

**MINUTES OF THE FULL PARISH COUNCIL MEETING  
HELD ON MONDAY 17 FEBRUARY 2025  
IN CAPEL PARISH HALL**

**1. IN ATTENDANCE:** Mr Ball, Mrs Schryver, Mr McLachlan, Mr Salter, Mr Cox, Mrs Taylor, Mr Ransome, Mrs Watson and the Clerk.

**APOLOGIES FOR ABSENCE:** Parish Councillors Mrs Dale and Mr Palmer.

**IN ATTENDANCE:** District Councillors Hobbs and Councillor Van den Bogerd. Nicola Davidson and David Cown, Surrey Community Action.

**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 03 FEBRUARY 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. DECLARATIONS OF INTEREST:**

None.

**5. PUBLIC QUESTIONS:**

None.

**6. CLERKS REPORT:**

None.

**8. NICOLA DAVIDSON, RURAL HOUSING ENABLER SURREY COMMUNITY ACTION**

Ms Davidson addressed the meeting, advising that her team had been made aware of a potential Rural Exception Site in Capel. The site belongs to the Guildford Diocesan Board of Finance and could be of interest as an affordable housing development. Ms Davidson stressed that as the site is in the Green Belt planning permission for market housing would not be granted. The site is in Vicarage Lane, adjacent to The Old Vicarage. The Councillors were not aware that this land had been identified and would need time to discuss the matter. The issues that were immediately raised was that another housing development in Vicarage Lane would increase traffic. Both Mrs Schryver and Mr Ransome mentioned that this site borders their land.

Mr Ball thanked Ms Davidson and her colleague for taking the time to address the meeting, and this item will be included for further discussion on the next agenda.

**9. TO DISCUSS, APPROVE AND ADOPT THE ASSET REGISTER:**

Councillors discussed the Register and agreed that the buildings owned by the Parish Council must be revalued. It was agreed Beare Green pavilion, Bowls Club pavilion, Sports pavilion and Parish Hall should all be revalued to ensure the Register is correct and this information must then be forwarded to the Insurance Company to ensure all property is fully insured.

Once the Register is updated, it was agreed this should be appraised every five years to ensure the buildings have correct cover.

The Clerk will arrange to arrange for the property valuation.

The Asset Register will be presented to the Councillors for adoption once the valuations have been completed.

**10. TO DISCUSS, ADOPT AND APPROVE ANNUAL RISK ASSESSEMENT:**

Councillors discussed the Annual Risk Assessment and made amendments.

- The risk regarding staff has been upgraded from Medium to High.
- A further row has been included to identify payments to HMRC regarding Employers NIC.

These amendments have been made, and the new Risk Assessment will now be circulated for approval and adoption at the next Full Parish Council meeting.

**11. TRIG STREET PROJECT:**

Information is still needed from Surrey County Council regarding the proposed entrance/exit which appears to have serious safety issues. The Clerk will ask for an update and report back to Councillors.

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

The MP for Dorking and Horley had been contacted regarding concerns about the proposed merger of the school. The MP, Chris Coghlan has written to both the Secretary of State for Education and the Chair of the Good Shepherd Trust expressing concerns regarding the future of the school and concerns from parents and residents. The key concerns outlined were

- Impact on the Local Community
- Transport and Accessibility
- Parking Issues
- Suitability of The Weald for Infant Education
- Future of Scott Broadwood Site
- Impact on Capel Pre-School
- Provision for Special Educational Needs and Disabilities (SEND)

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

On 5 February 2025, Government confirmed that Surrey is on the accelerated programme for Local Government Reorganisation. Government has asked Surrey County Council to submit an interim plan by 21 March 2025, and a final proposal is due by 9 May 2025. Government will then make a decision on the best option for Surrey by Autumn this year.

To help SCC meet the ambitious timelines, government has postponed the Surrey County Council elections for one year to May 2026. It is expected that elections to new 'shadow' unitary council(s) will take place in May 2026, followed by the official 'vesting day' in May 2027, where the unitary council(s) will officially take hold, and existing councils will dissolve. There will be no immediate changes to the operation of SCC services. Throughout this process, services will continue to be delivered.

The Parish Council has made representation to Mole Valley District Council asking them to consider transferring land titles for 3 areas in Beare Green to the Parish Council in an attempt to assist this fast-track re-organisation.

