MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON MONDAY 19 OCTOBER 2026
IN CAPEL PARISH HALL

IN ATTENDANCE: Mr Ball, Mr McLachlan, Mr Salter, Mr Palmer, Mr Handley and the Clerks.
District Councillor Hobbs.

1 APOLOGIES FOR ABSENCE: Parish Councillors Mrs Watson, Mrs Schryver, Mrs Taylor and Mr Cox.

2 TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 21 SEPTEMBER 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 05 OCTOBER 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 MATTERS ARISING:

None.

5 DECLARATIONS OF INTEREST:

None.

6 PUBLIC QUESTIONS:

None

7. CLERKS REPORT:

None

8. TO DISCUSS AND AGREE PRECEPT FOR 2027/2028:

Councillors were advised that there remains a risk that Concurrent Services Grant and Extra Grant funding may not be received from Mole Valley District Council for 2027/28. As no confirmation regarding these grants has yet been received, the budget and precept calculations have been prepared on the assumption that no grant funding will be available. Members noted that grant funding received in 2026/27 totalled £11,264.

Mr Salter advised that the proposed budget for 2027/28 represented the minimum funding required to maintain Council services and appropriate reserve levels. The budget had been prepared using known responsibilities and anticipated cost increases, with expenditure carefully controlled. He therefore recommended a precept request of £150,010 for 2027/28.

It was proposed by Councillor McLachlan and seconded by Mr Salter that the Parish Council request a precept of £150,010 for 2027/28. The proposal was carried unanimously.

9. PLANNING APPLICATIONS:

- **MO/2026/01354 – Meadow End, 124 The Street, Capel.** This is an application for the erection of a single storey rear extension. The Council reviewed the plans and recommended the application should be approved.
- **MO/2026/01355 – 47 Leith Road, Beare Green.** This is an application for the demolition of the existing porch and conservatory and erection of a single-storey front and side extension including the installation of a window to the side (southwest) elevation. The Council reviewed the plans and recommended the application should be approved.
- **MO.2026/01404 – The New Farmhouse, 82 The Street, Capel.** This is an application the demolition of existing conservatory and chimney and erection of a single storey rear extension and insertion of 5 No.

roof lights to rear elevation. The Council reviewed the plans and recommended the application should be approved.

- **MO/2026/01441 – 1 Starmount Cottages, Old Horsham Road, Beare Green.** This is an application for the demolition of existing rear conservatory and the erection of a single storey rear extension. The Council reviewed the plans and recommended the application should be approved.
- **MO/2026/01446 – 1 Brookside, Beare Green.** This is an application for the demolition of existing conservatory and garage and erection of a part single, part two storey side and rear extension. The Council reviewed the plans and recommended the application should be approved provided the Case Officer was satisfied that the scale of the development was not out of character.
- **MO/2026/01391 – Redlands House, 62 The Street, Capel**. This is an application for the approval of conditions following submission of details pursuant to Condition 11 of planning permission MO/2023/1922 for the erection of 4 No. detached residential dwellings with associated garaging and landscaping, following demolition of existing garage building. The Council recommended approval.
- **MO/2026/01481 – Misbrooks Farm, Sharks Barn, Misbrooks Green Road, Capel.** This is a Certificate of Lawfulness application for an existing development and use in respect of the construction of the 'annexe' having been completed in excess of 10 years ago and the use of the building as a separate unit of residential accommodation (Use Class C3), pottery studio, workshop/domestic storage and snooker room for a period in excess of 4 years. The Council recommended the application should be approved.
- **MO/2026/01470 – Lindley, Horsham Road, Beare Green.** This is an application for Permission in Principle for the demolition of the existing dwelling, garage, workshop, carport, garden store, garden shed and log store / workshop and erection of 6 new semi-detached houses. The Council discussed the application, which is for a development in the Green Belt. This land has not been included in the Capel NDP. There appears to be no justification for the development as Mole Valley already has a housing plan. Housing in this area would appear to be over-development. The Council recommended this application should be refused.
- **MO/2026/01478 – The Clockhouse, Horsham Road, Capel**. This is an application for the conversion of a barn to form 1 dwelling. The Council discussed the plans. The conversion appeared to be appropriate but there were concerns regarding an acceptable and safe access onto Horsham Road. Provided the access is considered safe, the Councillors recommended this application should be approved.

