

MINUTES OF THE PARISH COUNCIL MEETING HELD ON 30 JUNE 2016

Present: Mr John Chilverton Chairman
Mr David Goldhawk Vice Chairman
Mrs Mary Mansell
Mr Ian Foster
Mr Ian Fairbrother
Mrs Kathy Wheeler
Mr Terry Mayne
Mrs Jan Russell Parish Clerk

Apologies were received from Councillor Claire Malcomson, Councillor Clayton Wellman and County Councillor Stephen Cooksey.

MINUTES OF THE ANNUAL ASSEMBLY MEETING HELD ON 19 MAY 2016

The minutes were signed as a true record of that meeting by the Chairman. These were proposed by Mrs Wheeler and seconded by Mr Maine.

MINUTES OF THE PARISH COUNCIL MEETING HELD ON 19 MAY 2016.

These minutes were discussed and then signed as a true record of that meeting by the Chairman. These were proposed by Mr Foster and seconded by Mr Fairbrother.

MATTERS ARISING

Grass Cutting - It was discussed that the grass on the verges throughout the Parish and the central reservation of the A24 were not being cutting back far enough and sight lines for drivers were being obscured. Information had been received from MVDC regarding the delay in the cut and confirmed this matter was now being addressed.

Bus Shelter (A24 Southbound) - This shelter still needs some minor repairs. These repairs have been outstanding for the last eight months. At the last Parish Council meeting Councillor Cooksey said he would look into the matter. As the repairs still need attention the Clerk will contact MVDC again and ask for the matter to be addressed.

JR

Cycle Way - the cycle way along the A24 has not been constructed. The Parish Council assumed that when work began it was for the development of the proposed cycle way but this work was curtailed before it was completed. The Clerk will contact MVDC and SCC to ask for confirmation if and when these works are likely to be begin again.

JR

Erosion of Bank off Redlands Lane - Sandbags had been placed to counteract any further erosion. It was stressed again that this was something that was not a problem for the Parish Council. This was a matter which is being dealt with by the National Trust and residents of Redlands Lane. The minutes will reflect that the Parish Council has done all it can and there can be no reproach.

VILLAGE HALL

Mrs Mansell told the meeting that there was nothing further to report regarding Holmwood Village Hall. It was being used, although bookings during the summer months were routinely slow. The lack of parking facilities was something that discouraged users. It was confirmed that any repairs that require attention at the cottage were being addressed as they arise.

PLANNING

MO/2016/0104/2016 - Land at Bury Hill Wood - This is on the boundary with Coldharbour and technically within that Parish. Coldharbour have a committee dealing with this planning application and therefore there is nothing further for Holmwood Parish Council to do.

FINANCE

Auditors Report

The annual internal audit had taken place on 10 June 2016 with the newly appointed auditor Mr Peter Frost. An audit report has been received and it was apparent that although the finances had all been accounted correctly, there were a number of governance questions raised that the Clerk had been unable to answer. The Parish Council has all these procedures in place and the Clerk should have been better prepared for the audit.

Mrs Mansell had kindly addressed all the issues and a detailed reply will be sent back to the Auditor. There were a number of issues that the Parish Council discussed and it was agreed that:

- The Clerk will confirm with their insurers that all adequate insurance cover is in place;
- The Clerk will back-up documentation (disk or memory stick) for Parish Council computer files;
- It was not thought necessary for the Clerk to have access to funds should an emergency arise within the Parish. Parish Councillors would always be available to advise in a crisis;
- The Clerk will amend the Fixed Asset Register which will now show the location of each Parish Council commodity.

The Clerk will forward the Parish Council's reply to the Auditor.

JR

WAR MEMORIAL STEPS

Burleys have been asked to provide a quotation to provide a handrail along the length of the steps leading up to the War Memorial. The hand rail should be similar in design to the railings already in place around memorial. Internal Financial Regulations and the fact that Burleys have always carried out satisfactory work for the Parish Council mean that estimates from other contractors will not be sought. Mrs Mansell will contact Burleys with the possibility of reducing the overall cost of the work and also obtaining a drawing of the proposed handrail. It was agreed that these works should ideally be finished before Remembrance Day in November.

ANNUAL PLAYGROUND INSPECTION

The annual playground inspection has been arranged to take place on 23 August 2016. The cost of the inspection, unaccompanied, will be £54.00 (inc VAT). It is essential that a Risk Assessment takes place at the same time as the inspection. The Clerk will contact Wicksteeds to ensure both these inspections are completed together. JR,

UNDERPASS BARRIERS

Councillor Cooksey has taken this matter up with MVDC and has emailed the Parish Council with their response. The matter will be dealt with but further foundation works need to be undertaken to ensure the barriers are firmly positioned.

POLICE

Although the Police are no longer in a position to send representatives to attend Parish Council meetings, updates were being forwarding giving Councils information regarding local incidents. It was confirmed that when these updates were received they should be circulated to all Councillors.

GRANDON LODGE

The Chairman confirmed that he had spoken to Councillor Malcomson regarding this matter. However, there were still concerns regarding this site. There appeared to be numerous travellers and heavy machinery on the site. The Parish Council has concerns with the field that is on the north side of the brook. This was a lovely field and now appears to be a parking lot for cars and lorries. The Clerk will write to MVDC Planning Department as a matter of urgency to register its concerns in this matter and will also contact Councillor Malcomson and ask if she has any further information on the situation.

JR

THE VIEW POINT, HOLMWOOD COMMON

Mr Goldhawk mentioned that three wooden seats had appeared at the Viewpoint, Holmwood Common. The tree fellers, who had carved the seats, had received permission from the National Trust to place the seats at the Viewpoint.

DATE OF NEXT MEETING

This will take place at 7.30pm on Thursday 25 August 2016 at the Village Hall.