

**MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON MONDAY 22 JUNE 2026
IN CAPEL PARISH HALL**

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

- 1 APOLOGIES FOR ABSENCE:** Parish Councillor Mr Ball, Mrs Watson and Mrs Taylor. Surrey County Councillor Helyn Clack and District Councillor Claire Malcomson.

IN ATTENDANCE: District Councillor Rosemary Hobbs and Mr Glenn Handley.

2 TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 18 MAY 2026

To sign off a definitive copy for publication on the website. All Councillors unanimously approved the minutes which were signed by the Vice-Chair.

3 TO APPROVE THE ACCURACY OF MINUTES OF THE PLANNING COMMITTEE MEETING 01 JUNE 2026

To sign off a definitive copy for publication on the website. All Councillors unanimously approved the minutes which were signed by the Vice-Chair.

4 DECLARATIONS OF INTEREST:

None.

5 PUBLIC QUESTIONS:

None

6. CLERKS REPORT:

- The floor inside the telephone boxes have been levelled. Arrangements can now be made on the future use of the boxes.

The Coldharbour telephone box will be used as a book and CD exchange. The bicycle repair tools that had previously been housed in the box will now be housed in the pub.

- The metal surround for the re-painted village sign has been shot blasted and power coated. The surround can now be attached and the sign installed once a location has been agreed.

It was agreed the sign should be erected on the land outside Nunns Fields, adjacent to the telephone box.

- The Capel Show has donated £500 toward the cost of providing new village signs for Capel. Disappointingly, the Show has not approved the grant application for a donation toward new playground equipment.

Councillors were informed that the donation will be put toward the cost of two new village signs for Capel. The Councillors were advised that the grant application was declined as the sum requested was too large. The advice was given that any new application should be for the cost of one piece of playground apparatus.

- The report for the grant approved by Gatwick Community Trust has been forwarded explaining the money was used to part-fund the new swings in the playground.

The order for the swings has been approved, and it is hoped they will be in place before the school summer holiday.

- Filming took place on Friday 12 June on the recreation group. A donation of £450 has been made as a location fee.
- The bus shelter outside Oaks Park, Beare Green has been repaired by Mole Valley District Council.

7. PARISH COUNCILLOR VACANCY:

Mr Glenn Handley had applied to be considered for the casual vacancy. His application details had been circulated to all Councillors prior to the meeting. All Councillors agreed Mr Handley should be approved for co-option, who was then welcomed on the Parish Council and asked to complete the Declaration of Acceptance and Register of Interest form.

8. UPDATE ON CAPEL PRE-SCHOOL AND THE WEALD, NEWDIGATE ROAD, BEARE GREEN:

Unfortunately, the speaker for this item was not available. It was agreed that this will be agenda item for the July meeting.

9. UPDATE ON CAPEL PLAYGROUND:

The equipment providers of the new swings have visited the site and advised that the height between the bottom of the roundabout and safety surfacing is too high in some places. It is hoped that when the new swings are installed, this height difference could be corrected. In the meantime, Councillors were made aware that the yearly inspection reports supplied by Mole Valley had not been received for some time. Enquiries will be made to ascertain (i) if these inspections are still being undertaken and (ii) if the Council could have sight of these reports.¹

Councillors were advised that a quotation had been received for repairs to the climbing frame/slide. The quote, including installation is in the region of £6,000. It was agreed that the order for parts will not be placed, but corrective repairs will be carried out without delay, keeping any financial savings available as a possible contribution toward new equipment.

Councillors were informed that a fund-raising group has been established to assist with the purchase of new playground equipment. The group is organising activities within the village. The Councillors asked if these fund raisers could be invited to the next Parish Council meeting, to share their ideas.

10. UPDATE ON SEXUAL DISCRIMINATION LEGAL CHALLENGE:

Councillors were informed that further information has been requested by the petitioner's solicitor. This request is to forward copies of emails. Councillors agreed that the petitioner, who initiated the legal challenge, should be in possession of all this information.²

11. TO AGREE PARISH COUNCIL SOCIAL MEDIA PARTICIPATION:

Councillors discussed the need for the Parish Council to have a Facebook page. Councillors agreed that contributing to social media could put the Parish Council at a disadvantage by allowing followers the opportunity to post negative comments. The Parish Council has a very informative website, which is updated regularly, and any information the Council wishes to share is published on this site. It was unanimously agreed the Parish Council did not need to contribute to social media.

