

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON 29 JUNE 2017

Present: Mr John Chiverton Chairman  
Mrs Mary Mansell  
Mr Terry Mayne  
Mr Ian Foster  
Mr Ian Fairbrother  
Mrs Jan Russell Parish Clerk

Apologies were received from Mrs Kathy Wheeler, Mr David Goldhawk, District Councillors Wellman, Malcomson, and Monkman and County Councillor Cooksey.

### 1. MINUTES OF THE ANNUAL STATUTORY MEETING HELD ON 18 MAY 2017.

The minutes were approved by the Chairman and signed as a true record of that meeting. These records were proposed by Mr Foster and seconded by Mrs Mansell.

### 2. THE MINUTES PARISH COUNCIL MEETING HELD ON 18 MAY 2017.

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

### 3. MATTERS ARISING

- **Grandon Lodge**

After multiple telephone calls, voice messages and emails, the Chairman has eventually managed to contact Mole Valley Enforcement Officer and the case has now been reopened. It is hoped that the problem with Grandon Lodge will be recognised and appropriate action taken.

- **Blackbrook Road safety barriers**

These safety barriers are still in place but have again fallen over. The Clerk will contact Surrey County Council again, and ask for an update on the outstanding works.

- **Cycleway A24**

Information had previously been received from County Councillor Cooksey that a decision would be made on the allocated funding for this project in June 2017. The Clerk will contact both County Councillor Cooksey and Surrey County Council again and ask when decisions will be or have been made. In the meantime, all undergrowth that had previously been cut back has now grown again, leaving the cycleway in the same condition as it was previously.

- **Parking Restrictions, South Holmwood**

Parking restrictions, yellow lines, have now been introduced and it was agreed that the lines around the corners of the village are proving to be a restriction. Parking throughout the area was discussed and as restrictions are being implemented in all areas, parking in general is now becoming a problem, especially in Dorking when the station car park is full to capacity by 08.00 Monday to Friday.

- **Surrey County Council works reference ME-370147 Horsham Road, Dorking**

It was agreed that this works reference does not refer to Holmwood.

- **Surrey County Council works reference ME-378896 Kerbstone repairs, bus layby A24 northbound, Holmwood**  
Some repairs had been carried out on these kerbstones but there were still some stones that are causing a trip hazard. Councillor Foster has contacted Surrey County Council giving more relevant information regarding the unfinished works, and apparently this has been referred back to the contractors, Kiers. Councillor Foster has asked to meet Kiers on site, but as yet no meeting has been arranged. The Clerk will photograph the kerbstones and forward this evidence to Surrey County Council.
- **Bus Shelter, A24 southbound, Holmwood**  
The bus shelter has one again been repaired. The Parish Council thanked resident Mr Crispin Harding Rolls for undertaking the repairs.

#### **4. VILLAGE HALL**

Mrs Mansell told the meeting that the village hall would close for a couple of weeks during August whilst the new kitchen was installed. All refurbishments were being overseen by Mr Peter Bray. Refurbishment works will also be carried out in the gentlemen's toilets. The ceiling will be lowered, plastering work undertaken and heaters installed in all toilets to help alleviate damp. This work will not solve the problem of condensation but should help.

#### **5. PLANNING APPLICATIONS**

There were no planning applications to consider but it was noted that the application **MO/2017/0697** at 10b Warwick Road, South Holmwood, RH5 4NP for a two-storey side extension and first floor extension over existing garage has been approved.

#### **6. FINANCE**

- **Auditors Report and Statement to BDO**

The internal audit was carried out by the new auditors, Mulberry and Company, and their report was circulated to all Councillors. As this report contained a number of comments that appeared irrelevant to Holmwood Parish Council's Financial Regulations, Council review of the report was deferred pending clarification. However, the audit approved Council's accounts, which were signed off by the Chairman and, together with the annual return, will be forwarded to BDO for external audit. Section 1 - Annual governance statement 2016/17 of the return was read to Council and all clauses agreed. Scanned copies of these documents will be forwarded to all Councillors. It was decided that Holmwood Parish Council's Financial Regulations, last adopted in 2004 but still appropriate, should be reviewed; an updated version will be prepared and a special Council meeting convened at which to propose and approve a definitive document.

The internal auditor will, in due course, be advised of Council's response to his report.

- **Financial Statement and Bank Reconciliation**

A statement of both the current and reserve account was circulated to all Councillors together with the bank reconciliation. This was signed off as accurate by the Chairman. In future, the sum of the precept and concurrent grant should be shown separately.

- **Pass Cheques for Payment**

The invoice from the Internal Auditor had been received in the sum of £256.86. The Parish Council queried this as the quote had been for £150.00 plus expenses. Also, it would appear that VAT had been added to the expenses. The Clerk will write and obtain clarification on this invoice.

## **7. UPDATE ON CHILDREN'S PLAYGROUND**

- **Safety Surface Renewal.**

The renewal of the safety surfacing has been undertaken by Wicksteed's. The work has been completed and the surface is fit to use. The new safety surface makes the remaining surfacing under other equipment look very dated and consideration will be given to replacing these later in the year, in accordance with our proposed programme.

- **Repairs to bench in Children's Playground**

Mr Mayne told the meeting that these works were still outstanding. Mr Mayne had contacted the contractor and it hoped that a start will be made on the repairs next week.

- **Wicksteed Annual Unaccompanied Inspection and Risk Assessment**

The Parish Council have confirmed with Wicksteed's that the inspection and risk assessment will take place during August. A firm date for the inspection will be given nearer the time.

## **8. ENVIRONMENTAL MAINTENANCE CONTRACT**

A letter has been received by the Chairman regarding the contract for cutting highway verges in Mole Valley. This had been circulated and discussed. The letter outlined the number of cuts and weed treatments that were undertaken yearly and advised that a reduction in funding from April 2018 would mean a reduction to this service. The service could be returned to Surrey County Council with an automatic reduction in the service or the service could be retained by Mole Valley, if this were to happen Parish Councils were asked if they were able to provide some match funding. The Councillors agreed that residents already pay for this service through their Council Tax. It was agreed that the Chairman should respond emphasising that the Parish Council was not able to offer any match funding and a reduction in the service could result in some safety issues with site lines on the A24.

## **9. CORRESPONDENCE**

The Parish had been given a gift of a new Union flag, to be flown at the War Memorial by Mrs Cath Bell. The Parish Council had sent a letter, thanking her for her thoughtfulness.

A thank-you letter had been sent to Mr Vic Mansell thanking him for taking the time to raise and lower the flag at the Village Hall and War Memorial. Mr Fairbrother has now agreed to take on this responsibility.

A letter of thanks had been sent to Mr Crispin Harding Rolls, thanking him for undertaking urgent repairs to the bus shelter, on the southbound carriageway of the A24.

Mrs Mansell advised the meeting that an article had appeared in the Dorking Advertiser, giving information about the proposed possible closure of the recycling facilities in Dorking and some surrounding areas. Residents were asked to go online to register their views. The Clerk will register objections from the Parish Council. It was agreed that if the recycling centres were closed, fly tipping would increase, especially in rural areas. Objections can be registered until 7 August. On-line web site address,

[www.surreycc.gov.uk/recyclingcentres](http://www.surreycc.gov.uk/recyclingcentres) or text 07860053465.

**10. DATE FOR NEXT MEETING**

The next meeting will be on Thursday 7 September 2017 at 7.00pm.