

**MINUTES OF THE FULL PARISH COUNCIL MEETING  
HELD ON MONDAY 20 JANUARY 2025  
IN CAPEL PARISH HALL**

**1. IN ATTENDANCE:** Mrs Dale (Chair), Mr Ball, Mrs Schryver, Mr McLachlan, Mr Cox, Mrs Taylor, Mr Palmer, Mrs Watson and the Clerk.

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

**IN ATTENDANCE:** Surrey County Councillor Helyn Clack.

**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 20 JANUARY 2025.**

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 DISCUSS AND APPROVE THE DRAFT MINUTES OF THE PLANNING COMMITTEE COUNCIL MEETING HELD ON 06 JANUARY 2025.**

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 DISCUSS AND APPROVE THE DRAFT MINUTES OF THE FINANCE COMMITTEE COUNCIL MEETING HELD ON 06 JANUARY 2025.**

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

**5. DECLARATIONS OF INTEREST:**

None.

**6. PUBLIC QUESTIONS:**

None.

**7. CLERKS REPORT:**

- The groundworks in Coldharbour which includes keeping the children's playground clear and cutting the grass on the grassy knoll is now being advertised for a new contractor.
- The pool table and football game which has been stored in the hall cupboard since the Youth Club closed has now found a new home. The equipment is being moved to The Crown.
- Capel WI are now anxious to reinstall the village sign. The suggested position is on Bennetts Green at the south end of the village.

**8. UPDATE ON MOLE VALLEY LOCAL PLAN, NPPF AND CAPEL NEIGHBOURHOOD DEVELOPMENT PLAN:**

Mr Ball informed the Council that there is work to be undertaken to update the Capel NDP to ensure the document matches the NPPF released 2 months ago and the Mole Valley Local Plan. The Parish Council must learn the new regulations. The Councillor is also aware that Mole Valley is consulting on three draft Supplementary Planning Documents:

1. Draft Affordable Housing
2. Draft Planning Obligations
3. Draft Design Guidance for House Extensions

A summary of key points will be made available for all Councillors. The Clerk will now contact Mulberry to ask if updated planning training sessions could be organised.

Mr Ball mentioned that the Government could impose higher housing targets on District Councils, but Mole Valley has already complied with Government regulations. Mention was made of the increase in affordable housing numbers on all planning applications, but Councillors were advised that plans already approved will not be affected.

**9. GATWICK AIRPORT FASI SOUTH AIRSPACE CHANGE PROPOSAL:**

Councillors were reminded that the Parish Council had responded comments made in the Secretary of State's letter dated 9 December 2024. The Councillors were informed that it is unlikely any decision will be made regarding Gatwick until the expansion of Heathrow has been agreed.

**10. TO DISCUSS, ADOPT AND APPROVE THE TRANSPARENCY CODE POLICY:**

The Transparency Code for the financial year 2023/24 had been circulated and was approved by all Councillors. A copy of the code will be posted on the Parish Council's website.

**11. SCOTT BROADWOOD INFANT SCHOOL MERGER:**

No further information has been received regarding the proposed merger of Scott Broadwood Infant School with The Weald, Beare Green. The Councillors discussed whether it really was cost effective to keep Scott Broadwood school open as pupils numbers were reducing. There was concern regarding the property should the merger happen. This would be a matter for the Diocese and Good Shepherd Trust but the building must continue to be used for educational purposes.<sup>1</sup>

**12. ENGLISH DEVOLUTION WHITE PAPER – POWER AND PARTNERSHIP: FOUNDATION FOR GROWTH:**

This paper outlines the UK Government's strategy to decentralise powers from Westminster to local regions across England – particularly through the creation of new Strategic Authorities and the expansion of Mayoral responsibilities who will be a fundamental partner to the government in delivering its missions and allowing areas to take back control.

This item is being discussed in a forum hosted by Surrey ALC on Tuesday 21 January 2025. Information received will be circulated to all Councillors.

**13. PROPOSED DIVERSION OF FOOTPATH 178 (CAPEL):**

The Councillors were reminded that Surrey County Council had received an application from the landowner at Knoll Farm, Knoll Farm Lane, Capel, to divert the current route of Public Footpath 178 (Capel). This application has been made to divert the footpath around a working farm and will improve footpath user experience by placing the right of way onto a scenic route around the farm. All Councillors unanimously agreed the proposed diversion and Surrey County Council will be advised that the Parish Council has no objection.

**14. KINGS ROYAL GARDEN PARTY NOMINEE:**

Surrey ALC has invited each Council to submit one 50-word nomination for an outstanding Councillor to be a guest at one of the King's Royal Garden Parties in 2025 along with an accompanying guest. The successful Councillor will be representing the Parish and Town Sector on behalf of Surrey. The Parish Council agreed to nominate 2 representatives, Mr Ball and Mrs Watson. Their submissions will be forwarded to Surrey ALC for consideration.

