced.

It was fundamental that residents throughout the Parish are made aware of all Parish Council meetings and how to access the website. The Parish magazines will be asked to publish as much information as possible to ensure all residents are aware of what the Parish Council has done, is proposing for the future and to be encouraged to attend meetings to not only voice concerns but to suggest projects.

The Councillors were reminded that the Memorial Hall is now open as a warm space on Open Door Fridays. District Councillor asked if this was being offered at Beare Green Community Hall, and if the facilities had applied for financial assistance from Mole Valley.

10. REPORTS FROM MEMBERS:

(a) Finance

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

Mr Salter highlighted spending for November to date and details of payments had been circulated to all Councillors. Payments for grounds and tree works is still less than anticipated and Councillors were aware that the coming winter months could see an increased spend on this budget.

The current account balance on 17 November 2025 is £12,241.22, reserve account £104,217.00 and the higher interest account £20,019.57. The balance of the NS&I account is £610.89.

(i1) To approve and authorise payments of outstanding invoices:

Receipts

VAT Refund	£3,042.91
Ashes interment/memorial	£500
Hall Hire	£58.50
Hall Hire	£78.0
Ashes Interment	£115.00

Payments

		VAT	TOTAL
Lindsay Quirk Hall Cleaning	£48.00		£48.00
Culligan drinking water fountain maintenance	£131.25	£26.25	£157.50
John Petts Groundworks Coldharbour	£550.00		£550.00

Donation Royal British Legion	£150.00		£150.00
Mulberry LAS Interim Audit	£208.00	£41.60	£249.60
Helpdesq Invoice 20217	£58.44	£11.69	£70.13
Clay Griffin	£1,050.00		£1,050.00
Fred Evans	£860.00		£860.00
Helpdesq Invoice 20378	£19.07	£3.81	£22.88
EDF Energy Beare Green pavilion	£156.32	£7.82	£164.14
Clovers Grounds Work Invoice 2647	£1,196.71	£239.34	£1,436.05
J Russell Novemberr salary	£2,672.67		£2,672.67
HMRC Clerk's Income Tax	£668.20		£668.20
HMRC Employers NIC	£438.58		£438.58
PWLB DD	£2,672.54		£2,672.54
Donation Abinger and Coldharbour magazine	£30.00		£30.00
Donation Capel and Beare Green Magazine	£70.00		£70.00
	£11,019.78	£330.51	£11,350.29

(b) Ward Matters for discussion

Capel – (i) Mrs Schryver said that the footpath at Hatchlands was being cleared and trees suffering with ash dieback would also be dealt with. (ii) Parking along Vicarage Lane is still problematic, having been increased recently now that work has begun on the development at Hurst¹. (iii) The fence around the children's playground was mentioned again, with the need to have the height increased.

Beare Green – (i) Mrs Watson mentioned the solar speed sign along Old Horsham Road that has been damaged and not working. SCC Highways are aware of the damage but are reluctant to repair the sign because of the high cost. (ii) The fallen tree in the pond at the junction of Moorhurst Lane will be removed by Treeline when they undertake works to clear the footpath along Old Horsham Road. (iii) The new village gateway sign will be ordered. (iv) Mrs Watson asked if Mole Valley could be contacted and asked to deal with a tree overhanging Merebank Pond. This could be a health and safety risk if children climbed onto it and fell into the pond. (v) Mr Cox mentioned the car park leading into Beare Green cottages is being used as turning point for cars. This is causing problems with the road surface. It was agreed that a price would be sought to have this area resurfaced with tarmac. (vi) Mr Palmer said that the electricians had short circuited in Beare Green pavilion. A price to carry out repairs to the electricians will be sought. (vii) Mr Palmer mentioned the generous donations received from local businesses who had sponsored the dug outs.

11 CORRESPONDENCES:

None

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

- 12-Month Strategy

Dates of Next Parish Council Meetings:

Planning Committee: Monday 01 December 2025 - Cancelled

Full Parish Council: Monday 15 December 2025

Finance Committee: Monday 05 January 2026

All meetings commence at 19:30 in Capel Parish Hall

¹ SCC have indicated that yellow lines will not be installed as this would obstruct the garage. The police have agreed to increase patrols to alleviate irresponsible parking along Vicarage Lane.