

**HOLMWOOD PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 02 MARCH 2023**

Present: Mr Keith Carter Chairman
Mr James Afford Vice Chairman
Mr John Chiverton
Mr David Goldhawk
Mrs Mary Mansell
Mr Ian Fairbrother
Mrs Rachel Snook
Mrs Jan Russell Parish Clerk

Apologies: Surrey County Councillor Stephen Cooksey. District Councillors Hobbs, Malcomson and Wellman.

1. MINUTES OF THE MEETING HELD ON 12 JANUARY 2023.

The Council agreed the minutes of the Full Parish Council meeting to be a true representation of the meeting and were approved. Proposed by Councillor Mr Afford and seconded by Councillor Mr Chiverton.

2. MATTERS ARISING FROM 12 JANUARY 2023.

Councillor Mansell asked if there was any update on the reinstatement of the footpath across National Trust land to Betchetts Green Road.

The Clerk had contacted Surrey County Council Rights of Way officer after the January 2023 meeting for the path to be reinstated. As no response had been received, the Clerk will write again. In the meantime, it is hoped to enlist assistance from residents, as the path does need to be returned to a usable condition.

Councillor Snook asked if there was any update on reinstating the ditches along Betchetts Green Road to alleviate flooding. The Clerk will contact the National Trust asking them to undertake these works.

3. VILLAGE HALL

Councillor Carter advised the Councillors that the new fire doors have now been varnished. The surrounds still need to be painted and this will be done once all electrical work has been undertaken. Automatic doorstops have been fitted which are linked to the fire alarm. The work on the hatch is still outstanding, with the Trustees yet to decide on which estimate to approve. The increase in hall charges was mentioned.

4. CHILDREN'S PLAYGROUND

The broken Masquerade climbing equipment has now been repaired. Councillors asked if Wicksteed had supplied a letter of inspection after the work was completed. The Clerk confirmed that nothing had been received and it was agreed that the Clerk should contact the company asking for an inspection certificate.

5. A24/MILL ROAD JUNCTION ROAD MARKINGS

The Councillors were reminded that District Councillor Hobbs has complained to Surrey County Council as the road markings on the junction continue to confuse drivers. Photographic evidence of the damage lorries has caused to the kerbing on the central reservation had been forwarded to Surrey County Council but this area has not yet been reinstated.

6. PLANNING APPLICATIONS

- MO/2019/1641 - Carpel House, Horsham Road, South Holmwood. Importation of material to increase level to unused land to create benefit and to cover exposed sewer pipe. Refused by Mole Valley District Council. Appeal Lodged. Mole Valley and Holmwood Parish Council responded to PINS. REFUSED (AND DISMISSED ON APPEAL). Enforcement issues continue.¹

Councillors were advised that residents have observed material continues to be imported to the site and the ground level is now about 0.5m above surrounding ground level. Mole Valley District Council is aware of the continued use of the land contrary to planning requirements.

- MO/2023/0034 - Stable House, Anstie Grange, Betchets Green Road, South Holmwood, Dorking, Surrey, RH5 4LG. Erection of part single/part two storey extension. Insertion of 2 No. dormer windows to replace roof lights. Decision Pending.
- MO/2022/1884 Four Oaks, 4 Oakdale, Mill Road, South Holmwood. Erection of single storey side/rear extensions and raised patios. Decision Pending.
- MO/2022/1966 - Braeside, Mill Bottom, South Holmwood. Demolition of existing two storey rear extension and link and replacement with new single storey rear extension. Approved.
- MO/2022/1944 - 32A, Warwick Close, South Holmwood. Erection of single storey side and rear extension. Approved.
- APPEAL - MO/2022/0814 - Holmwood Post Office, 9, Warwick Road, South Holmwood. Garage conversion to habitable space. Proposed raise the roof with 6 No. roof lights to create a home office/storage area with family guest space/ ancillary to the main house. REFUSED.
- APPEAL - MO/2022/0824 - Land adjacent to Foxmead, Horsham Road, South Holmwood. Erection of a detached 3-bedroom chalet style dwelling, with associated parking and access from existing drive. APPEAL LODGED 10 August 2022.