10. UPDATE ON SCOTT BROADWWOOD SCHOOL PREMISES:

The Council had received information from Trustee Stuart Cole regarding the premises. He confirmed there was no further information available. It is possible that at the current rate of progress it will could on into the New Year before there is any clarity. The Parish council will continue to be kept up to date.

The Councillors questioned whether the premises, although empty, were being monitored. It was considered essential for safety reasons. The Clerk will contact Mr Cole for information.[1]

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

Councillors again raised concerns about parking on Newdigate Road during school drop-off and pick-up times. Members noted that significant safety concerns remain unresolved and were advised that, since the start of term, six vehicles have reportedly been damaged while parked outside the school. Traffic congestion associated with school traffic continues to cause queues on Newdigate Road, with vehicles backing up onto the A24 Beare Green roundabout.

The school has proposed a Teams meeting involving relevant stakeholders to discuss the issue, and the Parish Council has requested to be included. However, no response has yet been received regarding its participation. Councillors instructed the Clerk to write to The Good Shepherd Trust[2] expressing the Council's serious concerns about the safety risks arising from school traffic and requesting an urgent meeting. The Council also

[1] The Good Shepherd Trust ended the alarm system in August. The Trustees are trying to get it reactivated so it can be monitored along with the other empty buildings in the diocese. There should be a security visit happening weekly.
The diocese has agreed to pay for hedge cutting, but it still has not been done.
Some of the astroturf was removed from the playground in September/October so there are now new locks on the gates.
A survey is being carried out today (20/20/26) by another school's surveyors to see if the site is suitable.

[2] Email sent to Paul Kennedy, Chief Executive Officer of TGST on 21/10/26.

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expressed disappointment at what it considers to be the Trust's lack of urgency in addressing the matter, particularly as the Parish Council has previously offered assistance in organising on-site parking to help reduce congestion and improve safety.

12. UPDATE ON PLAYGROUND AND FUNDRAISING:

Councillors were advised that village fundraising had contributed £2,700 towards the playground improvement project. Members were also reminded that grants of £3,750 had been received from the Gatwick Community Fund and £500 from Capel Youth Club. The Council noted that the original agreement had been to match fund the project up to a total value of £25,000.

New swings have been installed at a cost of £14,850; however, the invoice has not yet been approved as several items remain under query. As the Parish Council has already committed more funds than have currently been raised, it was agreed that no further playground equipment should be purchased until additional funding is secured.

Councillors were also reminded of concerns regarding the condition of the safety surfacing around the roundabout. A verbal quotation of £800 had been suggested to reinstate part of the surface, but this was considered excessive. Members discussed the possibility of taking the equipment out of service. A meeting with Wicksteed has been arranged for the following week to discuss the matter further.

Information about the new swings has been submitted to the Parish Magazine, together with details of a children's competition inviting suggestions for future playground equipment.

Playground Inspection:

Estimates for the on-going inspection of all three playgrounds have been sought. The annual cost is likely to be £1,000. One supplier offers a 5-year contract, which includes 3 inspections per annum per playground. This was considered the preferred option. Councillors will be made aware of the final costs once it is received.

Cricket Club screens:

The Parish Council was advised that the Cricket Club is considering installing extra height sight screens which would increase safety for the children's playground. Once the Cricket Club has received drawings for the proposal information will be discussed with the Parish Council.

13. PURCHASE OF REPLACEMENT DEFIBRILLATOR:

Councillors were made aware that the defibrillator housed outside the Parish Hall is no longer working. Discussions were held regarding the purchase of a new AED. Councillors were also informed that the pads belonging to the Coldharbour AED needed to be replaced. It was unanimously agreed to purchase one new AED for Capel and purchase a new set of pads for Coldharbour.

14. UPDATE SEXUAL DISCRIMINATION LEGAL CHALLENGE

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

15. UPDATE ON CAPEL NDP CONSULTION:

Councillors were informed that the Parish Council had submitted the required Screening Request Letter to Mole Valley District Council. As the consultation deadline was fast approaching, it was agreed that chaser emails would be sent to consultees as a reminder to submit their responses.