12. UPDATE ON THE MANAGEMENT COMMITTEE AND REPRESENTATIVES:

The Council was advised that a Management Committee has been set up. This Committee is to ensure the smooth running of the Parish Office, and to support the Clerks. The Chair, Vice-Chair and Chair of the Finance Committee are Committee members. The Committee will meet monthly and minutes of these meetings will be circulated to all Councillors. It was emphasised that the Committee will have no authority to make decisions but recommendations will be put before the Full Council.

As the End of Year Audit for 2025/26 had highlighted some issues, it was suggested that an accounts package should be sought. At present all accounts are calculated using a receipt and payments accounts book. An accounts package will assist with the end of year AGAR, the submission to HMRC for PAYE and VAT refunds, bank reconciliations and reports for Parish Council meetings giving information on reserves management, budgeting, forecasting and spend reports. As suggested by the internal auditor, two packages will be demonstrated and feedback circulated to Councillors. It is hoped to agree a new package as soon as possible to enable the 2026/27 accounts to be entered on the software in its entirety.

Last year, the Parish Council had an issue with payments to HMRC for Employers NIC and PAYE. It was suggested that a new payroll provider be engaged to try to overcome further errors. The internal auditor,

¹ A report on the Capel playground dated November 2024 has been received. A request has been made to have sight of the reports for Beare Green and Coldharbour.

² Since the meeting, the petitioner has made a request to inspect the accounting records for the financial years ending March 2025 and March 2026. This to include the statement of accounts along with all relevant books, contracts, bills, vouchers, and receipts. Material relating specifically to Capel Allotments should also be made available. An appointment has been agreed.

Mulberry and Company offer a payroll service. Information has been received and it has been agreed that Mulberry be engaged to carry out this service for the Parish Council.

13/14 and 15. TO REVIEW, APPROVE AND ADOPT FINANCIAL REGULATIONS, STANDING ORDERS AND TRANSPARENCY CODE FOR SMALLER AUTHORITIES:

An opportunity has occurred to review all the above documents. After a detailed inspection these documents will now be republished and circulated to all Councillors prior to the July meeting, to ensure approval and adoption without delay.

16. TO APPROVE AND AGREE DATES FOR ALL COMMITTEE MEETINGS IN 2027:

The dates for the 2027 meetings were circulated to all Councillors at the meeting. It has now been agreed to hold the Full Parish Council meeting at the beginning of each month, to enable the previous month's accounts to be signed off appropriately. In the past accounts had been viewed mid-month showing unfinished balances.

17. REPORTS FROM MEMBERS:

(a) Finance

(i) To discuss, agree and sign the AGAR for 2025/26:

The Councillors were informed that Mr Salter and the clerks had attended a meeting with the internal auditor to review the end of year report. Mr Salter confirmed that he was now confident the report correctly identifies the highlighted issues, and it was agreed that a Parish Councillor would be available to attend any future audits. The report has now been reviewed and small errors corrected. The updated report will now be posted on the Parish Council website.

The accounts to 31 March 2025 have been audited by Mulberry and Company, and the Annual Governance and Return signed off, ready for the Parish Council to approve. The Return was approved unanimously by all Councillors. The Vice-Chair signed the statement which will be emailed to Littlejohn along with the reconciliation statement, variances and explanation on how the Parish Council will address the highlighted issues.

(ii) To approve and sign the accounts to 22 June 2026:

The accounts to 22 June 2026 were presented to the Council for sign off. Mr Salter signed the accounts as being a true and accurate record.

(iii) To approve and sign the bank reconciliations for all bank accounts:

The bank reconciliations for all accounts to the end of May 2026 were presented to the Council. Mr Salter signed the statements as being a true record of the end of month figures.

(iv) To approve and sign invoices for June 2026 to date:

The invoices to date were presented to the Council and approved for payment. The invoices were signed by Mr Salter.

Balances of the Parish Council's bank account balances at 22 June 2026 are

Current accounts £565.79
Reserve account £22,022.26
Higher Interest account £90,667.83
NS&I account is £623.19.

