

**MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON MONDAY 17 AUGUST 2026
IN JOHN VENUS HALL, COLDHARBOUR**

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

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

IN ATTENDANCE: Mr Paul Thornton (Item 15(b))

2 TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 20 JULY 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 03 AUGUST 2026

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

Mr McLachlan asked if in future Matters Arising could be added to the agenda to ensure that all matters discussed at the previous meeting have been adequately addressed. In future, this item will be added directly after the approval of minutes.

4 DECLARATIONS OF INTEREST:

None.

5 PUBLIC QUESTIONS:

None

6. CLERKS REPORT:

- i. The telephone box is now being used as book and CD swap. Thanks to Capel WI for overseeing this facility.
- ii. Capel Village sign is now ready to be reinstated, but a permanent location still needs to be agreed.¹
- iii. The new village roadside signs have been installed along The Street, visible when entering the village from both north and south. Thanks have been given to Tony Smith for installing them, free of charge.
- iv. The playground will be closed for the next few days to allow Wicksteed to install the new swings.

7. PLANNING APPLICATION:

• **MO/2026/01041 – Stonehouse, Broomehall Road, Coldharbour**

This is an application for a Certificate of lawfulness for a proposed development in respect of the erection of a single storey rear extension. The Councillors discussed the application and offered no objection. Recommendation will be forwarded to Mole Valley, recommending approval.

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

Mr Cole did not attend the meeting, but the following information was received:

The Trustees are currently working through legal opinions and with a SEND school to take over the site. They are also waiting for the Diocese to respond on some specific points.

A meeting with the Trustees has just taken place, and it is believed that a school will continue of the site, and that the pre-school will also be able to continue of the site.

Mr Cole will continue to keep the Councillors up to date with information.

Councillors discussed the amalgamation of Scott Broadwood School, Capel with The Weald at Beare Green.

There are still have serious concerns regarding the likelihood of increased parking along Newdigate Road

¹ It was agreed that the sign should be erected on the verge at the entrance to Markham Park.

during drop off and pick up times. The headteacher has agreed to a meeting with Councillors on Thursday 20 August. Councillors Mrs Schryver, Mr Ball, Mr Palmer and Mr Cox have all agreed to attend, hoping an agreement can be reached to limit the parking congestion. There was discussion regarding the funding made by the Parish Council to Surrey County Council for a feasibility study to make the traffic travelling around the Beare Green roundabout into one lane. The proposal was to try and slow traffic and increase safety for pedestrians walking to The Weald. The Council has been advised that the study has been shelved for the foreseeable future. With the possibility of this not going ahead, the Councillors agreed that a claim should be made to have the funding reimbursed. A purchase order for £5,000 was sent to SCC Highways on 23 November 2020.

9. UPDATE ON PLAYGROUND AND FUND RAISING:

The Councillors were informed that the fundraising activities at the Capel Show raised £1,170 with the overall total now nearing £2,000. Thanks were given to all fundraisers.

The Clerk was advised to make a grant application to the Capel Show now for the cost of a new piece of equipment. This has been actioned.

Mr Palmer confirmed that installation of the new swing set will begin on 19 August, which will require the playground to be closed for up to five days.

10. UPDATE SEXUAL DISCRIMINATION LEGAL CHALLENGE – MRS GILLIAN HANNAH-ROGERS (HORN):

Councillors were informed that the sexual discrimination legal challenge has now been sent to the Court by the claimant. The Parish Council had provided Surrey Hills Solicitors with all information needed to defend the allegation but unfortunately, it was not sent within the deadline given by the claimant, and an extension is being sought from the court. Mr Ball stated that he had not been satisfied with the initial speed of response provided by the practice and if the Parish Council loses the case, we should consider whether compensation was appropriate. The Councillors still want to move forward and issue its own claim for bullying, harassment and intimidation. A claim would be made to cover the full sum of the annual salary of the second clerk plus legal costs.

Information has been received that Mrs Hannah-Rogers has asked allotment holders if they would testify against the Parish Council in anticipation of a financial reward, if she wins the case.^[1] The Clerk will endeavour to confirm if such an offer was made, and if so, a written statement obtained.

11. UPDATE ON CAPEL NDP CONSULTATION:

Councillors were advised that information regarding the consultation have been sent. Acknowledgements have been received but to date no responses have been received.

12. REPORTS FROM MEMBERS:

(a) Finance

(i) To approve and sign the accounts to 17 August 2026:

Mr McLachlan addressed the Council on behalf of Mr Salter, Chair of the Finance Committee, reading the statement regarding the total July spend:

4 months in and 8 months to go. Spend to date is £58,000 out of total year budget of £137,000, although this includes £14,000 costs that relate to last year, so current year is in good shape. July as a month was quiet in all aspects, with no heavy spend on parish maintenance, and the single largest item was £4,600 for the annual insurance.

Total cash at bank and Reserves stand at £101,000. Next income is second half of precept totalling £68,000 due in September. So, if roll forward with forecast costs for rest of year, add in costs for new swings at Capel, and allow for further funding of Capel playground and legal costs relating to the allotment challenge then confident of the Parish Council ending the year on 6 months cover remaining in Reserves.

There still have £5,000 remaining in community projects budget, and £1,000 in legal costs which is likely to be exceeded but recovered. A further £10,000K contingency should be allocated to cover both major items.

