

**MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON MONDAY 9 DECEMBER 2024
AT CAPEL PARISH HALL**

1. IN ATTENDANCE: Mrs Schryver (Acting Chair), Mr McLachlan, Mr Cox, Mrs Taylor, Mr Palmer, Mr Ransome and the Clerk.

APOLOGIES FOR ABSENCE: Parish Councillor Mrs Dale, Mr Ball, Mr Salter and Mrs Watson. Surrey County Councillor Hazel Watson. District Councillors Hobbs, Malcomson and Wellman.

IN ATTENDANCE: 3 members of the public.

The Chair reminded all present of the Meeting Etiquette printed at the top of the agenda.

2. TO DISCUSS AND APPROVE THE DRAFT MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 18 NOVEMBER 2024.

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

3. TO DISCUSS AND APPROVE THE AMENDED DRAFT MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 21 OCTOBER 2024. To sign off a definitive copy for publication on the website. All Councillors unanimously approved the minutes which were signed by the Acting Chair.

4 DECLARATIONS OF INTEREST:

None.

5 PUBLIC QUESTIONS:

The Chair asked the members of the public for their questions. All questions were regarding the pending closure of Scott Broadwood Infant School. Confirmation was given that these questions could not be discussed as this topic had not been included as a specific agenda item.

Mr Partridge asked that in the light of how poorly the Good Shepherd Trust have consulted stakeholders, not shared the consultation results or the contents of the business plan forwarded to the Department of Education regarding the proposed move and merger, are there ways to oppose, prevent or delay the closure of the school? Would involving our MP improve the chances of keeping the school open?

If the closure cannot be prevented, what plans are there to re-locate Capel pre-school and how can the community and the Parish Council help?

How could the community use the site if it became vacant? Could the pre-school be expanded? Could the facility be used as an SEN school or run as an independent school managed by the village?

Mrs Schryver reminded the meeting that the site had originally been donated to the Diocese for educational use and if that could not be fulfilled, the site would be handed back to any existing relatives of the Scott Broadwood family.

It was agreed that Scott Broadwood Infant School would be an agenda item for the January 2025 meeting.

6. PARISH COUNCIL GOVERNANCE AND POLICY TIMETABLE

In line with recommendations made by the internal Auditor, a Governance Timetable has been prepared to ensure all policies are reviewed, approved and adopted on a yearly basis.

7. CLERKS REPORT:

- The Parish Council had been made aware that the Concurrent and Extra Grants allocated for 2025/26 from Mole Valley remained the same as last year. There is now a risk that the Grants for 2026/27 could be withdrawn. However, the Parish Council will receive 12 months' notice of any changes likely to be made.
- The November minutes include the information the Parish Council forwarded to HMRC regarding the underpayment of Employers NIC contributions. The letter has been seen by the Auditor who is content the Parish Council is working to resolve this matter.

- A new Payroll Officer has been assigned to ensure the Parish Council is made aware of all HMRC payments.
- The Half-Year Audit illustrated Governance and Policy issues that need to be resolved in order to ensure the Parish Council meets with NALC and Surrey ALC guidelines.
- A policy timetable has been outlined to ensure all policies are reviewed on a yearly basis.
- A new Annual Accounts page will be added to the website which will include reports from both Internal and External Auditors.

8. PLANNING APPLICATIONS:

- **MO/2024/1849 - Land rear of Skinners Cottage, Moorhurst Lane, Beare Green.** This is an application for the demolition of existing buildings and construction of two new dwellings. The Councillors viewed the application and offered no objection recommending the application be approved.
- **MO/2024/1739 - Old Wattlehurst Farm, Horsham Road, Capel.** This is an application for the erection of 1 No. single storey dwelling. All Councillors agreed this application should be approved.
- **MO/2024/1977 - The Hazels, Newdigate Road, Beare Green.** This is an application for the erection of a single-storey rear extension. The Councillors decided to defer a decision on this application until information on previous applications for this property had been circulated.¹
- **MO/2024/1972 - The Barn, Trout Grange, Henhurst Cross Lane, Coldharbour.** This is an application for the discharge of condition 4 of approved planning permission MO/2023/0755 for the erection of single storey extension and alterations to driveway.

Condition 4 - *Prior to the commencement of the development a Construction Environmental Management Plan (CEMP) would be submitted in writing to the Local Planning Authority the CEMP should include but not limited to: a) Map showing the location of all ecological features b) Risk assessment of the potentially damaging construction activities to include a Tree Protection Plan c) Practical measures to avoid and reduce impacts during construction to include a great crested newt reasonable avoidance method statement (RAMS) and a bat mitigation strategy d) Location and timing of works to avoid harm to biodiversity features e) Responsible persons and lines of communication f) Use of protective fencing, exclusion barriers and warning signs. Reason: To safeguard the ecological interest of the site in accordance with policy CS15 of the Mole Valley Core Strategy, policy ENV15 of the Mole Valley Local Plan, and the National Planning Policy Framework.*

The Committee recommended this Condition should be removed and the application approved.

9. SCOTT BROADWOOD INFANT SCHOOL ADMISSION POLICY CONSULTATION:

Information regarding this consultation had been circulated to all Councillors prior to the meeting.

Councillors believed this was the standard admissions policy used previously by the school and that this was another move in the direction of Scott Broadwood and The Weald schools merging.

