

**MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON MONDAY 21 SEPTEMBER 2026
IN CAPEL PARISH HALL**

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

1 APOLOGIES FOR ABSENCE: Parish Councillors Mr Salter, Mrs Watson, Mr Palmer and Mr Handley.

2 TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 17 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.

3 TO APPROVE THE ACCURACY OF MINUTES OF THE PLANNING COMMITTEE MEETING 17 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.

4 TO APPROVE THE ACCURACY OF MINUTES OF THE FINANCE COMMITTEE MEETING 17 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.

5 MATTERS ARISING:

Mr McLachlan asked for confirmation that the Copper Beech at Coldharbour would receive attention. Information regarding the possible applications of Public Space Protection Orders for the recreation grounds at Beare Green and Capel. To apply for an order, it is necessary for the Parish Council to keep a log of antisocial behaviour on these two areas. Once significant logs have been completed, information will be forwarded to the Police, Mole Valley District Council and Surrey County Council for their consideration.

6 DECLARATIONS OF INTEREST:

None.

7 PUBLIC QUESTIONS:

None

8. CLERKS REPORT:

None

9. TO DISCUSS GRANT APPLICATION RECOMMENDATIONS:

Three grant applications had been discussed at the Finance Committee meeting on the 07 September 2026. These recommendations are put before the Full Council for final decisions.

- **24th DORKING SCOUTS**

The Scouts Treasurer had attended the Finance Committee meeting applying for a grant to cover necessary works at the scout hut. Firstly, the Council agreed that it should not get involved in any VAT reclaim, although this was mentioned to the Treasurer at the September Finance Committee meeting. The Council also agreed that it would match fund a grant Holmwood Parish Council approves and suggested that an application should also be made to their Surrey County Council for a grant from Your Fund Surrey Community Fund. The application will not be discussed again until Holmwood Parish Council has made a decision on this grant application.

- **POTHOLE REPAIRS, MISBROOKS GREEN ROAD**

An application for a grant to cover the repairs to Misbrooks Green Road. After discussion the application the Finance Committee proposed that a grant should not be approved as this is not Parish owned land and as this is a designated bridleway and Surrey County Council Highways should be responsible for the improvements. It was also agreed that approving Parish funds for work outside the Council's remit could set a precedent as the parish has many unadopted roads. All Councillors agreed that the application should be refused.

- **BEARE GREEN COMMUNITY ASSOCIATION**

An application has been made by the BGCA for a 50% grant toward the purchase and installation of an under the counter chiller unit. The chiller would be an asset for hall events. The Finance Committee proposed the application should be approved and all Councillors agreed to support this grant.

10. UPDATE ON SCOTT BROADWOOD SCHOOL PREMISES:

No further information had been provided regarding these premises. This item will continue to be included on future agendas, and any further information received circulated.

11. PARKING AT THE WEALD SCHOOL, NEWDIGATE ROAD, BEARE GREEN:

The Councillors were reminded that an email had been received from The Weald regarding concerns regarding parking along Newdigate Road at school drop off and pick up times. There appears to be a lack of urgency from the school to address serious safety concerns. Councillors mentioned that on the mornings of the 16 and 18 September, traffic trying to access Newdigate Road was backed up onto the A24 Beare Green roundabout. The school has proposed a Teams meeting with all relevant stakeholders to discuss the matter. As the Parish Council is a relevant stakeholder it should be included at the meeting. The Clerk will respond to Ms Lucas, headteacher expressing serious concerns over safety.

12. UPDATE ON PLAYGROUND AND FUNDRAISING:

Mrs Taylor informed the Parish Council that the village had to date raised £2,300 toward the playground.

New Swing Seats:

The swings have been installed but there is a discrepancy regarding the seats. Wicksteed have been asked to remove the Tango seat and replace it with a flat seat and confirm a price for this alteration. Wicksteed will also be asked to remove the cost of supplying welfare on the site which was not provided. The aftersales service is being questioned. Before future apparatus is considered, other suppliers will be considered, and an exhibition organised so local children can give their suggestion on their preference of equipment. Mr McLachlan questioned funding for further equipment, and it was agreed the Parish Council will not approve any further funds until other grants have been approved.

Cricket Club meeting:

The Parish Council had met with Anthony Birch of Capel Cricket Club. There was discussion regarding the safety of those using the playground during matches and the possibility of cricket balls damaging property. Mr Birch had outlined the future of the club, but this has not addressed safety issues. Actual ideas are required and the Parish Council will work with Phil Ware from the Club on safety proposals, which must be in place before Spring 2027. Mr McLachlan agreed to share information regarding the retractable nets used by Coldharbour Cricket Club.

13. UPDATE SEXUAL DISCRIMINATION LEGAL CHALLENGE

Mr Ball confirmed that there was nothing further the Parish Council needs to do regarding this case. The Parish Council's appointed solicitor has confirmed all necessary information has been transferred to the Court.

14. UPDATE ON CAPEL NDP CONSULTATION:

Councillors were informed that the consultation has been extended, ending on 30 October 2026. Some changes will need to be made to the current draft to agree with the information within the NPPF.

