

MINUTES OF THE PARISH COUNCIL MEETING HELD ON 07 SEPTEMBER 2017

Present: Mr John Chiverton Chairman
Mrs Mary Mansell
Mr Ian Fairbrother
Mrs Jan Russell Parish Clerk
District Councillor Claire Malcomson
District Councillor Clayton Wellman

Apologies were received from Mrs Kathy Wheeler, Mr David Goldhawk, Mr Ian Foster, Mr Terry Mayne, District Councillor Monkman and County Councillor Cooksey.

1. TO APPROVE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 29 JUNE 2017.

The minutes were discussed and it was agreed that an amendment should be added to Section (6) Finance stating, "the internal Auditor's invoice was questioned and payment deferred until clarification is received". The minutes were then approved by the Chairman and signed as a true record of that meeting. These records were proposed by Mr Fairbrother and seconded by Mrs Mansell.

2. MATTERS ARISING

- **Kerbstones**

Repairs to these kerbstones are still outstanding, despite the Clerk sending Highways pictures of the offending stones. A further reminder will be sent to Surrey County Council, again asking them to contact Councillor Foster when the contractors are likely to be on site so that he can be available to ensure all the broken stones are repaired.

- **Bus Shelter**

The bus shelter on the southbound side of the A24 at Holmwood was damaged again recently. However, Mole Valley District Council were quick to repair the damage and the Parish Council have thanked them for their swift response. It was agreed that this vandalism will be highlighted in the Parish Council's next newsletter.

- **Grandon Lodge**

The Chairman is still trying to make contact Mole Valley Enforcement Officer. There has been no response to numerous emails and telephone calls. District Councillor Wellman told the committee that there are ongoing problems with recruitment in the Planning and Enforcement Department of Mole Valley District Council and he has agreed to make contact with Jack Straw, Head of Planning, and make him aware of these difficulties.

- **Blackbrook Road safety barriers**

These safety barriers have fallen over again. Surrey County Council is aware that these repairs are still outstanding as operatives are sent out from time to time to reinstate the barriers. The Clerk will again inform Surrey County Council that these barriers are down and this is costing a lot of money to keep sending out operatives to re-erect.

- **Parking Restrictions, South Holmwood**

Parking restrictions, yellow lines, which had been introduced in the village initially proved to be a deterrant. However, they are now being ignored so the parking problem continues to be a nuisance and a hazard.

3. VILLAGE HALL

Mrs Mansell told the meeting that the village hall has had the new kitchen installed. Peter Bray has overseen the installation. The gentleman's toilet has also undergone a refurbishment. It has been painted and the ceiling lowered and new heaters have been ordered. Mrs Mansell said Mr Steve Jolly has taken considerable time and trouble to clean the toilet area. The Parish Council thanked him for doing this. The hall continues to be used on a regular basis although other bookings are somewhat moderate.

4. PLANNING APPLICATIONS

Planning applications since the last meeting had been discussed via email and therefore there were no applications to consider. The following planning applications had been discussed and recommendations forwarded to Mole Valley District Council.

- MO/2017/1300 - 6 St Austell Place, Warwick Road, RH5 4NJ. This was an application for the erection of a single-storey rear extension and part conversion of a garage to habitable living space. The Parish Council had asked Mole Valley District Council to take the increase in parking congestion into consideration when making its decision.
- MO/2017/1210 - Holmwood Post Office, 9 Warwick Road, RH5 4NP. This was an application for change of use from mixed residential and physiotherapy (Use Class D1) to residential dwelling (Use Class C3). The Parish Council recommended that planning permission be granted.
- MO/2017/1392 - Warwick House, Warwick Road, South Holmwood. This was an application for the erection of a double garage. The Parish Council did not submit any objection.

5. FINANCE

- **Auditors Report and Statement to BDO**

The accounts had been forwarded to BDO for the external audit after being signed off by the Chairman at the last Parish Council meeting. BDO had contacted the Clerk highlighting the fact that an additional payment was received from Mole Valley District Council over and above the precept and this had been added into the precept column, which was not correct. Due to the method of Mole Valley's calculations, the Parish Council receive additional money but this should be treated as a grant. Only the requested precept should be shown in this column. The Clerk is still waiting for the authorised accounts to be returned.

- **Financial Statement and Bank Reconciliation**

A statement of both the current and reserve account was circulated to all Councillors together with the bank reconciliation. The Clerk will expand on this reconciliation for the next meeting, giving a forecast of expected expenditure before the end of the current financial year.

- **Pass Cheques for Payment**

The following invoices had been passed for payment since the last Parish Council meeting. This had been agreed as the invoices could not wait until the September meeting for authorisation:

Date	Cheque No	Payee	Net	VAT	Gross
10/07/2017	000576	Wicksteed Leisure	£7,636.25	£1,527.25	£9163.50
19/07/2017	000577	Nigel Carpenter	£1,150.00	£230.00	£1,380.00
28/07/2017	000578	Zurich Insurance	£433.43		£433.33

The following invoices were passed for payment at this meeting:

Date	Cheque No	Payee	Net	VAT	Gross
07/09/2017	000579	Mulberry & Co	£214.05	£42.81	£256.86
07/09/2017	000580	HCI Data	£69.90	£13.98	£83.88
07/09/2017	000581	Wicksteed Leisure	£60.00	£12.00	£72.00
07/09/2017	000583	GACC Subscription	£10.00		£10.00
07/09/2017	000584	Clerk's Expenses	£349.81		£349.81
07/09/2017	000585	HMRC Clerk's Tax	£312.00		£312.00
07/09/2017	000586	Clerk's Salary	£1,248.00		£1,248.00

An invoice amounting to £1,343.33 has been received from G Burley and Sons. Before this invoice is passed for payment, the Clerk will contact Burleys and ask for clarification. The Parish Council has a contract with Burleys, which means they should invoice four equal amounts, four times a year. The current invoice is too large for one payment and does not represent half of the agreed quotation. Therefore, confirmation is required that all ground works are being undertaken and the invoice is correct.

6. UPDATE ON CHILDREN'S PLAYGROUND

The annual inspection and risk assessment had been undertaken by Wicksteed Leisure and there were some concerns regarding the slide. Although no immediate action was recommended on this piece of equipment, it is in an area where the Parish Council was considering upgrading the safety surface. If new equipment is required because of updated legislation, it would be a waste of money to have the safety surface replaced before the actual equipment. It was decided to ask Wicksteed to quote for the new equipment and surfacing to be replaced together and then discuss at the next Parish Council meeting.

7. FINANCIAL REGULATIONS

The Internal Audit had highlighted the need to assess the Financial Regulations which had last been reviewed in 2004. Mr Chiverton, Mr Goldhawk and Mrs Mansell will meet to go through the draft regulations from NALC and these will then be presented to the Parish Council for approval. This item will be included on the agenda for the November 2017 meeting.

8. ROADS IN HOLMWOOD VILLAGE

Norfolk Road, Warwick Road and Buckingham Road have all undergone excavation and been dug up. Pot holes are now appearing and the Clerk will contact Surrey County Council Highways department to report this. As the village has no street lighting, walking at night time is now very dangerous.

9. INTERNAL AUDIT

The Parish Council considered the recent internal audit. The auditor's comments regarding the financial regulations were not compliant as the correct edition was not used. Please see Section 7 above regarding the review of the regulations. The Parish Council was satisfied Mulberry and Company were fully experienced in these audits and the Clerk will ask if they would be willing undertake next year's audit, and obtain confirmation that the estimate for the work would be adhered to.

10. DATE FOR NEXT MEETING

The next meeting will be on Thursday 16 November 2017 at 7.00pm.