10. PROPOSED REMOVAL OF BT PAYPHONE AT JUNCTION OF OLD HORSHAM ROAD AND MEREBANK, BEARE GREEN:

Information regarding the proposed removal of the payphone box had been circulated prior to the meeting. The telephone had only been used once in the past year. Councillors questioned whether the box would be left in place if the apparatus was removed. Councillors agreed that this should be an agenda item for the January 2025 meeting when all Beare Green Councillors would be present to offer a more informed opinion.

11. TO APPOINT A NEW MEMBER OF THE FINANCE COMMITTEE:

Councillors were reminded that Mrs Dale was no longer eligible to serve on this Committee. It was agreed that a Councillor from Capel ward should be appointed, and it was unanimously agreed that Mr Chris Ransome should be elected. Information regarding this new appointment would be added to the website and all Committee and Sub-Committee notices published on the notice boards.

¹ Previous application had been recommended approval. All Councillors agreed application MO/2024/1977 should also be supported.

12. TO DISCUSS, UPDATE, APPROVE AND ADOPT FINANCE REGULATIONS:

In line with the Auditors recommendations, the Financial Regulations were reviewed. All Councillors unanimously agreed that the following revisions should be approved. Updated Regulations will be published on the Parish Council's website.

- The Clerk has the authority to approve a single commitment/invoice up to the value of £750 excluding VAT.
- Where the value is between £751 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates.
- Contracts greater than £3,000 excluding VAT, the Clerk shall seek at least two fixed price quotes.

13. TO DISCUSS, UPDATE, APPROVE AND ADOPT STANDING ORDERS:

The Councillors have received a copy of the Standing Orders prior to the meeting. It was unanimously agreed that the Standing Orders should be updated to correspond with the amendments made to the Finance Regulations. The Orders were unanimously approved, and the updated version will be posted on the website.

14. TO DISCUSS, APPROVE AND UPDATE THE EMAIL AND INTERNET POLICY:

The Councillors have received a copy of the Email and Internet policy prior to the meeting. It was unanimously agreed that the Policy be adopted and approved, and the updated version will be posted on the website.

15. REPORTS FROM MEMBERS:

(a) Finance

(i) To sign the Agreed Precept for 2025/26

Mr McLachlan reminded the Council that the precept has been discussed at the November Finance Committee and the Full Parish Council had unanimously agreed the Precept request for 2025/26. Mole Valley District Council had since forwarded request form. This was duly signed and completed by two Councillors at the meeting. The Clerk will ensure the request is forwarded to Mole Valley without delay.

(ii) To pass invoices for payment

Invoices to the value of £11,808.70 were passed for payment. The Parish Council continues to honour its monthly donation to the Parish Magazine, and payments to HMRC regarding the Employers NIC continue to be made.

(iii) To agree, adopt and sign accounts to 09 December 2024

The accounts at the 09 December 2024 were confirmed –

Current Account - £6,988.42

Reserve Account - £102,606.39

NS&I Account - £610.89

Mr McLachlan discussed the finances, stating that with three months left in this financial year, there was 19% left in the budget. With careful management, the Parish Council should end the year within budget and with about £80,000.00 in reserve.

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

Payment Received

Hall Hire **£45.00**

Payments

		VAT	TOTAL
Lindsay Quirk Hall Cleaning	£45.00		£45.00
Mulberry and Co Half Year Audit	£211.25	£42.25	£253.50
Community Heartbeat Trust Pads and Battery	£267.95	£53.39	£321.54
Surrey Sports and Turf	£802.00	£160.40	£962.40
Community Action - Housing Needs Survey	£3,070.74		£3,070.74
Treeline Invoice 28615	£2,250.00	£450.00	£2,700.00
EDF Energy Bowls Club	£41.85	£2.09	£43.94
EDF Energy Beare Green Pavilion	£201.02	£10.05	£211.07
J Russell December salary	£2,594.80		£2,594.80

HMRC Clerk's income tax	£648.80		£648.80
HMRC Employer's NIC	£343.01		£343.01
Capel and Beare Green magazine	£200.00		£100.00
EDF DD Parish Hall	£98.22	£4.91	£103.13
	£11,016.98	£791.75	£11,808.70

(b) Ward Matters for discussion

Beare Green – (i) Mr Cox mentioned the safety rails on the corners of Newdigate Road and the A24 had been damaged. The Clerk will report it to Surrey Highways asking for a repair. (ii) A tree had come down on the recreation ground during the recent bad weather. Mr Cox agreed to clear the tree.

Capel – (i) Mr Palmer mentioned the condition of Beare Green recreation ground which had received its last cut. The Clerk will contact the contractor asking for the grass to be cut as soon as possible. (ii) Mr Palmer mentioned that there had been an emergency on the Beare Green recreation ground during a recent football match. He asked if a defibrillator could be installed by the pavilion. It was agreed that the Clerk will forward grant application forms to the football club. (iii) Mrs Schryver asked if the footpath outside Rose Cottage could be attended to as weeds were encroaching either side. (iv) Mrs Schryver mentioned the footpath from Palmers Farm up to The Weald school. This area needed to be cut back making the footpath easier for pedestrians to use.

Coldharbour – (i) Mr McLachlan mentioned that a committee was being formed to try and organise a mountain bike trail from the Tower to Wootton.

16 CORRESPONDENCES:

None

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

- **Scott Broadwood School**
- **Proposed removal of BT payphone**
- **Update Merebank Pond, Beare Green**

Dates of Next Meetings:

Planning Committee: Monday 6 January 2025

Finance Committee: Monday 6 January 2025

Full Parish Council: Monday 20 January 2025

All meetings will be held in Capel Parish Hall