

**MINUTES OF THE ANNUAL COUNCIL MEETING
HELD ON MONDAY 18 MAY 2026
IN CAPEL PARISH HALL**

IN ATTENDANCE; Mr Ball, Mr McLachlan, Mrs Schryver, Mr Salter, Mr Cox, Mrs Watson, Mr Palmer and the Clerks.

APOLOGIES FOR ABSENCE: Parish Councillor Mrs Taylor.

IN ATTENDANCE: District Councillor Dineke van den Bogerd, Mr Anthony Birch and Mr Glenn Handley.

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

ELECTION OF CHAIRMAN: Mr Ball was nominated to continue as Chairman. This was proposed by Mrs Schryver and seconded by Mr Salter. No other nominations were put forward. All Councillors voted in favour. Mr Ball accepted the position of Chairman and signed the Declaration of Acceptance of Office.

ELECTION OF VICE CHAIRMAN: Mr McLachlan was nominated to continue as Vice-Chairman. This was proposed by Mr Ball and seconded by Mr Palmer. No other nominations were put forward. All Councillors voted in favour. Mr McLachlan accepted the position of Vice-Chairman and signed the Declaration of Acceptance of Office.

ELECTION OF CHAIRMAN OF PLANNING COMMITTEE: Mr McLachlan was nominated as the new Chairman of this Committee. No other nominations were put forward. This was proposed by Mr Ball and seconded by Mrs Schryver. All Councillors voted in favour.

ELECTION OF CHAIRMAN OF FINANCE COMMITTEE: Mr Salter was nominated to continue as Chairman of this Committee. This was proposed by Mrs Watson and seconded by Mr McLachlan. No other nominations were put forward. All Councillors voted in favour.

APPOINTMENT OF PARISH COUNCIL COMMITTEES:

Executive: All members of the Council and the Clerks

Finance: Mr Salter, Mr McLachlan, Mrs Schryver, Mr Ball, Mr Palmer and the Clerks.

Planning: All members of the Council and the Clerks.

Management (Proposed): Mr Ball, Mr Salter, Mr McLachlan, Senior Clerk.

REPRESENTATIVES:

Mole Valley District Council Standards Committee: Mr McLachlan

Surrey ALC: Mr McLachlan

SUB COMMITTEES:

Beare Green Pavilion Management Committee: Mr Salter, Mr Cox, and the Clerks

Beare Green Village Hall: Mrs Watson

Beare Green Playground: Mr Cox, The Clerks

Beare Green and Capel Recreation Grounds Maintenance Committee: Mrs Schryver, Mr Cox and Mr Palmer

Capel Burial Ground: Mrs Schryver and the Clerks

Surrey Waste and Minerals: Mr McLachlan, Mr Ball

Capel Sports Pavilion Management Committee: Mrs Schryver, Mr Palmer and the Clerks

Footpaths, Bridleways and Byways: Mr McLachlan, Mr Cox, Mrs Schryver

GACC Representative: Mr McLachlan

Capel Village Memorial Hall: Mrs Schryver, Mr Palmer

Emergency Planning: Mrs Schryver, Mr McLachlan, Mr Cox, Mr Ball, District Councillor Dineke Van Den Bogard, the Clerks

Capel Playground: Mrs Schryver, Mrs Taylor, Mr Palmer and the Clerks

Capel Allotments: Mrs Schryver, Mr Palmer and the Clerks

Coldharbour Playground: Mr McLachlan, the Clerks

Cycling: Mr McLachlan, Mr Salter

Surrey Hills Working Groups: Mr McLachlan,

Surrey Hills Equestrian Committee: To be advised

Mr McLachlan suggested that a further sub-committee be established, to be called the Management Committee. It would meet as and when required and the dates would not be publicly advertised, nor would the public be invited. Amongst other issues, this would ensure the Clerks are supported and receive appropriate training encouraging workplace satisfaction. It was agreed this will be an agenda item for the June 2026 meeting.

Appointment of Auditor: The Chairman reminded the Council that the services of Mulberry and Company had been used continually over the past years for the half-year and end of year audits. It is recommended good practice to rotate the use of auditors and therefore any future appointment will be deferred until the June 2026 meeting.

Dates of Full Council and Committee Meetings for 2027

Details of all meetings will be published on the Parish Council website and on notice boards. It was agreed to reverse the full council and planning committee meetings to be held in weeks 1 and 3 of each month.