15. GENERAL POWER OF COMPETENCE:

The Parish Council does not comply with the General Power of Competence as only 4 of the current 9 Councillors were elected. The statement will be removed from the Parish Council's website. This is likely to change at the elections in May next year, when all Councillors are likely to be elected and both Clerks will have achieved CiLCA qualification. A resolution must then be passed to confirm eligibility, and reaffirmed at each subsequent relevant annual meeting

16. REPORTS FROM MEMBERS:

(a) Finance

(i) To approve and sign the accounts to 21 September 2026:

Mr McLachlan addressed the Council on behalf of Mr Salter, Chair of the Finance Committee.

This is halfway through the year and there is 43% of the total budget left. This has been another heavy spend month, with both Clerks having been awarded backpay and legal fees to date relating to the Sexual Discrimination case have been paid. The second half of the precept has been received, and the total spend to date is £78,442. It was agreed a VAT refund will be made once the revised Wicksteed invoice has been received and paid.

The Councillors were advised an interim report had been received from the external auditor Littlejohn. An 'interim' letter (completion not certified) and a Notice of Audit and Right to Inspect template; Sections 1 & 2 of the Annual Governance & Accountability Return (AGAR) on which our report is based; and Section 3 of the AGAR. The invoice in respect of the external review will be issued upon completion of the review. This interim information will be posted on the Parish Council's website.

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

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

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

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

Balances of all Parish Council's bank accounts to date:

Current accounts £2,466.15.

Reserve account £68,059.86

Higher Interest account £91,116.15

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

Precept	£68,505.00
Sports Pavilion payment PWLB	£965.69
Hall Hire	£195.00
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	£69,665.69

Payments

		VAT	TOTAL
Lindsay Quirk – Hall Cleaning	£48.00		£48.00
Surrey Hills Solicitors legal fees	£1,806.50	£360.00	£2,166.50
Capel Sports Pavilion	£360.00		£360.00
EDF Beare Green Pavilion (DD p/d)	£36.48	£1.82	£38.30
Confidential Payment	£4,678.90		£4,678.90
HMRC	1,026.80		£1,026.80
HMRC Employers NIC	£687.26		£687.26
Mid Surrey Tree	£900.00	£180.00	£1,080.00
Mulberry Local Authority Services Training	£120.00	£24.00	£144.00
Sports Pavilion PWLB	£965.69		£965.69
Clovers Ground Maintenance	£1,362.14	£272.43	£1,634.57
Helpdesq Invoice 22641	£19.34	£3.87	£23.21
Scribe (DD p/d)	£66.00	£13.20	£79.20
EDF Capel Parish Hall/office	£22.22	£1.11	£23.33
Culligan	£20.51	£4.10	£24.61

Helpdesq invoice 22879	£19.45	£3.89	£23.34
Clay Griffin	£950.00		£950.00
Donation Coldharbour magazine	£30.00		£30.00
Donation Capel magazine	£70.00		£70.00
Grant Donation BGCA	£771.39		£771.39
	<u>£13,788.56</u>	<u>£865.46</u>	<u>£15,652.02</u>

(b) Ward Matters for discussion

Capel – (i) Mrs Schryver asked for the hedge adjacent to the allotments to be cut back and layed. (ii) Permission was given to the Tennis Club to carry out work on the trees at the rear of the tennis courts, providing they are confident they are on the Parish Council's property. (iii) Mrs Schryver mentioned the condition of Markham copse. Garden waste and rubble is being fly tipped into this area, and it was agreed that if the brambles were cut back and the trees thinned, this might prevent the practice. Fred and Clay will consider what is necessary and supply a quotation. A decision will then be made. (iv) Capel WI have asked for permission to replace the tree outside the Memorial Hall which was approved. (v) Permission has been given for spring bulbs to be planted around the refurbished telephone box in The Street.

Beare Green – (i) Mr Cox said the ditches around the recreation still need to be cleared and cuttings removed and the footpaths cleared. (ii) Surrey County Council will be contacted and asked to repair the barrier adjacent to the A24.

Capel Football Club using Beare Green recreation ground. Discussions regarding the utilities for the pavilion have taken place. It has now been agreed the Football Club will pay all SES water and EDF energy charges for 2024

The electricity meter in the pavilion will be monitored to ascertain if it is faulty. All back charges will be cleared over four instalments.

17 CORRESPONDENCES:

None

18. MO/2026/01194 – LAND AT BEARE GREEN

Mr Ball informed the Council that a screening opinion pursuant to the Town and Country Planning (Environmental Impact Assessment) Regulations (2017) ("the EIA Regulations") for the construction of up to 400 residential units including land for a new primary school at Beare Green is being pursued.

This means the developer has asked the local planning authority for a formal decision on whether the proposed development—up to 400 homes plus land for a primary school—is likely to have significant environmental effects.

The council must issue a screening opinion deciding whether the developer needs to prepare a full Environmental Impact Assessment (EIA) and submit an Environmental Statement with any future planning application.

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

Sexual Discrimination legal challenge

Parking outside The Weald School, Newdigate Road, Beare Green

Scott Broadwood school premises

Public Space Protection Order

Dates of Next Parish Council Meetings:

Planning Committee: Monday 05 October 2026

Full Parish Council: Monday 19 October 2026

Finance Committee: Monday 02 November 2026