

**MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON MONDAY 15 DECEMBER 2025
IN CAPEL PARISH HALL**

IN ATTENDANCE: Mr Ball, Mr McLachlan, Mr Salter, Mrs Schryver, Mr Palmer, Mrs Watson, Mr Cox and the Clerk.

In attendance District Councillor Rosemary Hobbs. Mrs Pippa Beattie

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

1 APOLOGIES FOR ABSENCE: Parish Councillors Mrs Taylor and Mr Ransome.

2 TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 17 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.

3 DECLARATIONS OF INTEREST:

None.

4 PUBLIC QUESTIONS:

None.

5. CLERKS REPORT:

- The problem with the water supply into the Parish Hall has been identified and a cost effective and less disruptive solution agreed. A secondary water meter has been installed in the Memorial Hall, and the Parish Council will be invoiced quarterly.
- The Surrey Hills AONB Boundary Review have been informed that the executive committee of Capel Parish Council has fully supported this proposal in the past and continues to do so.
- The village gateway sign for Beare Green has been ordered.
- £500 has been received from Capel Youth Club funds toward upgrading the children's playground.

6. PLANNING APPLICATIONS:

- **MO/2025/02533 – Old Wattlehurst Farm, Horsham Road, Capel.** This is an application for the variation of conditions 2 & 3 of approved planning permission MO/2025/0729 for the variation of condition 2 for the erection of 2 No. dwellings following demolition of existing non-agricultural and stable buildings to allow for the relocation the air source heat pumps - to allow for shiplap cladding to be used on three elevations. The Councillors discussed the proposed installation of the air source heat pump, and it could possibly be annoyance to neighbours. The location plan was reviewed and as the property appears to be reasonably isolated this would not cause any upset. The Councillors recommended the application should be approved.
- **MO/2025/02544 – Rosemount Cottage, Abinger Road, Coldharbour.** This is an application for the construction of a stable block. The Councillors reviewed the application, especially the comments. There are concerns regarding the light pollution from the roof lights. The Councillors recommended this application should be refused but if the roof lights could be made less obtrusive causing less disturbance to wildlife and the area, the application could be approved.
- **MO/2025/02600 – Bearehurst Cottages, Henhurst Cross Lane, Coldharbour.** This is an application for the reconfiguration and refurbishment of existing cottage including: hip-to-gable roof extension; absorbing carport into main dwelling; converting utility room to bedroom; installation of French doors, 4 No. roof lights to the front elevation and 7 No. rooflights to the rear elevation to improve natural light; creation of new side garden; porch relocation; and erection of single storey link to existing stables. The Councillors reviewed the application and recommended it should be refused.
- **MO/2025/02608 – Grene Trest, Horsham Road, Beare Green.** This is an application for the variation of Condition 2 of approved application MO/2020/0913 for the erection of a replacement dwelling to allow for a change in window positions and alterations to the roof and a ground level reduction. The Councillors

reviewed the approved application, Condition 2, which was refused in December 2023. Three reasons for the refusal were given. The current application for the variation still appears to represent inappropriate development in the Green Belt which is harmful to the openness of the Green Belt and contrary to the advice given within the NPPF. The Councillors therefore recommend this application should be refused.

7. LAND AT RUSPER ROAD, CAPEL:

This land is currently for sale. This is a plot of land beyond the Green Belt. The Councillors discussed the possibility of purchasing the land, but there must be a good reason, one which would benefit the community.

8. BROOK COTTAGE, CAPEL:

The Chair and Vice-Chair informed the Councillors that they had attended a meeting at Pippbrook with 2 Mole Valley people and Andrew Black, agent acting for the owner of Brook Cottage. The Councillors were reminded that the village is in favour of a small housing development on this land. The owner is still keen to develop the land, but it had not been included in the Capel NDP, nor is the land within the village settlement boundary. Unless the NDP includes the plot and the boundary can be extended Mole Valley will refuse any planning application. A proposal to address both issues needs further discussion with the Brook Cottage agent. It was proposed to invite Mr Black to the January 2026 meeting to discuss the proposal.

9. PARISH ASSETS:

There are still concerns that assets within the parish could be sold to offset any debt that might be incurred once the new authority assumes authority. Mr McLachlan informed the Councillors that a list of assets owned by the Parish Council and Mole Valley within the parish had been forwarded to Surrey Hills Solicitors asking if the Parish Council could secure these resources. No action will be taken until an estimated cost has been received. Information will be sought to confirm if Surrey County Council owns any assets within the parish. The Councillors were asked to consider if taking on further assets might be a liability and too much responsibility.

10. ROYAL GARDEN PARTY NOMINATIONS 2026:

The Chairman mentioned that SALC have invited the Parish Council to submit one 50-word nomination for an outstanding Councillor to be a guest at one of the King's Royal Garden Parties in 2026. Nomination criteria had been circulated prior to the meeting and applications must be submitted by 16 January 2026.