The Chairman informed the Councillors that Mr Ransome has formally resigned from the Parish Council, and the vacancy has been officially advertised.

2 TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 20 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.

3 TO APPROVE THE ACCURACY OF MINUTES OF THE PLANNING COMMITTEE MEETING 5 MAY 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 COMMITTEE MEETING 5 MAY 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:

None.

7. HEALTH AND SAFETY ADVICE FOR PLAYGROUND FROM CAPEL CRICKET CLUB:

The Chairman introduced Mr Birch is a member of Capel Cricket Club and a Chartered Health & Safety Practitioner. Mr Birch had been invited to attend the meeting to advise on safety issues around the playground especially when cricket matches were being played. Mr Birch advised that this had been a concern for some time as the players were all improving their game and hitting balls higher and over longer distances. Recently solar panels on the roof of a property in Mortimer Road had been smashed and recent works on the Parish Hall roof had identified cricket balls had reached that far.

Mr Birch mentioned the fencing around the playground which was not adequate. He suggested that enquiries should be made to have a roof net installed on a pulley system which could cover the area when matches were taking place. Councillors were informed that there was a sign on the playground gate advising users to be vigilant during match times but was only effective if the notice was adhered to.

The Chairman thanked Mr Birch for his attendance and advice, and it was agreed that as improvements to the playground were being discussed, additional safety features must be included.

8. UPDATE ON CAPEL PLAYGROUND:

The Councillors were reminded that a grant of £3,750 toward upgrading the playground had been received from Gatwick Airport Community Trust. This grant must be used by the end of June 2026 or returned. A further £500 had been received from the now disbanded Capel Youth Club, which will also be used toward playground modifications.

Councillors had recently met with representatives from Wicksteed on site, and two options have been received to update the swings. The preferred option was for a three-bay swing, incorporating different swings seats, one of which could be used by children with disabilities. The cost of the new apparatus was shown as £12,376.00 excluding VAT. The Councillors were made aware that this is a discounted price. The Councillors were aware of the age and condition of the current equipment and that repairs needed to be undertaken. As a first step toward upgrading the playground, Councillors unanimously agreed to approve £8,500 toward the purchase of the three-bay swing set, but an attempt will be made to try to secure more discount. Once a final price has been received, the order will be placed and GACT will be advised how the grant was used.

In the meantime, the balancing frame in the playground will be removed and work to improve the condition of the structure at the top of the slide will be undertaken. Depending on when the new swings will be installed it could be necessary to close the current swing set.

9. TO APPROVE AND ADOPT FINANCIAL REGULATIONS, STANDING ORDERS AND TRANSPARENCY CODE FOR SMALLER AUTHORITIES:

It was agreed that these documents needed to be reviewed by all Councillors and will be included on the agenda for the June meeting for review and adoption.

The Chairman informed Councillors that an IT policy will also need to be adopted. A draft policy will be ready for circulation and review prior to the June meeting.

10. TO CONFIRM CONTINUED ENTITLEMENT FOR GENERAL POWER OF COMPETENCE:

Councillors were advised that the Council is qualified to continue with this Competence. The Council unanimously agreed to continue with this entitlement.

11. REPORTS FROM MEMBERS:

(a) Finance

(i) To sign the AGAR for 2025/26

It was agreed to defer signing the AGAR until the June 2026 meeting. Although there were no major issues, improvements in the Council processes need to be made. It was suggested that the Parish Council Management Team should have been approached by the Auditor to discuss matters before he completed the AGAR. The Management Team will now request a meeting with the Auditor to discuss the matter further. It was suggested that all Mole Valley Parish Councils be asked which auditors they currently use and if they are satisfied with their service. It was again suggested that auditors should be changed on a regular basis. An accounts software package has been suggested to simplify the finances. All Councillors agreed this will be discussed again once the new Clerk has achieved the CiLCA qualification.

(i) To agree and approve accounts to 18 May 2026:

Mr Salter highlighted the spending for May to date and details of payments were circulated to all Councillors. Spending this month had been light compared to April. No new grant applications have been received. The Current Account balance on 18 May 2026 was £2,865.44; Reserve Account reserve account £28,997.91; 35-Day High Interest Account £90,531.92. The balance NS&I account was £623.19.

(iii) To agree, approve and sign the bank reconciliations for all bank accounts for April 2026:

Mr Ball and Mr Salter both signed the reconciliations as true.

