

**MINUTES OF THE FULL PARISH COUNCIL MEETING  
HELD ON MONDAY 19<sup>th</sup> JANUARY 2026  
IN CAPEL PARISH HALL**

**IN ATTENDANCE:** Mr Ball, Mr McLachlan, Mrs Schryver, Mr Cox, Mrs Taylor, Mr Palmer and the Clerk.

**In Attendance (part):** Mr Simon Lea

- 1     **APOLOGIES FOR ABSENCE:** Mr Salter, Mr Ransome and Mrs Watson.
  
- 2     **TO APPROVE THE ACCURACY OF MINUTES OF THE FULL COUNCIL MEETING 15 DECEMBER 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 MEETING 05 JANUARY 2026**  
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 MEETING 05 JANUARY 2026**  
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:** New pads needed for AED in Coldharbour – Parish Clerk to order.
  
- 7     **CLERK’S REPORT:** None
  
- 8     **UPDATE BROOK COTTAGE, CAPEL:** The Chair and Vice Chair have a meeting on Friday 23 January with Andrew Black to find the correct wording needed for the NDP.
  
- 9     **CLOSURE OF SCOTT BROADWOOD SCHOOL/PARKING NEWDIGATE ROAD:** Mrs Schryver had a brief meeting with Reverend Richardson. The school building may be subject to “Reversion” however there is a meeting planned and Mrs Schryver will be attending.  
Newdigate Road Parking, options discussed - Possibly tarmacking the car park at the beginning of the lane leading to Beare Green Cottages. All Councillors will need to agree before this could be considered and to tarmac the area would require planning permission.  
In the past an “in and out” system was in place at the school. This system worked, however for it to be reintroduced the metal fence at the bottom would need to be removed.  
The Parish Council spent £5,000 toward a feasibility study to reduce traffic speed around Beare Green roundabout. A preferred option was agreed but Surrey County Council Highways do not have the funding to move forward.  
It was agreed that all suggestions should be emailed to the Clerk and a detailed complaint email to be sent to Helen Clack, Highways and SCC.
  
- 10    **ESTIMATES FOR REPAIRS TO PARISH HALL ROOF:**  
A preferred quotation for the works was agreed. This to for the total cost of £9,358.74 inclusive of VAT. The Parish Council is still awaiting copies the company’s Construction industry card for proof that tax and VAT are paid; Evidence of all the Health and Safety at Works acts – a copy of the Health and Safety file; a copy the company’s COSHE assessment file for any materials that might be used and proof that your company’s Insurance policy covers all works that might be undertaken. No order for the work will be placed until these have been received

- 11 TO CONSIDER THE GRANT TO CAPEL CHORAL SOCIETY:**  
An application for £400.00 was agreed on the understanding that it is a one-off payment.
- 12 TO AGREE A DONATION TO GACC:**  
A donation of £2,000 will be made toward legal fees.
- 13 REPORTING ANTISOCIAL BEHAVIOUR AND HARMONIOUS LIVING:** Recreational Ground – by using the Parish Magazine we need to use peer pressure, asking the public to name and shame, by reporting it to the Parish Council.  
**This is a recreational ground open to everyone and is not a dog toilet!**  
Our only other option is to ban dogs from the ground.  
The Parish Council could possibly put up CCTV or use a dog warden who could fine offenders.  
There is also a problem with a Mobility Scooter and E bikes on the recreational ground and trial bikes across the Nature Reserve.
- 14 PARISH ASSETS:**  
All assets must be protected. The Parish Council needs to check that the recreational ground is registered with Fields and Trusts. Ownership of Beare Green Village Hall needs to be confirmed, and help should be sought from solicitor Kate Jackson from Surrey Hills Solicitors. Confirmation of the ownership of the recreation ground in Beare Green needs to be ascertained.
- 15 TO AGREE THE REVIEWED DATA AUDIT REPORT:**  
Approved and adopted.
- 16 TO AGREE THE REVIEWED RISK MANAGEMENT POLICY AND RISK REGISTER:**  
Approved and adopted
- 17 ANNUAL PARISH MEETING – 09 MARCH 2026 – SUGGESTIONS FOR AGENDA ITEMS**
- To discuss Antisocial Behaviour,
  - Paul Kennedy, The Weald School, Beare Green
  - John Dale and Andrew Davidson, Military Show
  - Ben Ashwood and Emma Jaques, Capel Alms Houses.
  - Melanie Ball, Capel WI
  - Sally Wyborn, Capel Assist
  - Chris Anderson, Football Club
- 18 REPORT FROM MEMBERS:**
- (i) Finance**  
The Chair of the Finance Committee was unable to attend this meeting, but forwarded the following statement:  
Ten months in and two months to go in this financial year. The Council is tracking to cost forecast and has the benefit of having a lower parish maintenance spend this year. Even if there is a £6,000 spend over the remaining 2 months, the Parish Council will be able to utilise the 10K underspend to cover unplanned Parish Hall roof repairs, Assistant Clerk salary not forecast and a donation to GACC.  
The current account balance on 19 January 2026 is £1,233.14, reserve account £40,326.22 and the higher interest account £70,185.03. The balance of the NS&I account is £623.19.

