

**MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON MONDAY 21 JULY 2025
IN JOHN VENUS HALL, COLDHARBOUR**

IN ATTENDANCE: Mr McLachlan (Vice-Chair), Mrs Schryver, Mr Salter, Mrs Watson, , Mr Palmer, Mr Cox and the Clerk.

All attendees were reminded of the Meeting Etiquette printed at the top of the agenda.

1 APOLOGIES FOR ABSENCE: Parish Councillors Mr Ball, Mr Ransome and Mrs Taylor.

2 TO APPROVE THE ACCURACY OF MINUTES OF THE FULL PARISH COUNCIL MEETING 16 JUNE 2025

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 30 JUNE 2025

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:

- Information has been received from The Good Shepherd Trust regarding the proposed amalgamation of Scott Broadwood Infant school with The Weald School, Beare Green. The Department of Education has still not made a final decision. Because of the delay the Trust is now asking for the date for any amalgamation be set at 1 September 2026.
- In anticipation of the return of the refurbished telephone boxes the bases have been made good. A date for the return of the boxes has still not been confirmed.
- The grounds contractor has been reminded to cut the grassed areas at the south of Capel village and to trim the verges along The Street in anticipation of the Capel Show.
- A new seat has been ordered for the swing in the Capel playground.

7. CAPEL NEIGHBOURHOOD DEVELOPMENT PLAN – 2025 - 2039:

It was confirmed that the Capel NDP continues to be updated to link with the Mole Valley Local Plan. The draft will also incorporate the most recent changes to the NPPF. The draft will be submitted to Mole Valley as soon as all amendments have been completed.

8. LOCAL GOVERNMENT REORGANISATION PLANS FOR SURREY:

Mr McLachlan informed the Councillors that Sally Harman, SALCs Chief County Officer continues to keep Parish Councils informed of SALC's role in representing the entirety of Parish and Town Councils in Surrey and to ensure that all members are included in the consultation process.

Considering the diversity of SALCs membership—both geographically and in terms of opinion—SALC encourages members to attend the available Unitary consultation webinars being run by Surrey County Councils and the Borough and Districts, to explore both options, and make informed decisions based on the needs of your individual communities. This will reduce the likelihood of speculation and rumour.

9. PILOT NEIGHBOURHOOD AREA COMMITTEE:

The Parish Council had received information from Surrey County Council regarding their press release re Neighbourhood Area Committee pilots.

SCC's proposed geography for the pilot in Mole Valley is Dorking and Villages. Full information can be found on the following link:

<https://news.surreycc.gov.uk/2025/07/01/surrey-welcomes-government-feedback-on-stronger-local-working/>

Mr McLachlan considered it important that the Parish Council be part of this Committee and asked the Clerk to forward Capel's recognition to be included.

It was considered beneficial that areas should have local representation bearing in mind that future decisions made by any new administration could be made by officers unfamiliar with the neighbourhood

The Councillors discussed the possibility of taking on the title deeds of areas in Beare Green currently owned by Mole Valley District Council. Although the Councillors do not wish to see Beare Green assets such as the Village Hall, the playground and pond be removed from local authority control, Councillors were concerned that adoption by the Parish Council might not be in its best interests financially.

10. 12-MONTH STRATEGY:

This item was discussed at the last Parish Council meeting and will continue to be included as Councillors consider the Parish Council should be more visionary. This item works in conjunction with Agenda Item (12) when the continued administration of the Parish Council is confirmed.

11. PLAN OF SUCCESSION:

A Plan of Succession has been agreed, and Councillors have been asked to oversee an advertisement for a trainee clerk. This will inevitably create an increase in salary resources which have not been budgeted for. However, an advertisement will be placed, and it is hoped recruitment will coincide with the start of the new Certificate in Local Council Administration (CiLCA) programme.

- The first intake for CiLCA 2026 will be 2 February 2026 and the cost is currently £250 plus VAT. Costs rise annually.

12. TRIG STREET PROJECT:

Information has been received from Surrey County Council regarding the upgrading of this path which runs from Beare Green to Newdigate. However, the lack of funding is still problematic. Councillors asked if this costly upgrading was essential as it was considered Capel Parish Council would be expected to fund a significant proportion. Councillors also had concerns regarding how many residents would use the path and more importantly, how many Newdigate residents wanted it. There is some perception that Beare Green residents are not aware of the path. Although agreed that this would benefit equestrians, would there be sufficient use by cyclists and walkers to justify the costs.

The Clerk will forward the latest information to Mrs Paula Dale, Special Advisor to the Parish Council on matters relating to Footpaths, Bridleway and Byways and ask for her opinion. The Clerk will also contact Newdigate Parish Council and ask if they are agreeable to forming a committee to discuss the project.