(iv) To agree, approve and sign invoices for payment:

Payments Received

Wayleave	£9.47
Allotment Subscription	£45.00
VAT Refund	£6,203.48
Marion Maciuk Allotment sub	£30.00
Hall Hire	£78.00

Payments

		VAT	TOTAL
Lindsay Quirk Hall Cleaning	£48.00		£48.00
EDF Energy	£41.45	£2.08	£45.53
Reimbursement Mrs Beattie Smoke Alarm	£8.33	£1.66	£9.99
J Russell May salary	£2,672.67		£2,672.67
P Beattie May salary	£646.20		£646.20
HMRC Tax and Employers NIC	£1,274.73		£1,274.73
Donation KSS Air Ambulance	£500.00		£500.00
MVDC Council Tax Burial Ground	£585.65		£585.65
PWLB payment	£2,712.54		£2,712.54
Clovers Ground Maintenance Inv. 2769	£1,362.14	£272.43	£1,634.57
Helpdesq Inv 21839	£19.66	£3.93	£23.59
Bank Charge	£24.00		£24.00
Jane Roberts Payroll provider	£90.00		£90.00
Donation Abinger and Coldharbour Magazine	£30.00		£30.00
Donation Capel and Beare Green Magazine	£70.00		£70.00
Mulberry LAS Inv 2195	£358.35	£71.67	£430.02
Culligan Water Fountain maintenance	£22.61	£4.52	£27.13
	£10,466.33	£356.29	£10,824.62

(b) Ward Matters for discussion

Coldharbour - (i) Mr McLachlan informed Councillors that the Coldharbour Fete had taken place on Saturday and confirmed an exceptionally good attendance.

Capel – (i) Mrs Schryver asked if the Grounds Maintenance company could cut the areas around Bennetts Wood, Carterdale Cottages, both side of Coles Lane and the entrance to Markham Park. The Contractor has been contacted, and the work will be completed. (ii) Mr Palmer mentioned that there had been an accident in the children’s playground on Saturday. The injured child is 13 years old and should not have been in the play area.

Beare Green – (i) Mrs Watson asked about the enquiry made for a defibrillator to be installed at Rickwood Park. Councillors were reminded that as this is private land, installation should be the responsibility of the landowner. (ii) Mrs Watson asked if any decision had been made regarding the installation of a defibrillator on the pavilion at Beare Green recreation. It was suggested that the football club might be able to fund this. (iii) Mr Cox mentioned that the manhole covers on the A24 Beare Green roundabout were making a noise again when cars pass over. They had been repaired previously but the Clerk will report this again. (iv) Mrs Watson questioned the cutting of wildflowers on the A24 central reservation. It was confirmed that only sight lines had been cut. (v) Mr Salter mentioned that it has been suggested the planning application for the proposed McDonalds Restaurant has been approved. It was confirmed a decision has still not been made and any information will be circulated immediately.

The Chair congratulated District Councillor Dineke van den Bogerd on being re-elected as District Councillor in the May local elections. District Councillor Dineke van den Bogerd mentioned the Unitary and stressed it will business as usual.

The Chair mentioned that Surrey County Councillor Helyn Clack had lost her seat in the elections. A letter had been forwarded to Mrs Clack thanking her for all her hard work and support over the past years. Mrs Clack remains in post until the New Year and it is hoped she will be able to attend one of Capel Parish Council meetings before stepping down.

12 CORRESPONDENCES:

The Chair informed the Councillors that he and Mr McLachlan had met with Mole Valley that morning regarding the draft NDP. The matter regarding including the site at Brook Cottage had been discussed and it had been confirmed that legally the site was entitled to be included but if this is allowed, the inclusion of a

single site would require a proportionate and transparent process, including opening the opportunity to other landowners through a call for sites and the reassessment of reasonable alternatives across the parish. progressing the site through the NDP is currently not the appropriate route. This is disappointing, but the Parish Council must ensure that only approved sites are included.

It has been agreed that the changes to the NDP mean that the draft will not have to go out to full consultation for adoption, only to designated groups via email. Once approved the NDP will remain active until 2039.

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

The Weald School, Newdigate Road, Beare Green.

Sub-Committee for Staff Wellbeing

Sexual Discrimination Legal Challenge

Dates of Next Meetings:

Planning Committee: Monday 1 June 2026

Full Parish Council: Monday 22 June 2026

Finance Committee: Monday 7 September 2026

DRAFT