(v) To appoint Mulberry and Company as internal auditors

The Council was asked to consider continuing the appointment of Mulberry and Company as the internal auditor. This was proposed by Mrs Schryver and seconded by Mr Salter. All Councillors unanimously agreed.

(vi) To appoint Mulberry and Company as the new payroll provider:

The Council was asked to consider appointing Mulberry and Company as the payroll provider. This was proposed by Mr Palmer and seconded by Mr McLachlan. All Councillors unanimously agreed.

(vii) To approve and authorise payments of outstanding invoices

The invoices to date were presented to the Council, approved for payment and signed by Mr Salter.

Receipts

Hall Hire	£58.50
Hall Hire	£78.00
Donation from Capel Show	£500.00
Allotment sub (including deposit)	£110.00

Payments

		VAT	TOTAL
Lindsay Quirk – Hall Cleaning	£48.00		£48.00
ACE Group printing	98.95		£98.95
Culligan	£20.51	£4.10	£24.61
Training CiLCA	£475.00		£475.00
Training SLCC	£38.50	£7.70	£46.70
Training SLCC	£58.50	£11.70	£70.20
Naturescapes	£1,060.00		£1,060.00
Helpdesq	£84.66	£16.94	£101.60
Confidential payment	£3,318.87		£3,318.87
HMRC	£1,269.34		£1,269.34
MIGS Limited	£55.00	£11.00	£66.00
Fred Evans	£890.00		£890.00
British Gas	£344.04	£17.20	£361.24
Helpdesq	£282.99	£56.60	£339.59
Clovers Grounds Maintenance	£1,467.14	£293.43	£1,760.52
Helpdesq	£20.07	£4.01	£24.08
EDF Energy	£44.19	£2.21	£46.40
Donation Coldharbour magazine	£30.00		£30.00
Donation Capel magazine	£70.00		£70.00
	£9,715.76	£424.89	£101,40.65

(b) Ward Matters for discussion

Capel – (i) Mrs Watson had asked if the solar speeding sign along Old Horsham Road could be replaced. The original was damaged by a falling tree. (ii) Mrs Watson asked for Mole Valley to be contacted for assistance clearing areas in Great Turners Wood. Volunteers from Gatwick Green Space used to manage the area on a yearly basis, but funding was removed and the volunteer group has been lost. (iii) Mrs Watson asked if Surrey Highways could be contacted asking for the crash barriers along the A24 between Holmwood and Beare Green to be replaced. Extra pupils will be attending The Weald School in September, and these barriers are considered a safety issue. (iv) Mrs Watson asked for Council support for the Blue Heart Scheme is an initiative focusing on biodiversity enhancement through local engagement and environmental projects. The Councillors were pleased to endorse the scheme.

Beare Green – (i) Mrs Schryver confirmed that the Memorial Hall had not confirmed any changes to hall hire rates. The Parish Hall rates parallel those for the Memorial Hall. (ii) Mrs Schryver asked if the Parish Council would allow extra benches to be installed around the recreation ground. These will be financed by the Capel Show. The Councillors offered no objection.

Coldharbour – Mr McLachlan asked for the Copper Beech to be inspected, and any remedial works undertaken. The contractor will be advised of the correct location.

18 CORRESPONDENCES:

The Parish Council has received a request to have the road outside Misbrooks Green Road improved. Mrs Schryver informed the Councillors that although this is a private road it is also a bridle way. It was agreed that a grant application should be submitted and the application put before the Finance Committee in September.

UPDATE ON CAPEL NDP:

Mr McLachlan informed the Councillors that a meeting had taken place with Mole Valley, and it has now been agreed that the area at Brook Cottage will not be included in the Plan. The NDP is now going through the review process. Consultees will be invited to review and comment on the updated Plan. The Plan will not be printed and distributed but will be available to download from the website. A deadline for comments will be agreed.

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

Fund raising for playground equipment
Update on Capel Pre-School
A24 Beare Green roundabout feasibility study update
Dog fouling on Recreation Ground

Dates of Next Parish Council Meetings:

Planning Committee: Monday 06 July 2026

Full Parish Council: Monday 20 July 2026 in John Venus Hall, Coldharbour

Finance Committee: Monday 07 September 2026

All meetings commence at 7:30 pm.

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