

**MINUTES OF THE FULL PARISH COUNCIL MEETING  
HELD ON MONDAY 20 APRIL 2026  
IN CAPEL PARISH HALL**

**IN ATTENDANCE:** Mr Ball, Mr McLachlan, Mr Salter, Mrs Schryver, Mr Palmer, Mr Cox and the Clerks.

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

**1 APOLOGIES FOR ABSENCE:** Parish Councillors Mrs Taylor, Mrs Watson and Mr Ransome. District Councillor Rosemary Hobbs.

**2 TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 16 MARCH 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 PLANNING COMMITTEE MEETING 07 APRIL 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:**  
The matter of the increase in allotment subscriptions was discussed. It was acknowledged that this was the second year in a row the subscriptions had been increased and these fees are now higher than other local allotment sites. The Capel site has a few vacancies, and it was acknowledged that this was possibly due to the higher fees. To encourage more tenants to the vacant plots, the Councillors agreed to revise and reduce the fees for 2026. The charges were agreed at £45.00 for a full plot and for a poly tunnel. Retrospectively, a half plot will be £23.00 and a third of a plot £15.00. The increase in the cost of water charges to the site was discussed. Once the water charges for the summer season have been received, the Councillors agreed charges should be reviewed again.

**6. CLERKS REPORT:**

- The Parish Hall is now compliant with the Fire Risk Assessment.
- The two benches purchased recently from the National Trust have both been installed.
- Horsham Road bus stop southbound. Mole Valley District Council will repair the crack in the brickwork base on the 27 and 28 April. These repairs must be addressed before other works can proceed.
- Advertisement for vacant allotments will be included in the May edition of village magazine and on Facebook.
- Dog fouling on the recreation ground continues to be a serious problem. This will be included again in the village magazine.

**7. UPDATE ON TREE WORKS/ESTIMATES FOR FUTURE WORKS:**  
Councillors were informed that trees highlighted as priority on the original tree survey have now been dealt with. One large tree still needs attention, but this will require traffic management and approval and licences from Mole Valley District Council and Surrey County Council. Invitations to tender for the next tranche of work have been sent out to local companies. Once prices have been received, Councillors will discuss the next step.  
The Council was reminded that the application for a grant toward the removal of trees with ash die back has been forwarded to the Forestry Commission.

**8. UPDATE FROM GACC REGARDING HIGH COURT JUDICIAL REVIEW HEARING:**  
Councillors were made aware that the judicial review hearing has not yet published any further decisions. The Parish Council will ensure that information regarding any decision is made available as soon as it is available.

The Councillors were reminded London Gatwick is consulting on options for the future operation of Route 4 - one of the departure routes for aircraft flying out of the airport. Planes flying on Route 4's departure routes take off to the west, before turning 180 degrees northwards, and then heading east in the vicinity of South Holmwood, Leigh, Redhill and Reigate before flying on towards their destination. Councillors reviewed the Airspace Change Consultation and the routes proposed. It was agreed that although some routes would cause more noise nuisance to Capel, Beare Green and Coldharbour no one route would assist all wards within the parish. It was therefore agreed the Parish Council would not respond to the consultation, but individuals responses should be forwarded.

**9. DONATIONS TO PARISH MAGAZINES:**

Councillors were reminded that during the last financial year, monthly donations had been made to both Capel and Beare Green and Coldharbour parish magazines. £70 was donated to Capel and Beare Green and £30 to Coldharbour. Councillors were reminded that these donations assist with the cost to circulate magazines to all properties within the parish. These donations were proposed for a further year, and Councillors unanimously agreed to the proposal and donations will continue.

**10. UPDATE ON CAPEL NDP:**

Councillors were advised that a further section needs to be added to the updated NDP before the draft is completed. It might still be possible to add the site at Brook Cottage, Capel but the correct wording still needs to be confirmed.

**11. UPDATE ON CAPEL VILLAGE SIGN:**

The Council was informed that the Capel Show Committee will donate £500 toward the cost of purchasing two village signs. However, it was discussed there are four ways into the village; south and north along The Street; via Vicarage Lane and Coles Lane. It was not sure if the land at the junction of Temple Lane/Vicarage Lane and corner of Coles Lane belong to the Parish Council. It was agreed to confirm ownership before taking the matter further.

**12. RECREATION GROUND – DOGS AND LEFT ITEMS:**

Councillors were advised that dog owners are not adhering to the signs to keep their pets on leads and pick up after their animals. A further message will be put into the Parish magazine, advising that if this practice did not improve, the recreation ground would be closed to all dogs.

Councillors Palmer asked if the clubs that use the recreation ground could be contacted, asking them to ensure all their equipment is picked up after matches as small pieces of equipment are being left behind.

**13. FUTUTE USE OF TELEPHONE BOXES:**

The refurbished telephone boxes are now reinstated in Capel and Coldharbour. The future use of the Capel box was discussed, and it was agreed that this space should not be used to house a defibrillator or be used as a notice board. The Capel WI have suggested the box be used as a library, and they will oversee the running of it. This still needs to be agreed.

**14. DEFIBRILLATOR REQUEST:**

A request has been received for a defibrillator to be installed on site at Rickwood Park mobile home park, Beare Green. It was discussed and agreed that as this is private land, the landowner should provide and maintain the equipment, not the Parish Council.