16. INFORMATION REGARDING COSTS ASSOCIATED WITH EAST SURREY COUNCIL ELECTIONS MAY 2027:

The Chairman informed the Council that ordinary elections for Parish Councillors will take place in May. Any person wishing to serve as a Parish Councillor must be validly nominated as a candidate. If the number of valid nominations exceeds the nine seats available on the Council, a contested election will be held. Mole Valley District Council has advised that the cost of such an election would be approximately £7,500. If nine or fewer valid nominations are received, those candidates will be declared elected without a poll being held, and no election cost will be incurred by the Parish Council.

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17. REPORTS FROM MEMBERS:

(a) Finance

(i) To approve and sign the accounts to 19 October 2026:

Mr Salter addressed the Council and advised that, with five months remaining in the current financial year, approximately £44,000 remains available within the budget. He noted that expenditure on grounds maintenance may increase during the forthcoming winter months. It is anticipated the Council will end this year with approximately £75,000 in reserves which equates to six months precept which is acceptable.

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

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

(iii) To approve and sign invoices for October 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 after October invoices are paid:

Current accounts £2,043.78.
Reserve account £42,898.62
Higher Interest account £91,279.26
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

Burial fee	£150.00
SES Water Refund	£475.22
Allotment fee and deposit	£60.00
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Playground donation	£1,678.63
SES Water Refund	£43.26
Football Club	£50.00
Ashes reservation	£110.00
Hall Hire	£97.50
	£2,724.61

Payments

		VAT	**TOTAL**
Fred Evans Ground maintenance	£1,175.00		£1,175.00
PJM Coldharbour Cricket pavilion	£1,361.25	£272.25	£1,633.50
Mulberry and Co payroll set up	£170.00	£34.00	£204.00
SES Water allotments	£239.82		£239.82
SES Water Beare Green	£109.47		£109.47
Confidential payment	£3,808.67		£3,808.67
HMRC	£1,421.40		£1,421.40
Lindsay Quirk Hall cleaning	£48.00		£48.00
M Stone Window cleaning	£75.00		£75.00
Sports Pavilion PWLB	£965.69		£965.69
Clovers Ground Maintenance Invoice 2911	£1,362.14	£272.43	£1,634.57
Surrey Hills Solicitor Legal Fees	£2,500.00	£260.00	£2,760.00
Helpdesq Invoice 23116	£18.97	£3.79	£22.76
EDF Capel Parish Hall/office	£23.63	£1.18	£24.81
Hall Hire John Venus 2026/2027	£120.00		£120.00
W Dale Topping Misbrooks Green	£140.00	£28.00	£168.00

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Donation Coldharbour magazine	£30.00		£30.00
Donation Capel magazine	£70.00		£70.00
	£12,739.35	**£884.85**	**£13,624.20**

(b) Ward Matters for discussion

Beare Green – (i) Mr Salter mentioned the Keep Beare Green Green campaign. (ii) Mr Palmer advised the Council that there may be an opportunity for a footpath around the recreation ground to be installed by Community Payback at no cost to the Parish Council. A decision on the feasibility of the proposal is expected by January 2027. Councillors noted that the project would need to be discussed and formally approved by the Council before any works could proceed.

Mr McLachlan raised the matter of the Clerks' employment contracts. Councillors discussed whether the current NALC model contract remains fit for purpose. It was noted that the contracts should be agreed and signed before the half-year audit in November.

Mr McLachlan also referred to the proposed Public Space Protection Orders (PSPOs) for the recreation grounds. Councillors noted the need to progress the application process and discussed the potential benefits of PSPOs in helping to regulate dog-related activities and restricting the use of electric vehicles within the recreation ground

18 CORRESPONDENCES:

Digital Switchover.

This information was shared with the Councillors and will be forwarded to the editors of the Parish magazines.

Your landline is changing

The old telephone network is being switched off. BT plans to retire its old landline network by 31 January 2027. Most people can keep their existing phone number, but the phone will normally connect through the broadband router (an internet connection) instead of the white wall socket.

You should act now if you:

- *have a care alarm, emergency pendant or security alarm connected to your phone line;*
- *have poor mobile reception at home;*
- *do not have a mobile phone; or*
- *need extra help with the change.* ***What should I do?***

Contact your telephone provider and tell them about any alarms, medical equipment or special requirements. If your provider contacts you about the change, don't ignore the letter or call.

Don't worry but do check. For most households the change should be straightforward.

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 02 November 2026
Finance Committee: Monday 02 November 2026
Full Parish Council: Monday 16 November 2026

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