^[1] **Bribery Act 2010**

The Bribery Act, which came into force on 1 July 2011, makes it an offence for a UK national or person located in the UK to pay or receive a bribe, either directly or indirectly.

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

The bank reconciliations for all accounts to the end of July 2026 were presented to the Council and signed by the Chair.

(iii) To approve and sign invoices for August 2026 to date:

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

Balances of all Parish Council's bank accounts once July invoices have been paid:

Current accounts £839.96
Reserve account £56.05
Higher Interest account £90,977.96
NS&I account is £623.19.

(vi) To approve and authorise payments of outstanding invoices

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

Receipts

Hall Hire	£39.00
Stoolball Utilities reimbursement	£111.67
FOI Request Reimbursement	£14.60
	<u>£165.27</u>

Payments

		VAT	TOTAL
Lindsay Quirk – Hall Cleaning	£48.00		£48.00
Pear Technology Services Ltd.	£250.00	£50.00	£300.00
NN Window cleaning	£55.00		£55.00
Scribe (GoCardless) Invoice 20408	£66.00	£13.20	£79.20
EDF Utilities	£28.52	£1.43	£29.95
Helpdesq 1324	£24.40	£4.88	£29.28
Clovers Ground Maintenance 2852	£1,362.14	£272.43	£1,634.57
Culligan	£20.51	£4.10	£24.61
Zurich Insurance – upload	£801.78		£801.78
Surrey Signs Invoice 14687	£530.00	£106.00	£636.00
Confidential Payment	£2851.27		£2,851.27
HMRC	£2,208.06		£2,208.06
Donation Coldharbour magazine	£30.00		£30.00
Donation Capel magazine	£70.00		£70.00
	<u>£8,297.68</u>	<u>£452.04</u>	<u>£8,749.72</u>

(v) To review and approve all bank reconciliations generated by Scribe April to July inc.

Scribe generated bank reconciliations from April to July inclusive were circulated. Council was informed that Scribe will now be used for all future income and expenditures.

(b) Ward Matters for discussion

Capel – (i) Mrs Schryver agreed that the Capel sign should be erected on the verge at the junction of The Street and Markham Road. (ii) Mr Palmer mentioned the Capel cricket team has improved and will be moving up to the next league. There are now concerns that the level of play will increase the risk to users of the playground and therefore the fencing around the playground area needs to be assessed. Mr McLachlan agreed to speak to the Cricket Club

Beare Green – (i) Mr Cox asked is the ditches around the recreation could be attended to. The undergrowth needs to be cut back and cuttings removed. (ii) Surrey County Council Highways will be asked to remove all the signs left behind now works have been completed. (iii) Mr Cox mentioned the safety surfacing around the climbing frame. A safety inspection will be undertaken before any work is agreed.

Coldharbour – (i) Mr McLachlan reminded the Clerk that the Copper Beech still needs to be inspected, and any remedial works undertaken. The contractor will be advised of the correct location. (ii) Mr McLachlan mentioned the matter of the blanket TPO MO/2026/00398 – Land at Kitlands Farm,

Broomehall Road, Coldharbour.² The Parish Council supported this matter originally. This matter is now it is going to appeal, and the Parish Council was asked to continue with its support.

13 CORRESPONDENCES:

Councillors were advised of a letter had been received from the owner of Sunnyside, The Street, Capel. Reference has been made to the plot of common land adjacent to Sunnyside and 178 The Street. Councillors were reminded that this plot was offered in lease to the current owner of Sunnyside but not agreed. The owner of 178 The Street has now complained regarding the installation of gates on the boundary of Sunnyside.

Land registry information relating to both properties has been obtained and this information confirms:

- The common land adjacent to both properties is not included on the boundary of either property.
- The recently installed gates are within the boundary of Sunnyside.
- Neither property has vehicular access to the common land.

14 FOR INFORMATION:

Councillors were advised that dog owners were taking responsibility for their pets, keeping them under control and clearing up appropriately.

Both recreation grounds have witnessed an increase in the use of electric bikes and scooters on the grounds causing a nuisance and acting without due care. It was suggested a **Public Spaces Protection Orders (PSPOs)** are applied for. This will authorise local authorities the right to restrict or require specific behaviours in public areas to prevent anti-social behaviour and improve community safety.

Purpose and Legal Framework. Initial enquiries have been made to Surrey Police, Surrey County Council and Mole Valley District Council and the following information needs to be provided:

Local authorities typically follow a structured process to apply a PSPO:

1. Assessment of Need: Councils gather evidence, such as police logs, complaints, and community feedback, to identify specific anti-social behaviours affecting a public space.
2. Consultation: Stakeholders including residents, businesses, and community groups are consulted to ensure local support and proportionality.
3. Drafting the Order: The PSPO specifies prohibited activities or required actions, defines the geographical area, and may include exemptions (e.g., assistance dogs).
4. Publication and Enforcement: Once implemented, PSPOs are published and enforced by authorised officers, such as police officers or designated local authority personnel

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

Fund raising for playground equipment

Public Space Protection Order

Dates of Next Parish Council Meetings -

Planning Committee: Monday 07 September 2026

Finance Committee: Monday 07 September 2026

Full Parish Council: Monday 21 September 2026

² Planning Committee meeting 7 April 2026