

MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16 NOVEMBER 2017

Present: Mr David Goldhawk Vice Chairman
Mrs Mary Mansell
Mr Ian Fairbrother
Mr Ian Foster
Mr Terry Mayne
Mrs Jan Russell Parish Clerk
County Councillor Stephen Cooksey

Apologies were received from Mr John Chiverton, District Councillors Malcomson, Wellman and Monkman.

DECLARATIONS OF INTEREST

Mrs Mansell declared an interest in Agenda Item 5, Planning; Laburnum Cottage.

1. TO APPROVE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 07 SEPTEMBER 2017.

The minutes were approved and signed. Proposed by Mr Fairbrother and seconded by Mrs Mansell.

2. MATTERS ARISING

- **Kerbstones**

Councillor Foster said that he had not been contacted by the contractors who had undertaken these works, therefore not all broken stones had been attended to. It was agreed that the kerbstones were continuing to be damaged as a campervan was being parked slightly onto the footpath in the layby at weekends. It was agreed that a letter addressing this fact and also that it was breaking the law should be given to the Campervan owner requesting that he refrains from this..

- **Grandon Lodge**

The Chairman and Councillor Wellman are still working together on this matter. There was the possibility that Langdale had been sold.. As this property is within National Trust land, and adjacent to the site of Grandon Lodge the Clerk will seek clarification from the National Trust that it has been sold.

- **Blackbrook Road safety barriers**

Councillor Cooksey told the Committee that he had been assured the work would be undertaken in September as there was funding earmarked for this. However, logistically this could not be done at that time as other road works were being carried out on Blackbrook Road. Councillor Cooksey has since had assurance that the work will be complete by the end of November.

- **Parking Restrictions, South Holmwood**

Parking restrictions, namely yellow lines, which have recently been introduced in the village are now largely being ignored so on-street parking continues to be a nuisance. The presence of a parking enforcement officer would be a deterrent and Councillor Cooksey said that he would ask if someone from the District Council could come and impose parking tickets.

- **Road Conditions, South Holmwood**

The roads within the village are breaking up. There has been some attempt to make-good but this is not ideal. Councillor Cooksey confirmed that a schedule had been drawn up to have roadworks done but 70% of the funding has now been withdrawn. If there is a problem with the roads that have been worked on by contractors, the contractors are obliged to reinstate the road to the condition it was prior to the work.

- **Audit - 2018**

The Clerk confirmed that Mulberry and Company, the internal auditors from 2017 have confirmed they will undertake the 2018 audit.

3. LITTER BIN A24 LAYBY.

Mrs Mansell told the meeting that although the litter bin, which had been asked for in the layby on the A24 northbound, had been reinstated, it was located outside the Lych Gate of the church. Councillor Cooksey agreed to speak to Mole Valley District Council and ask for the bin to be relocated at the layby.

4. VILLAGE HALL

Mrs Mansell said that the heaters had not yet been installed in the toilets. There were major problems with the drainage system. A survey had been carried out by consultants and surveyors and it would cost in the region of £4,000 to have the work done. Mr. Bray (Trustee) was in consultation with the Consultants to ensure that this was a 'maximum cost'. This is essential work that needs to be carried out, it maybe that the Hall will approach the Council for a donation towards this costing. Mrs Mansell confirmed that as the Parish Council was acting as the managing agent it could donate towards any major project, but it was not allowed to cover the full cost. The cottage has continued to have paying tenants. The condition of the roof was holding at present, but we are aware that this will need attention soon. The back boiler needs to be replaced in the cottage. Mr Fairbrother asked about hall bookings. Although parking near the hall continued to be a problem, bookings remained fairly constant.

5. PLANNING APPLICATION

The following planning applications and decisions made since the last meeting had been discussed via email.

DECISIONS:

- MO/2017/1396 - Lime Cottage, Millbottom, South Holmwood RH5 4NT - Application refused 5 October 2017.
- MO/2017/1497 - Flat 1, Laburnum Cottage, Horsham Road, South Holmwood - Approved with conditions.

- MO/2017/1300 - St Austell Place, Warwick Road, South Holmwood - Approved with conditions.
- MO/2017/1107 - Oak Tree House, Horsham Road, South Holmwood - Approved with conditions.
- MO/2017/1553 - Devon House, Horsham Road, South Holmwood RH5 4NG - Conditions Approved
- MO/2017/1392 - Warwick House, 19 Warwick Road, South Holmwood, Dorking - Approved with conditions.

APPLICATIONS:

- MO/2017/1806 - Brooklyn, Horsham Road, South Holmwood RH5 4NG - Application for the erection of single storey side/rear extension following removal of existing single storey rear element - Application out for consideration until 24 November 2017
- MO/2017/1889 - Lime Cottage, Millbottom, South Holmwood. RH5 4NT - application for erection of two storey rear extension and new front porch - Application out for consideration until 24th November 2017. (This is an amended version of the above),

The Committee discussed application MO/2017/1497 - Flat 1, Laburnum Cottage, Horsham Road, South Holmwood which had been approved with conditions. Mr Foster said that he felt the Mole Valley Planning Department had made a gross misjudgement by approving this application. The National Trust, being an adjoining owner, had not been notified of this application and the red line document submitted with the application was not correct. The location plan did not show the extension to neighbouring Hope Cottage. Councillor Cooksey mentioned the pressure the Mole Valley Planning Department was under.