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

**Receipts**

Hall Hire	£58.50
Hall Hire	£43.88
Hall Hire	£92.00

## Payments

		VAT	TOTAL
Lindsay Quirk – Hall Cleaning	£48.00		£48.00
Helpdesq Invoice 20697	£126.07	£25.21	£151.28
Rock Salt Grit	£222.75	£44.55	£267.30
Helpdesq Invoice 20853	£19.02	£3.80	£22.82
Barkers Printing Invoice SI-65054	£95.00	£19.00	£114.00
Barkers Printing Invoice SI-65049	£15.00	£3.00	£18.00
Grit Storage Box	£62.49	£12.50	£74.99
Mrs P Beattie January Salary	£608.00		£608.00
J Russell January Salary	£2,672.67		£2,672.67
HMRC Clerks Income Tax	£820.20		£820.20
Culligan Invoice 20038821	£18.75	£3.75	£22.50
EDF Energy	£46.51	£2.33	£48.84
HMRC Employers NIC	£490.00		£490.00
EDF Energy	£105.70	£5.28	£110.98
Helpdesq Invoice	£17.00	£3.40	£20.40
BT DD	£20.50	£4.10	£24.60
ILCA Training	£140.00	£28.00	£168.00
Donation GACC	£2,000.00		£2,000.00
Grant Capel Choral Society	£400.00		£400.00
Donation Coldharbour magazine	£30.00		£30.00
Donation Capel and Beare Green magazine	£70.00		£70.00
	<b>£8,422.58</b>	<b>£204.67</b>	<b>£8,627.28</b>

### (ii) Ward Matters:

**Beare Green** – The canopy protecting the rear door of the pavilion has been put in situ and Mr Palmer is going to try to repair the door ensuring ease of access. The loft in the clubhouse needs boarding out and electrics boxing in. An estimate for the work has been requested.

**Capel** - A tree was reported on Horsham Road, Beare Green has starting to fall making it dangerous. The tree has now been cut back to a safe height.

**Coldharbour** - The refurbished telephone box is now scheduled to be delivered 26 February 2026. The replacement bench has now been delivered and will be positioned once the anchors have been purchased.

### (ii) URGENT MATTERS AT DISCRETION OF CHAIRMAN FOR INCLUSION ON A FUTURE AGENDA:

- **TREE SURVEY** - The survey supplied by Treeline needs clarification as it seems to contradict itself. A subcommittee of Mrs Schryver and Mr Palmer will now look at the trees that urgently need work.
- It was agreed that we would appoint Clovers as per their quote to clear the bramble's and put a membrane down on the corner by Newdigate Road.

### Dates of Next Meetings:

**Planning Committee: Monday 02 February 2026**

**Full Parish Council: Monday 16 February 2026**

**ANNUAL PARISH MEETING: Monday 9 March 2026**

**Finance Meeting: Tuesday 05 May 2026**

**All meetings to be held in Capel Parish Hall and commence at 19:30**