13. REPORTS FROM MEMBERS:

(a) Finance

(i) To agree and approve accounts to 21 July 2025:

Mr Salter highlighted the spending for July to date and details of payments were circulated to all Councillors. No unexpected invoices had been received and ground works/maintenance for July are within budget. This is appreciated as maintenance costs increase during the winter months. A third of the year had passed and all budgets are within limits, except printing, which has covered the cost of replacement toner for the printer. The current account balance on 21 July 2025 was £429.60 and the balance of the reserve account £106,992.44. The balance of the NS&I account was £610.89.

(i1) To approve and authorise payments of outstanding invoices:

Payment Received

Wayleave £15.00

Payments

		VAT	TOTAL
Lindsay Quirk Hall Cleaning	£48.00		£48.00
Shaw and Sons Account Books	£224.00	£44.80	£268.80
Payroll Officer January to June 2025	£90.00		£90.00
Wes Attridge – Burial Ground grounds work	£850.00		£850.00
Clovers Grounds works	£1,196.71	£239.34	£1,436.05
BT DD	£20.50	£4.10	£24.60
British Gas DD	£40.42	£2.02	£42.44
EDF Energy	£58.33	£2.92	£61.25
EDF Energy	£62.50	£3.12	£65.62
J Russell July salary	£2,594.80		£2,954.80
HMRC Clerk's Income Tax	£648.80		£648.80
HMRC Employers NIC	£423.99		£423.99
Clay Griffin	£1,120.00		£1,120.00
Wickes – Beare Green pavilion	£76.67	£15.33	£92.00
Helpdesq Invoice 18963	£19.07	£3.81	£22.88
Donation Abinger and Coldharbour magazine	£30.00		£30.00
Donation Capel and Beare Green Magazine	£70.00		£70.00
	£6,733.35	£404.29	£7,137.94

(b) Ward Matters for discussion

Coldharbour - (i) Mr McLachlan asked that the Parish Council to send a letter to the National Trust, outlining concerns regarding the reduction in National Trust Rangers in Coldharbour. Works need to be carried out throughout the area, especially the verges which need to be cut back.

Capel – (i) Mrs Schryver confirmed that Misbrooks will be topped next week. (ii) Mrs Schryver asked if the path along Newdigate Road down from The Weald school could be cut back to allow pedestrians unrestricted access. The area at the junction of the A24 and Newdigate Road also needs to be cut back to improve sight lines. (iii) Mr Palmer informed the Councillors that Beare Green pavilion will be undertaken at the end of July. To accommodate the number of volunteers, more equipment/tools need to be purchased. (iv) Mr Palmer mentioned that ebikes continue to cause a nuisance throughout the village. They are travelling at high speeds, at night, without lights. One culprit is known to the Councillors and the Police will be asked to make contact to discourage this anti-social behaviour. (v) Mr Palmer asked if the football club could work on the recreation ground, installing a French drain. This is a simple and effective system designed to collect and redirect excess groundwater which will be a useful way to manage excess water which causes problems on the football pitch. The work would take place after the Capel Show. The Councillors agreed but asked if a donation could be made to cover water costs.

Beare Green – (i) Mrs Watson asked if the Parish Council could contact Helyn Clack and mention that the handrails on either side of the bridge in Great Turners Wood are now in urgent need of repair. (ii) Mr Palmer said that the old goal posts will be utilised as a barrier to discourage lorries using the car park.

14 CORRESPONDENCES:

An email had been received from a representative of Mickleham Parish Council, asking Capel to consider signing a petition to consider applying a Public Space Protection Order to Tackle Excessive Motorbike Noise in the Surrey Hills. The petition will be forwarded to Mole Valley District Council asking for:

A Public Space Protection Order (PSPO) covering the stretch between Givons Grove and Denbies roundabouts.

A trial of acoustic cameras near the Burford Bridge roundabout

If the trial is successful, expansion of both measures across Mole Valley.

The Councillors had serious concerns that any attempt to monitor noise levels will force vehicles toward Holmwood, Beare Green and Capel (A24) and Ockley (A29).

With the current installation of average speed cameras along the A24 the vehicles will inevitably find routes that are free from restrictions and the A24 Capel and A29 Ockley will be suitable choices.

Whilst the Councillors agree that noise and speed should be tackled, they are concerned that any Public Space Protection Order will not cure the problem, just move it to another location.

The Clerk will pass on these concerns and ask for them to be taken into consideration when submitting the petition.

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

- 12-Month Strategy
- Plan of Succession.

Dates of Next Meetings:

Planning Committee: Monday 1 September 2025

Full Parish Council: Monday 18 August 2025 in John Venus Hall, Coldharbour

Finance Committee: Monday 1 September 2025, directly after the Planning meeting

All meetings commence at 19:30 in Capel Parish Hall