

**MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON MONDAY 20th JULY 2026
IN JOHN VENUS HALL, COLDHARBOUR**

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

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

IN ATTENDANCE: Mr Stuart Cole (Item 7)

2 TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 22 JUNE 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 06 JULY 2026

The minutes were reviewed and updated information now needs to be included in the minutes. Once the amendments have been made, they will be circulated to all Councillors for approval and to be signed off by the Chair.

4 DECLARATIONS OF INTEREST:

None.

5 PUBLIC QUESTIONS:

None

6. CLERKS REPORT:

None

7. UPDATE SCOTT BROADWOOD SCHOOL; CAPEL PRE-SCHOOL; THE WEALD:

Mr Stuart Cole addressed the meeting, introducing himself as a Trustee of the Scott Broadwood School, Capel. Mr Cole gave the Council some background information regarding the school, now the Good Shepherd Academy had activated the relocation to The Weald, Newdigate Road, Beare Green.

In the 1820s the school and land was given to the Trustees for the education of the poor and working classes in Capel with two further strips of land donated in 1879. This extra land accommodates Capel Pre-School.

In 1840 issued an Act of Parliament stating that should the building cease to be used a school the property and land will revert to the original donors. Funding from the Government for the school ceases on the 31 August 2026. The Trustees are currently working with Surrey County Council to ensure other educational users use of the site, with a SEND school showing interest.

The future of the pre-school is unsure until future use is confirmed. The current position is that if the premises fail to provide education facilities, the property will revert to any heirs and successors who the Trustees will have to locate.

The Chairman thanked Mr Cole for the information and confirmed that the Parish Council had never endorsed the closure of Scott Broadwood school and confirmed it would be available to support the Trustees where possible. The Chairman asked for this item to be included on the agenda for the August 2026 meeting.

8. UPDATE ON PLAYGROUND AND FUND RAISING:

The Councillors were informed that fundraising activities were being organised including a Tombola at the Capel Show, quiz nights and trying to enlist the financial support of local business.

Mr Palmer confirmed that the new swing set will be installed on the 17 August 2026 which will require the playground to be closed for two to three days.

9. UPDATE SEXUAL DISCRIMINATION LEGAL CHALLENGE:

Councillors were informed that the sexual discrimination legal challenge has now been sent to the Court by the claimant. The Parish Council has provided Surrey Hills Solicitors with all information it holds to fight the challenge. The Councillors unanimously agreed to issue its own claim for bullying and harassment. This claim would be to cover the full sum of the annual salary of the second clerk plus legal costs.

10. NEW ACCOUNTS SOFTWARE PACKAGE:

Councillors were informed that the Parish Council has now signed an agreement with Scribe, a web-based system for managing parish councils accounts. Scribe was preferred because it is robust and easy to use, is a reasonable monthly cost which includes all licences, multiple users and read only access. The system will be reworked to the start of the financial year 2026/2027.

11. TO AGREE REPRESENTATIVES ON ALL PARISH COUNCIL AND COMMITTEES AND SUB-COMMITTEES:

It was agreed that Councillor Glenn Handley will be invited to join the Parish Council sub-committees currently showing vacancies. Councillor Handley will also be asked to join GACC as the Parish Council's representative.

12/13 and 14. TO REVIEW, APPROVE AND ADOPT FINANCIAL REGULATIONS, STANDING ORDERS AND TRANSPARENCY CODE FOR SMALLER AUTHORITIES:

Further work is being undertaken to ensure all three policies are up to date and fit for purpose. Once the Management Team have agreed all changes, the policies will be circulated to all Councillors for their approval and adoption.

It was agreed the Asset Register, Sickness and Absence, Zero Tolerance and Social Media Policies will now be reviewed and updated.

15. REPORTS FROM MEMBERS:

(a) Finance

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

The accounts to 20 July 2026 were presented to the Council to be signed off. Mr Salter signed the accounts as being a true and accurate record. Mr Salter addressed the Council stating that there is approximately 60% of the individual budgets left. The cost of replacing the new swings in the playground will have to come out of reserves as they had not been included in the original budget neither had Legal fees to challenge sexual discrimination case. The Clerk will contact the Parish Council's insurers and ascertain the level of cover it has for legal representation.

Currently, the Parish Council looks to end the year with a balance of £80,000.

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

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

(iii) To approve and sign invoices for July 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 accounts once July invoices have been paid:

Current accounts £155.74

Reserve account £13,542.75

Higher Interest account £90,825.22

NS&I account is £623.19.

(iv) 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
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Payments

		VAT	TOTAL
Lindsay Quirk – Hall Cleaning	£48.00		£48.00
Jane Roberts Invoice 3782	£90.00		£90.00
Clay Griffin	£1,120.00		£1,120.00
EDF Energy	£26.03	£1.30	£27.33
Helpdesq	£21.25	£4.25	£25.50
The Image Company	£100.00		£100.00
Clovers Ground Maintenance	£1,362.14	£272.43	£1,634.57
Starboard Systems - Scribe	£549.00	£109.80	£658.80
Greenbarnes Limited	£17.80	£3.56	£21.36
Culligans	£20.51	£4.10	£24.61
Helpdesq 22148	£20.07	£4.01	£24.08
Confidential Payment	£3,644.80		£3,644.80
HMRC	£1,414.53		£1,414.53
Helpdesq	£19.14	£3.83	£22.97
Donation Coldharbour magazine	£30.00		£30.00
Donation Capel magazine	£70.00		£70.00
	<u>£8,553.276</u>	<u>£403.28</u>	<u>8956.55</u>

(b) Ward Matters for discussion

Capel – (i) Mrs Schryver mentioned ragwort growing in the ditches along Seamans Green. (ii) Surrey County Council Highways will be contacted and asked to cut the central reservation along the A24. (iii) John Dale will be contacted and asked to top Misbrooks Green. (iv) The dead willow tree at the entrance to Markham Park will be cut down. (v) The Clerk will contact the organiser of GuildFest and remind them to remove their signage. (vi) Mr Palmer mentioned dog owners are still not keeping their dogs on leads or cleaning up after their pets. It was agreed two high-viz Dog Warden vests will be ordered and used by the Clerks and Councillors to patrol the recreation ground as a visual deterrent against this antisocial behaviour. (vii) Mr Palmer asked for the Cricket Club to be contacted and asked to check no glasses are left outside the Club after closing.

Beare Green – (i) Mr Cox asked if the footpaths along the south side of the A24 could be cut back to allow unhindered pedestrian access. (ii) Surrey County Council must be contacted again and ask for crash barriers to be installed on the road side of the A24 footpath to ensure pedestrian safety.

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.

16 CORRESPONDENCES:

None

17 FOR INFORMATION:

(i) To appoint Mulberry and Company as internal auditors

The Council has appointment of Mulberry and Company as the internal auditor as agreed at the June 2026 meeting. An agreement has been signed for a three-year term, providing the Parish Council with favourable rates.

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

The Council has appointed Mulberry and Company as the payroll provider as agreed at the June 2026 meeting. Mulberry and Company began work on behalf of the Parish Council from 01 July 2026.

18 UPDATE ON CAPEL NDP:

Mr Mclachlan informed the Councillors that the updated draft of the NDP has been published on the website with a link. Statutory consultees will be contacted and asked for their comments. The consultation will stay open until the third week of September.

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 and safety barriers

Dog fouling on Recreation Ground

Dates of Next Parish Council Meetings:

Planning Committee: Monday 03 August 2026

Full Parish Council: Monday 17 August 2026 in John Venus Hall, Coldharbour

Finance Committee: Monday 07 September 2026

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