**15. WEALD SCHOOL DROP-OFF TRIAL:**

Councillors had been made aware that The Weald School, Beare Green is trialling a drop off system to alleviate the continuous traffic problems along Newdigate Road during drop off and pick up times. The Councillors agreed that the Parish Council should support the trial of these different methods but believe this should have been put into practice earlier, when the amalgamation was first agreed.

- Policing Newdigate Road to promote passing places
- Walking along A24 is not seen as a positive solution because of safety issues due to proximity to fast moving traffic.
- Support would be given to and in and out drop off scheme.

- Parking in Beare Green would not be an option as this is time consuming especially for parents who have onward journeys to work.

## 16. FILMING IN THE PARISH:

Councillors were informed that a request has been made to possibly use parts of the village for filming. The Councillors have no objection to filming taking place but agreed a donation to the Parish should be forthcoming if this does take place. Councillor McLachlan reminded the Council that filming had taken place in Coldharbour, and a significant donation received.

## 17. REPORTS FROM MEMBERS:

### (a) Finance

#### (i) To agree and approve accounts to 20 April 2026:

Mr Salter confirmed this had been an expensive month, but costs were assigned to repairs to the roof, servicing the boiler and ensuring the Parish Hall is compliant with fire regulations. Parish maintenance had also been expensive. £24,000 had been spent this month, which attributed to 18% of the budget. There might be an increase in the cost of insurance as the property owned by the Parish Council had recently been revalued and the new totals have been forwarded to Zurich.

The bank account balances at 20 April 2026 are Current accounts £1,163.30, Reserve account £13,468.45 and the Higher Interest account £70,417.32. 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	£46.00
Hall Hire	£58.50
Hall Hire	£345.00
Hall Hire	£97.50
PWLB Sport Pavilion	<b><u>£1,571.19</u></b>

##### Payments

		VAT	TOTAL
Lindsay Quirk – Hall Cleaning	£45.00		£45.00
Helpdesq Invoice 21084	£19.03	£3.81	£22.84
Waterscape and Wildlife Capel Pond	£250.00		£250.00
PJM Invoice 958 Roof Repairs	£9,800.00	£1,960.00	£11,760.00
Property Fire Protection	£102.00	£20.40	£122.40
Anthony Birch Fire Safety Assessment	£125.00	£25.00	£150.00
Reimbursement Pippa Beattie	£70.98		£70.98
Reimbursement Peter Palmer	£10.83	£2.17	£13.00
Restore, Data Shred Invoice 2340451	£108.80	£21.76	£130.56
Surrey Hills Solicitor	£666.00	£100.00	766.00
Capel Sports Pavilion – Broadband	£360.00		£360.00
Harris and Shepherd Invoice 1215 Boiler Service	95.00	£19.00	£114.00
Mrs P Beattie March Salary	£1,277.32		£1277.32
Mrs P Beattie March PAYE	£135.00		£135.00
Mrs P Beattie March Employers NIC	£154.05		£154.05
J Russell March Salary	£2,004.45		£2,004.45
J Russell March PAYE	£501.20		£501.20
J Russell March Employers NIC	£313.30		£313.30
British Gas	£189.53	£9.48	£199.01
Bank Charge – Unpaid Item Fee	£24.00		£24.00
Surrey Hills Society	£30.00		£30.00
PWLB Sports Pavilion	965.69		£965.69
Donation Coldharbour Summer Fate	£250.00		£250.00

Donation Coldharbour magazine	£30.00	£30.00
Donation Capel magazine	£70.00	£70.00
	<b><u>£17,597.18</u></b>	<b><u>£2,161.62</u></b>
		<b><u>£19,758.80</u></b>

**(b) Ward Matters for discussion**

**Capel** – (i) Mr Palmer mentioned that the tree outside the GP Surgery is now impinging on power cables. The Clerk will contact the Surgery and highlight the problem. (ii) Mr Palmer asked for the Cricket Club to be contacted, asking them to ensure all their equipment is removed after play and that any dogs brought to the club with visitors are kept on leads and under control. (iii) Mr Palmer said that the Under 18s Football Club had won the cup. The Council congratulated the Club, and this information will also be included in the Parish magazine. (iv) It was suggested that the playground be repainted to brighten the equipment. It was suggested that the work might be undertaken by those who volunteer their time under Community Service. (v) Requests have been made again for paving slabs to be laid around the bases of the dog poo bins. To ensure this does not present a trip hazard, any work must be properly undertaken.

**Beare Green** – (i) Mr Cox said that the footpath along Newdigate Road, Beare Green had been cleared up to Palmers Farm. The Clerk will contact SCC and ask for the remainder of the footpath to be attended to. (ii) Mr Cox mentioned the pot holes on the A24 Beare Green roundabout/Newdigate Road junction. This will be reported on the SCC website.

**Coldharbour** – Mr McLachlan thanked the Council for installing the refurbished telephone box, the new bench and for the work carried out on the leaning tree.

**18 CORRESPONDENCES:**

None.

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

None

**Dates of Next Parish Council Meetings -**

**Planning Committee: Monday 05 May 2026**

**Finance Committee: Monday 05 May 2026**

**Annual Full Council meeting: Monday 18 May 2026**