7. NATIONAL TRUST

Licence for groundworks and mowing.

After discussions with the National Trust a licence has been received for groundworks and mowing undertaken by the Parish Council. This licence differs from the contract the Parish Council has with I D Verde. It was agreed that the Clerk will arrange a meeting between I D Verde and Councillors to discuss the discrepancies before responding to the National Trust.

Safety Fencing/Barriers around pond Betchetts Green Road

Councillor Snook reminded the Councillors that barriers around the pond were damaged about four years ago and have still not been repaired. This is a safety hazard, especially during cold weather when the road, which is liable to flooding, freezes. This area belongs to the National Trust and maintenance is their responsibility. It was agreed that the Chair will draft a letter to the National Trust asking for repairs to be undertaken.

8. PARISH COUNCIL ELECTIONS

Parish Councillors were given their nomination forms for the Parish Council elections scheduled for 4 May 2023, together with the timetable to submit their completed documents. Two serving Councillors have made the decision to stand down, and it might be necessary for the Parish Council to co-opt two new Councillors after the elections.

¹ District Councillor Wellman informed the Council that Mole Valley Enforcement Team did visit the site but were unsuccessful. The property owner has now begun a counter case with his lawyers.

9. DORKING CHARITIES

Councillor Mansell informed the Councillors of the death of past Parish Councillor Mr Terry Maine. Mr Maine remained the Parish Council's trustee representative for Dorking Almshouses after standing down from Council duties. Holmwood Parish Council has a trustee on the managing board and a new representative is now required. This will be an agenda item for the May meeting when it is hoped a Parish Council representative will be nominated. The Clerk will inform the Almshouses Trustees of Mr Maine's death and that re-election will take place as soon as possible.

10. CORONATION KING CHARLES III

The Councillors were advised that Mole Valley District is providing a financial donation of up to £400 per ward toward the upcoming Coronation celebrations. Councillor Carter agreed to advise District Councillor Hobbs of the celebrations planned for the village and request a financial contribution.

Saturday 6 May 2023 - a screen will be installed in the Village Hall to televise the Coronation and free refreshments will be available.

Sunday 7 May 2023 - a Bring and Share Street party is being organised.

The Councillors have suggested a bench be purchased to commemorate the Coronation. The Clerk will liaise with the National Trust to obtain permission to install the bench on their land.

11. FINANCE

- **Online banking; removal and substitution of two authorised signatories.**

The Councillors were advised that is necessary for both Councillor Chiverton and Councillor Goldhawk, approved bank signatories, to provide online permission for the Parish Council to enter into online banking. Both Councillors have been advised they will receive information from NatWest. In the meantime, two new signatories will need to be approved, namely Councillor Fairbrother and the Clerk, Mrs Janet Russell.

- **Financial Statement and Bank Reconciliation**

The Budget Analysis was circulated to all Councillors, showing a Current Account balance to the end of February 2023 of £8,255.46 and Reserve Account balance of £15,447.90.

After the March 2023 invoices are paid there will be a balance of £5,453.96. VAT payments of £1,233.11 are to be reclaimed giving an end of year balance is £6,687.07.

However, outstanding invoices of £4,607.89 to Burleys/I D Verde remain unpaid.

- **Cheques passed for payment:**

Invoice No	Payee	Amount	Cheque No	Purpose
	J Russell	£2,097.10	736	Salary and back pay
	HMRC	£524.40	737	Clerk's Income Tax
	J Russell	£75.00	738	Clerk's Expenses
	Village Hall	£70.00	739	Hall Hire

The Councillors were reminded that a direct debit payment of £35.00 for GDPR will be made on 1 March 2023.

The Councillors discussed the Reserve Account and agreed that the Parish Council could purchase a bench to commemorate King Charles III coronation. It was also agreed that further defibrillator training should be organised.

DATE OF NEXT MEETING

The Council will meet again on 18 May 2023 at 7:00pm.