Mr Foster mentioned MO/2014/1752 - Swires Farm, Henfold Lane, Beare Green, which had been approved subject to conditions in 2014. These conditions required the District Council to make annual inspections to the site. To date no details of these inspections have been made available, the Clerk will contact Mole Valley and ask for confirmation that the conditions are being complied with and for a schedule of the imposed conditions.

Discussion was made regarding the Planning and Enforcement Departments at MVDC's lack of response to the Council's comments regarding Planning Applications. Councillor Cooksey informed the Council that these departments were currently understaffed due to budget restraints. Jack Straw, Head of Planning had been operating as the temporary CEO for Mole Valley for the last four months and this could be why the Council had not received any response from him regarding the letter sent on the 31st October. The Clerk will forward all information relating to this matter to Councillor Cooksey.

6.0. FINANCE

• Financial Regulations

The Chairman, Vice-Chairman and Mrs Mansell had all worked together to bring the Parish Council's Financial Regulations up to date. Copies had been circulated to councillors and they had been asked to make any comments prior to the meeting. The Chairman had

declared that no further discussion on these Regulations would be allowed at the meeting. All councillors present agreed to adopt the Financial Regulations. Proposed by Mr Mayne and seconded by Mr Fairbrother. All in agreement. In the absence of the Chairman, Vice-Chairman Goldhawk signed a copy of the approved Regulations, which will be kept by the Clerk.

Financial Statement and Bank Reconciliation

A spreadsheet of both the current and reserve account was circulated to all Councillors together with the bank reconciliation. The Clerk explained that the document showed invoices passed and presented for payment to date, three invoices awaiting payment, and those payments that were expected before the end of the current financial year. It also showed the amount of VAT that would be recoverable and the likely balance of the current account once all payments had been made and VAT received.

- **Pass Cheques for Payment**

The following invoices were passed for payment at this meeting:

Date	Cheque No	Payee	Net	VAT	Gross
16/11/2017	000587	G Burley & Sons	£746.73	£149.35	£896.08
16/11/2017	000588	BDO	£100.00	£20.00	£120.00
16/11/2017	000589	The Image Company	£65.00		£65.00

- **Change of Signatory**

Mrs Mansell said that as she was undertaking work on the accounts to comply with the Finance Regulations it was not possible to be a signatory. It was agreed that Mr Mayne would become the new signatory and the Clerk would obtain the relevant form from the bank to bring the records up-to-date.

7. CHILDREN'S PLAYGROUND

- **Findings of Risk Assessment**

Mrs Mansell asked that the annual Safety Inspection and Risk Assessment, carried out by Wicksteed's and undertaken in July be added to the Parish Council Risk Register. The Clerk will update this. Mrs Mansell outlined the findings of the inspection. (a) The safety surface under the swing had been damaged again. The Clerk had contacted Zurich Insurance regarding a possible insurance claim, but this had been declined. It was necessary to have this damage repaired as soon as possible and Wicksteed's had quoted a price of £487.00 plus VAT and including parts and labour for this work. At the last meeting, the slide had been discussed, being outlined in the Risk Assessment as not meeting the current height regulation but being a low risk. The Parish Council did not consider it necessary to have slide replaced at the present time. (b) The newly refurbished seats were also outlined as causing concern as there appeared to be some damage to the concrete sides and the threads on the bolts on the underside of the seats should be reduced. Mr Mayne agreed to inspect the seats and arrange for any necessary works to be undertaken. (c) There are no gates at the entrance to the playground leading onto Betchets Green Road and it is possible for dogs to enter the area and for unsupervised children to run into the road. The Clerk will contact the National Trust and ask if they would be willing for the Council to install a self-closing gate, to support child safety.

- **Replacing Safety Surface under Slide and Swing Areas**

The Committee discussed the damaged safety surface under the swing area and agreed that it be repaired without delay. The Committee further discussed replacing the safety surfacing under the slide area, as detailed in quotation 116258 dated 9 March 2017 at a total cost of £3,447.75 excluding VAT. Both items were proposed by Mr Foster and seconded by Mr Fairbrother. The Clerk will send an official order for both repair and replacement surfaces to Wicksteed's.

8. VERGE CUTTING

In June Mole Valley District Council contacted Parish Councils asking them to consider contributing financially to the current contracts for verge cutting. Without extra financial assistance, the contract for this work would be either reduced or revert to Surrey County Council. The Chairman had responded to Mole Valley stating that Holmwood Parish Council was unable to match fund. Councillor Cooksey confirmed that the contract would be handed back to Surrey County Council at the end of this current financial year and it was likely that the service would be cut by 50%.

9. CORRESPONDENCE

Mrs Bell has kindly agreed to provide the village with a new Union flag next year.

10. DATE FOR NEXT MEETING

The next meeting will be on Thursday 11 January 2018 at 7.00pm.