

**MINUTES OF THE FULL PARISHCOUNCIL MEETING
HELD ON MONDAY 16th FEBRUARY 2026
AT CAPEL PARISH HALL**

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

- 1 **APOLOGIES FOR ABSENCE:** Mr Salter, Mr Ransome, Mrs Watson, Mrs Taylor and Helyn Clack
- 2 **TO APPROVE THE ACCURACY OF MINUTES OF THE FULL COUNCIL MEETING 12 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.
- 3 **TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PLANNING MEETING 02 FEBRUARY 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 **DECLARATIONS OF INTEREST:** None
- 5 **PUBLIC QUESTIONS:** None
- 6 **CLERK'S REPORT:**
The village gateway sign for Beare Green has been installed.
Two new benches have been purchased from the National Trust. Both are replacements; one for Coldharbour and one for Capel burial ground.
The thermostat in the Parish Hall has been replaced.
Repairs to the Parish Hall roof began on 10 February 2026.
Surrey County Council have carried out some works on the verge between the A24 and Beare Green Recreation Ground. Cuttings have been left in the ditch which need to be cleared. A request has been made to SCC to return and clear up.
- 7 **UPDATE CAPEL NEIGHBOURHOOD DEVELOPMENT PLAN:** The Chair and Vice Chair had a meeting with Andrew Black, representing Brook Cottage, who has provided a report including a potential timeline of actions that could be taken to include their site in our NDP revision. We are reviewing the options.
- 8 **UPDATE REPAIRS TO PARISH HALL ROOF:** The repairs to both the roof and fascia boards have now been completed. It appears, however, that damage may have been caused by cricket balls. We agreed that we need to ascertain in percentage terms how much of the damage was caused by the cricket balls, once we have this information and contact the cricket club to see how we can prevent this from happening in the future, and consider whether re-imbursement for the damage is appropriate.
- 9 **UPDATE ON PARISH TREE SURVEY** We are still awaiting the amended copy of the survey from Treeline. As the birds will soon be nesting, we are very keen to press ahead quickly with the most urgent work. An email to Treeline is to be sent, and a meeting with contractors arranged so that we can agree all works as soon as possible.
- 10 **PARISH ASSETS:** It was agreed that we needed clarification from SCC over the status of Scott Broadwood School building. Also, an email to Kate Jackson from Surrey Hills Solicitors asking her for a response to our email of 23rd January.
- 11 **COLDHARBOUR VILLAGE FETE:** It was agreed that a donation of £250 towards the fete would be made.

- 12 **PROPOSED PARISH COUNCIL BOUNDARIES:** It was agreed that it would be sensible to take on the properties to the east of Anstle Lane and include them in this parish, but we have no wish to take on any of the Holmwood's within our council's responsibility.

13 **REPORT FROM MEMBERS:**

Finance

Finances are in good shape. Parish maintenance is lighter than expenditure of previous 4 years. The underspend on parish maintenance will cover the non-forecasted costs for the assistant clerk and parish hall repairs, and any immediate outcome from the tree survey.

There does not seem to be a risk of overspending in total for this financial year.

In numbers:

Currently £112K in bank, and approximately £2K VAT due back, less £20K spend in rest of Feb and March, this includes the additional costs of the parish roof repairs, etc.

It is estimated that approximately £90K reserves will be carried forward into the new financial year, it is considered prudent to maintain 6 months of working capital, the balance can be accounted for with planned community projects not yet carried out.

To approve and authorise payments of outstanding invoices:

RECEIVED			
Hall hire	£78.00		
Hall Hire	£ 58.50		
Hall Hire	£ 48.75		
Hall Hire	£ 43.88		
	£229.13		
EXPENDITURE			
Lindsay Quirk Hall Cleaning including cleaning purchase	£ 50.07		£ 50.07
Helpdesq Invoice 20911 New laptop set up	£ 72.25	£ 14.45	£ 86.70
Helpdesq Invoice 1137 New laptop	£ 545.55	£ 109.11	£ 654.66
PJM Invoice 951 Replace heating stat	£ 118.64	£ 23.73	£ 142.37
EDF Energy Beare Green Pavilion	£ 88.54	£ 4.43	£ 92.97
British Gas			£ 476.17
Treeline Invoice 30003 Old Horsham Road, Beare Green	£ 1,160.00	£ 232.00	£ 1,392.00
Glasdon Invoice S1929782 Beare Green village sign	£ 762.20	£ 152.44	£ 914.64
Mrs P Beattie February Salary	£ 912.00		£ 912.00
Mrs P Beattie February PAYE			
Mrs P Beattie February Employers NIC	£ 51.45		£ 51.45
J Russell February Salary	£ 2,672.67		£ 2,672.67
J Russell February PAYE	£ 668.20		£ 668.20
J Russell February Employers NIC	£ 438.58		£ 438.58
Donation Coldharbour magazine	£ 30.00		£ 30.00
Donation Capel and Beare Green magazine	£ 70.00		£ 70.00
	£ 7,640.15	£ 536.16	£ 8,652.48
Current Account Balance at February 2026 - £1,233.14			
NS&I balance - £623.19			
NatWest Reserve Account Balance at February 2026 - £40,326.22			
NatWest High Interest Account February 2026 - £70,185.03			

(ii) Ward Matters:

Beare Green – Jake Burley has cleared the brambles; there are still problems with the ditch that runs along the side of the A24 – we need to contact SCC.

Capel – New drain cover needed for area between Carterdale Cottages and Markham Park. The dog mess problem at the Recreation Ground has improved very slightly; we considered it was good procedure to ask the Dog Warden to visit. We will purchase “High Vis” jackets with “Warden” printed on to increase awareness of the seriousness of the issue and to advertise our resolve to improve the associated health aspects of dog fouling.

Coldharbour: Planning:

MO/2026/00131: HIGHLANDS REW, BROOMEHALL ROAD, COLDHARBOUR, RH5 6HH This is an application for demolition of the existing stables and erection of a new annexe to provide ancillary accommodation for a family member requiring specialist care, including associated landscaping and site improvements. - Councillors viewed evidence of the works and offered no objections.

MO/2026/00150 STONEHOUSE BROOMEHALL ROAD COLDHARBOUR RH5 6HF – This is an application for the installation of 5 rooflights and changes to fenestration – Councillors recommend this application should be refused on the grounds of “Material change” in a conservation area.

Average Speed Cameras on A24: We had received an email from Helyn Clack of Surrey County Council.

“As you know the county council highways team have advised they intend to extend the average speed camera project from Capel to the county boundary on the A24. I would be interested to hear the views of the parish council although overall, I have had a good response with regards to this and [I] am minded to endorse this” – We would most likely support this if the stretch of the A24 from Beare Green roundabout to Clarke’s Green Roundabout were included.

(i) URGENT MATTERS AT DISCRETION OF CHAIRMAN FOR NOTE OR INCLUSION ON A FUTURE AGENDA –

- **Telephone Box:** What would we like to put inside? Ideas and suggestions requested.
- **Cricket Club:** It was agreed that we need to discuss more nets, to increase safety to both the members of the public and property.
- **Village Magazine:** How can we give more support?
- **Tall Beare Green Sign:** Should the current one remain on the corner of Newdigate Road or be moved to Beare Green Pond, should a second sign be considered?

Dates of Next Meetings:

Planning Committee Monday 02 March 2026

ANNUAL PARISH MEETING Monday 9 March 2026

Full Parish Council meeting – Monday 16 March 2026

Finance Meeting Tuesday 05 May 2026