- Playground and car park adjacent to Beare Green Village Hall
- Merebank Pond.

**14. VERMIN CONTROL:**

Vermin has been sighted behind the Memorial and Parish Hall and Sports Pavilion in Capel. A pest controller has been called and report requested in an attempt to keep the problem under control. The findings will be shared with committees of all buildings.

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

Speakers have been confirmed for the meeting, and advertising has been posted on all notice boards, the website and around the villages.

**16. REPORTS FROM MEMBERS:**

**(a) Finance**

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

Mr Salter addressed the Council advising that invoices to the value of £4,846.17 were to be passed for payment. No invoices for ground works have been received so far this month.

**(iii) To agree, adopt and sign accounts to 17 February 2025**

The accounts at the 17 February 2025 were confirmed –

Current Account - £1,974,45

Reserve Account - £85,826.40

NS&I Account - £610.89

Mr Salter confirmed there is 5% of the precept budget left and 1 month remaining in this financial year. With sound and careful *management*, the Parish Council should finish the year with a slight overspend of £10,000.

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

**Payment Received**

Hall Hire **£39.00**

**Payments**

		<b>VAT</b>	<b>TOTAL</b>
Lindsay Quirk Hall Cleaning	£45.00		£45.00
Hall Hire, John Venus, Coldharbour	£60.00		£60.00
Mulberry LAS Councillor Training	£45.00	£9.00	£54.00
EDF Energy Beare Green Pavilion	£51.75	£2.59	£54.34
EDF Energy Parish Hall Gas Period 06/24 to 01/25	£798.30	£39.92	£838.22
Mulberry LAS Councillor Training	£90.00	£18.00	£108.00
J Russell February salary	£2,594.80		£2,594.80
HMRC Clerk's income tax	£648.80		£648.80
HMRC Employer's NIC	£343.01		£343.01
*Groundswork, Newdigate Road	£105.00	£21.00	£126.00
*Helpdesq Invoice	£19.04	£3.81	£22.85
*PT Plumbing and Heating, Beare Green Pavilion	£400.00		£400.00
*HMRC Employer's NIC Repayment	£5,560.41		£5,560.41
Capel and Beare Green Magazine	£100.00		£100.00
EDF Energy Beare Green Pavilion	£238.85	£11.94	£250.79
	<b>£11,099.96</b>	<b>£106.26</b>	<b>£11,206.22</b>

**\* These invoices were received after the 17 February 2025. All Councillors were contacted via email and agreed these should be passed for payment before the end of the current month.**

**(b) Ward Matters for discussion**

**Beare Green** – (i) Mr Cox mentioned the drains were still not being cleared and the footpaths were overgrown. It was agreed that this matter is continually being report without action, the matter should be passed to Surrey County Council Helyn Clack in the hope of getting something sorted. (ii) Mrs Watson mentioned the footpath from the A29 round to the A24 which is overgrown with brambles.

**Capel** – (i) Mrs Schryver asked if Surrey County Council could be contacted again regarding the woodlands at Wolves Hill. The trees which had recently been felled still needed to be cleared.

**Coldharbour** – (i) Mr McLachlan asked if there might be any funding available to celebrate the 80<sup>th</sup> Anniversary of VE Day. (ii) Mr McLachlan reminded Councillors that Wolvens Lane, although closed to 4-wheeled motorised traffic, had not been closed to scramble bikes. Surrey Rights of Way had been contacted asking for the closure to be extended to include these bikes.

**17 CORRESPONDENCE/INFOMATION:**

Councillors were made aware that due to the resignation of Councillor Clayton Wellman, a casual vacancy has arisen in the Office of Councillor for Holmwoods and Beare Green Ward of Mole Valley District Council and a by-election will take place on Thursday 20 March 2025.

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

- Trig Street Project
- Scott Broadwood School
- Rural Exception Site, Vicarage Lane

**Dates of Next Meetings –**

**Planning Committee: Monday 03 March 2025**

**ANNUAL PARISH MEETING: Monday 10 March 2025**

**Full Parish Council meeting: Monday 17 March 2025 – Beare Green Village Hall**

**Finance Committee: Tuesday 6 May 2025**