**15. ANNUAL PARISH MEETING 10 MARCH 2025:**

The Councillors discussed the agenda for the upcoming Annual Parish meeting. It is essential that the agenda reflects parish achievements. It was agreed to ask for representation from the Capel Show, Capel Military Show and Evergreens. Surrey County Councillor Helyn Clack will also be invited address the meeting to share information regarding devolution for Surrey.<sup>2</sup>

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<sup>1</sup> The Local MP Chris Coghlan has now responded to our request for support and will write to the Department of Education reflecting the concerns of the community when making their decision.

<sup>2</sup> A representative from the Capel/Classic Car Show and Evergreens have agreed to speak at the Annual Parish meeting. Surrey County Councillor Helyn Clack will also be present.

## 16. REPORTS FROM MEMBERS:

### (a) Finance

#### (i) To sign invoices for payment

Mr McLachlan addressed the Council advising that invoices to the value of £8,092.87 were to be passed for payment.

#### (iii) To agree, adopt and sign accounts to 20 January 2025

The accounts at the 20 January 2025 were confirmed –

Current Account - £1,319.14

Reserve Account - £92,723.54

NS&I Account - £610.89

Mr McLachlan said there is 9% of the precept budget left and 2 months remaining in this financial year. With sound and careful management, the Parish Council should finish the year in budget. 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.

The Councillors were informed that David Sack will no longer undertake the ground maintenance at Coldharbour, which includes maintaining the playground and keeping the grassy knoll tidy. Clovers Ground Maintenance had submitted a quotation which all Councillors unanimously agreed to accept.

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

##### Payment Received

Ashes Interment **£612.00**

##### Payments

		VAT	TOTAL
Lindsay Quirk Hall Cleaning	£90.00		£90.00
Clay Griffin Groundworks Capel	£1,750		£1,750.00
Fred Evans Groundworks Capel	£410.00		£410.00
David Sacks Groundworks Coldharbour	£450.00		£450.00
EDF Energy Beare Green Pavilion	£177.01	£8.85	£185.86
Helpdesq Invoice 17844	£126.12	£25.22	£151.86
Helpdesq Invoice 18002	£18.97	£3.79	£22.76
Mulberry Councillor Training	£90.00	£18.00	£108.00
Fresh Air Fitness Outdoor gym Beare Green	£1,032.00	£206.40	£1,238.40
J Russell January 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	£100.00		£100.00
	<b>£7,830.71</b>	<b>£262.26</b>	<b>£8,092.97</b>

#### (b) Ward Matters for discussion

**Beare Green** – (i) Mrs Watson asked if the Clerk could find out why saplings has not been planted along the Beare Green central reservation of the A24. She also asked if information funding for this planting could be obtained. (ii) The Clerk mentioned the revised information received from Mole Valley regarding clearing Merebank pond of duckweed. It was agreed that now Mole Valley had accepted the Parish Council's recommendations, work can begin. (iii) Mrs Dale if there was any further information regarding the Trig Street project. She asked if Surrey County Council could be contacted, asking for further information especially the safety audit. The Clerk will keep the Chairman of Newdigate Parish Council update to date with information. (iv) Mrs Schryver asked if the Clerk could find out if there were plans to have the felled trees at Wolves Hill removed. The area has been left looking very unsightly.

**Capel** – (i) Mr Palmer mentioned he had spoken to the Cricket Club and Football Club regarding updating the equipment in Capel playground and both societies have agreed to host some fund raising. The Cricket Club still has safety concerns regarding the current location of the playground as

cricket balls can reach the area. The Parish Council has been asked to consider moving the playground to a new location on the recreation ground. This will need further discussion. (ii) Mr Palmer asked if the Parish Council could pay for a skip to be located on the recreation ground to take away all the accumulated rubbish on the allotments. All Councillors approved and allotment holders will be advised when the skip would be delivered. It was also agreed that in future, new allotment tenants will be asked to leave a £50 deposit on signing their lease, to ensure any rubbish left after they vacate the plot is removed or the depot will be forfeited. (iii) Beare Green pavilion had had some issues with plumbing recently, but this had been rectified by football club members. The Clerk will send a letter of thanks to Chris Anderson. (iv) Mr Palmer mentioned the exterior of the pavilion will need repainting this year. The Councillors agreed to purchase all paint as the football club would provide willing volunteers to carry out the work.

**Coldharbour** – (i) Mr McLachlan asked if the Clerk would contact Rob Fairbanks to obtain information regarding the closure of the Summer Lightning Mountain bike trail. This closure is forcing mountain bikers to use other paths which are being damaged.

**17      CORRESPONDENCES:**

The Parish Council had previously discussed a request by the owner of Sunnyside, The Street, Capel to purchase the small section of common land adjacent to the property. The Councillors had previously declined this request but now agreed to seek further advice before responding.

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

- **Trig Street Project**
- **Scott Broadwood School**

**Dates of Next Meetings:**

**Planning Committee: Monday 3 February 2025**

**Finance Committee: Tuesday 6 May 2025**

**Full Parish Council: Monday 17 February 2025**

**All meetings will be held in Capel Parish Hall**