11. SUCCESSION PLAN:

Mr Ball reminded the Councillors that Mrs Beattie will start as the Assistant Clerk on the 1 January 2026. A contract of employment, outlining salary and hours of work still needs to be drawn up using the NALC and SALC guidelines.

12. 12-MONTH STRATEGY:

The Councillors discussed the Parish Council being recognised as forward thinking and trying to promote what the Parish Council should be doing rather than reacting to problems. Projects that parish residents really want and would benefit the area.

Mr McLachlan suggested the Clerk's title should be changed to Chief Operating Officer, a title which would reflect the role.

13. TO AGREE, APPROVE AND ADOPT DATA AUDIT REPORT

It was agreed that this new policy needs to be thoroughly reviewed by all Councillors before it can be approved and adopted.

14. TO AGREE, APPROVE AND ADOPT RISK MANAGEMENT POLICY AND RISK REGISTER

It was agreed that this new policy needs to be thoroughly reviewed by all Councillors before it can be approved and adopted.

15. REPORTS FROM MEMBERS:

(a) Finance

(i) To agree and approve accounts to 15 December 2025:

Mr Salter highlighted spending for December to date and details of payments had been circulated to all Councillors. Payments for grounds and tree works remain less than expected for this time of year but the coming winter months could see the spend on this budget increase. Presently there is £36,000 left in the budget until the end of the financial year. Councillors were reminded that the new Assistant Clerk's employment will start on the 1 January 2026 and although an extra staffing budget had not been allocated in the 2025/26 budget, it can be accommodated, it has been allowed for in the 2026/27 budget commencing in April 2026.

The current account balance on 15 December 2025 is £3,984.86, reserve account £104,292.95.00 and the higher interest account £20,050.75. The balance of the NS&I account is £610.89.

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

Receipts

| | |
|---------------------|---------|
| Youth Club Donation | £500.00 |
| Hall Hire | £39.00 |
| Hall Hire | £78.00 |

Payments

| | | VAT | TOTAL |
|---|------------------|----------------|------------------|
| Lindsay Quirk – Hall Cleaning | £48.00 | | £48.00 |
| Naturescapes, Wes Attridge. Burial Ground groundworks | £680.00 | | £680.00 |
| EDF Energy | £156.32 | £7.82 | £164.14 |
| NN Cleaning Services - Hall window cleaning | £55.00 | | £55.00 |
| Culligan - service contract drinking water fountain | £18.75 | £3.75 | £22.50 |
| Helpdesq Invoice 20586 | £19.11 | £3.82 | £22.93 |
| National Trust (Enterprises) 2 x benches | £1,250.00 | £250.00 | £1,500.00 |
| Fred Evans - ditch clearing | £725.00 | | £725.00 |
| Clay Griffin tree works | £975.00 | | £975.00 |
| J Russell December Salary | £2,672.67 | | £2,672.67 |
| HMRC Clerk's Income Tax | £668.20 | | £668.20 |
| EDF Energy - Beare Green Pavilion | £45.07 | £2.25 | £47.32 |
| EDF Energy | £58.10 | £2.90 | £61.00 |
| HMRC Employers NIC | £438.58 | | £438.58 |
| British Gas DD | £194.92 | £9.75 | £204.67 |
| Donation Coldharbour magazine | £30.00 | | £30.00 |
| Donation Capel and Beare Green magazine | £70.00 | | £70.00 |
| | £8,104.72 | £280.29 | £8,385.01 |

(b) Ward Matters for discussion

Capel – (i) Mrs Schryver asked if Mr Kennedy from Scott Broadwood School could be contacted and asked for update on the possible relocation of the school. (ii) Consistent dog fouling on the Recreation Ground was discussed. Signs will be erected ensuring dogs remain on leads at all times and if this fails, dogs will be banned from the area.

Beare Green – (i) Mrs Watson mentioned the overgrown trees along the walkway at the back of Anstiebury Close which need to be cut back to allow pedestrian access. (ii) Mole Valley have cut back the tree overhanging Merebank Pond. A replacement needs to be purchased but it needs to be a native species. (iii) Mrs Watson asked if the bench in the area of Merebank Pond can be moved away from the rubbish bin. (iv) Mr Palmer mentioned the rear door of the Beare Green pavilion which swells during wet weather. It was suggested a canopy should be erected to add protection.

Coldharbour – Mr McLachlan asked for confirmation of the reinstatement of the refurbished telephone box. (ii) The new bench is ready to be delivered, and arrangements will be made to remove

debris from the previous bench and to have it made secure once it is in place. (iii) The defibrillator will be constantly monitored to ensure all equipment is in date and ready to use.

16 CORRESPONDENCES:

A resident from The Oaks Park has asked for permission for a cable to be laid across Parish land to his garage to enable an EV charger to be installed. Councillors agreed this in principle, but a wayleave would be required. Councillors were reminded that utilities and BT currently pay the Parish Council token wayleaves annually for this benefit.

17 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 meeting: Monday 05 January 2026

Finance Committee: Monday 05 January 2026

Full Parish Council meeting: Monday 19 January 2026