

**HOLMWOOD PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 07 MARCH 2024**

**Present:** Mr Keith Carter Chairman  
Mr James Afford Vice Chairman  
Mrs Mary Mansell  
Mr Ian Fairbrother  
Mrs Rachel Snook  
Mr Robert Jordan  
Mrs Jan Russell Parish Clerk

**In attendance:** District Councillor Wellman

**Apologies:** Parish Councillor Lester.

**1. MINUTES OF THE MEETING HELD ON 04 JANUARY 2024.**

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

**2. MATTERS ARISING FROM 04 JANUARY 2024.**

**Mill Road Junction/A24:** Councillor Afford asked if there was any progress on obtaining a date for the survey to be carried out. It was confirmed that this would not happen before April 2024 and the Clerk was asked to try and obtain further information.

**Installation of Average Speed Cameras on A24:** The Council has still not been informed when these cameras will be installed although it has been confirmed work will take place within the 2024/25 financial year.

**War Memorial:** Councillor Mansell confirmed she will contact the specialist cleaner (Archer Stone) to obtain an estimate for cleaning the memorial. It was agreed this should be an agenda item for the May meeting.<sup>1</sup>

**Repairs to Bus Shelter:** The Parish Council thanked Councillor Afford for personally repairing the shelter outside the Holly and Laurel.

**Additional Bench:** The Councillors would still like to purchase a bench from the National Trust to be placed on Holmwood Common. The Clerk will contact District Councillor Hobbs, a Friend of Holmwood Common and ask for her assistance.<sup>2</sup>

**Parking Restrictions Betchetts Green Road:** There has been no further communication from Surrey County Council Highways regarding painting hatching to restrict parking and the bollards supplied to limit parking have since been removed. The Clerk will contact SCC Highways again.

**3. VILLAGE HALL.**

Councillor Carter informed the Council that he had attended a meeting with the Village Hall Trustees last week. He confirmed that the shutter to the kitchen hatch has now been installed.

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<sup>1</sup> Councillor Mansell has since confirmed she will meet Archer Stone at the Memorial on 12 March 2024.

<sup>2</sup> The National Trust have responded saying there are already several benches on the Common and they are not keen to add another. If the Parish Council identifies a specific location, not near other benches, it might prove more successful.

Repairs to the kitchen floor remain outstanding, as an insurance inspection needs to take place before works can commence. Painting to internal walls is being carried out.

Councillor Carter has suggested that a Village Hall sign be commissioned to be sited above the main doors of the hall. The Clerk will obtain an estimate and circulate to all Councillors.

#### **4. CHILDREN'S PLAYGROUND**

It was confirmed that the five-year contract for the playground inspection has been accepted. No payment will be made until the first inspection has been carried out. The order for the new seesaw has been placed and a date for delivery and installation will be advised.

#### **5. 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.
- MO/2023/1654 - 9 Heads Up, Holmwood Post Office, Warwick Road, South Holmwood. Garage conversion to office, storage and a library, ancillary to main house. REFUSED. (Subject to appeal).
- MO/2024/0088 - Redlands Lodge, Redlands, South Holmwood. Erection of two storey side extension with front and rear dormer windows including a new dormer to an existing bedroom and internal alterations. Decision Pending.

#### **6. ELECTRIC VEHICLE CHARGING POINT:**

It was agreed at the last meeting that the Parish Council would not take this matter any further. The Chairman confirmed that he had since received information from a company who were looking for local opportunities to install EV charging points. The charge point operator pays to install, maintain and operate the chargers and makes rental payments at market value to the site owners. This information has been passed to those in the area who might consider using their land for these installations.

#### **7. GROUNDS MAINTENANCE TENDER:**

The Councillors examined the tender and after some discussions it was unanimously agreed that the contract for grounds work for the year 01 April to 31 October 2024 should be awarded to Clover Grounds Maintenance. The value of the tender is £2,984.00. The Clerk will forward a letter of acceptance.

#### **8. DEFIBRILLATOR TRAINING**

It was agreed that further training should be arranged. Although the defibrillator does give clear instructions on use, it was agreed that on-site training would be beneficial. The Chairman said he had been in contact with Michelle Watson regarding organising this. It was agreed the Clerk would contact Michelle and try to arrange a training session.

#### **9. NATIONAL TRUST**

- Grounds Maintenance Licence.

The Grounds Maintenance Licence issued by the National Trust had been discussed and the changes recommended by the Parish Council have been accepted. The Schedule of Works for the upcoming year has been updated and will form the basis of the new grounds maintenance contract.

- Reinstatement of Safety Fencing around Betchets Green Road Pond

The damaged fencing around the pond remains controversial with the National Trust unable to agree to the repairs. The lack of fencing is a serious hazard especially when the road freezes in this area. Councillor Jordan offered to contact the National Trust emphasising the seriousness of the situation.<sup>3</sup>

## 9. FINANCE

- (i) Review Budget Analysis
- Pass invoices for payment
- VAT Refund and End of Year Audit

### (i) Review Budget Analysis

The budget analysis was circulated to all Councillors, showing the invoices to be passed for payment and balance of the Parish Council's bank Accounts. Balance of the Unity Trust Current Account at 7 March 2024 was £18,542.60 and NatWest Reserve Account at 30 November was £15,683.46.

### (ii) Pass Invoices for Payment

Invoice No	Payee	Amount	Purpose
9043	J W Systems	£1,053.60	IT and Mailbox support
	J Russell	£2,478.50	Half-year salary and expenses
	HMRC	£480.70	Clerk's Income Tax
	I D Verde	£7,681.10	Invoices from April 21 to Oct 23

The invoices from I D Verde had remained unpaid for the last 3 years, as the terms of the signed contract were not being honoured. I D Verde has since forward updated invoices. It was proposed that all outstanding invoices up to the end of 2024 be paid. All Councillors approved this action and a payment of £7,681.10 will be made.

All invoices were approved for payment by all Councillors.

### (iii) VAT Refund and End of Year Audit

An application for a VAT refund to the value of £1,765.54 will be made. It was agreed by all Councillors that this refund should be paid directly into the NatWest Reserve Account.

The End of Year Audit will take place on Friday 3 May 2024.

### Spring Newsletter 2024

It was agreed that contact details of significant village representatives should be included in the Spring 2024 Newsletter. Information will be included, and a draft of the newsletter forwarded to all Councillors for agreement before being sent for printing.

### Clerk's Salary

Councillor Carter mentioned that NALC have circulated the new pay awards. These came into effect on 1 April 2023 and back pay will need to be made to ensure the salary is in line with recommendations.

### DATE OF NEXT MEETING

The Council will meet again on 30 May 2024 at 7:00pm.

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<sup>3</sup> NT Ranger Henry Barnard has responded saying Surrey CC Highways have been contacted about this as they installed and own the fence. A response is outstanding.