

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON 17 MAY 2018

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

In attendance: Mr Edward Ford, owner of Lodge Farm and his daughter.

Apologies were received from Mr Ian Fairbrother, District Councillors Wellman, Malcomson and County Councillor Cooksey.

Mole

### 1. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13 MARCH 2018.

Item (2i (Grandon Lodge)) should read "a *Planning Contravention Notice has not been served*". The minutes were then signed as a true record of that meeting. These records were proposed by Mr Goldhawk and seconded by Mrs Mansell.

### 2. MATTERS ARISING

- **Grandon Lodge**

The Chairman informed the meeting that a Planning Contravention Notice is about to be served. Once Mole Valley has received all the answers asked for within the notice a Planning Enforcement notice might then be served. This Enforcement Notice will ask for information as to what is happening within the site. There could be a total change of use for the field adjacent to Grandon Lodge, and if this is the case, no planning applications for change of use has been applied for.

- **Underpass - A24 Holmwood**

Mr Goldhawk confirmed that the defective light had been replaced and that the underpass has recently been cleaned and was now in good order.

- **Swires Farm, Henfold Lane, Beare Green**

No further information has been made available regarding the conditions imposed when planning permission was originally granted. Reports on the upholding of the conditions should be made by a visiting Enforcement Officer but as Mole Valley has a staffing problem within this team, it is unlikely any information will be available.

- **Dorking East Redevelopment**

Mr Foster told the committee that he had attended the meeting in March 2018. He said that plans were in place to make the east end of Dorking a welcoming gateway to the town. There are also plans to build a 76-bedroom hotel on the site at the side of the council offices. Proposals have also been put forward for a Weatherspoons pub in the centre of town and the redevelopment of the car park at the rear of Dorking Halls, making it multi-storey. Questions were asked about parking arrangements whilst all this work was in progress. To date there are no firm arrangements or agreements in place.

### **3. VILLAGE HALL**

Mrs Mansell told the meeting that the heaters have still not been installed in the toilets. Another electrician was being sought and it was hoped to use a local tradesman. It is hoped that the heaters will help alleviate the condensation in the gentleman's toilets. Mrs Mansell had circulated the end of year accounts for the Village Hall. It was noted that bookings were up but interest on the bank balance was down. A new tenant had been found for the cottage and a new tenancy agreement had been put in place. It was reported that there had been no increase in the hall hire charge, due largely to the difficulty in parking. Despite the installation of a new boiler some the radiators in the hall are still not working properly. The Village Hall was still endeavouring to raise enough money to have the roof repaired. There was no target cost to aim for and the work would only be undertaken when absolutely necessary. It will also be necessary to install a new central heating boiler in the cottage. A donation from the Parish Council is to be considered in the September meeting would be in respect of the new kitchen and drainage work. (Already carried out)

### **4. PLANNING APPLICATIONS**

Three planning applications from within the parish had been received since the last committee meeting, and these had been discussed via emails. The Parish Council had not logged any objections to MO/2018/0566 or MO/2018/0364.

- MO/2018/0566 - Folly Farm, Folly Lane, South Holmwood. Erect barn to replace fire damaged building and also a detached car barn, using existing access. Out for consultation until 14 May 2018.
- MO/2018/0364 - Halls House, 4 Old School Place, Horsham Road, South Holmwood. Erection of detached 3-bay garage at rear. Statutory consultation period ended. Decision pending.

Planning application MO/2018/0450 had been discussed at the last meeting and an objection had been raised.

- MO/2018/0450 - Lodge Farm, Lodge Lane, South Holmwood. Erection of 1 no. dwelling for an agricultural worker following removal of existing farm building. Statutory consultation period ended. Decision pending.

The Committee agreed that there had been a grave misunderstanding in responding to this application. The Parish Council believed that cottages built previously on the site had been sold privately. The Parish Council's response had also commented on the size of the accommodation being offered, which was inappropriate. Mrs Mansell said that following communications from Bray Estates and Mole Valley she had gone to Woking to ascertain information from archived minutes. The minutes confirmed that although two cottages had been built, they were before the present owner had taken over the running of the farm and were therefore not relevant to this application. The minutes did not confirm if the cottages had been built for agricultural workers. As the information was inconclusive, Mrs Mansell and Mr Goldhawk decided to act promptly and issued a written apology. The correspondence was read to the Committee and it was agreed that this had been the best possible course of action. It was agreed that any future planning applications should be discussed obtaining as much relevant information as possible and ensuring the wording in any correspondence was appropriate.

The Committee formally apologised to the owner Mr Ford and thanked him for his understanding.

## 5. COUNCILLOR VACANCY

It was confirmed that there were still no candidates to fill the current vacancy. It was agreed that the Autumn newsletter must stress the importance of a having a Parish Council. If a full Parish Council cannot be formed by May 2019 Holmwood could be taken over by Mole Valley District Council. It was mentioned that all current members of the Parish Council had been co-opted and it was disappointing that no vacancy has been filled by election. Mrs Mansell said that Holmwood was once of the oldest Parish Councils in the country and it would be sad to see it disappear.

## 6. FINANCE

The accounts to 31 March 2018 have been audited by Mulberry and Company, and the Annual Governance and Return had been signed off, ready for the Parish Council to approve. The auditor's report was circulated, and it was agreed that a response would be forwarded, answering the following concerns:

**Income** - the Auditor noted the figures in sections E and G has been altered after the accounts had been signed off. This alteration was carried out on the request of BDO but it was noted that the balance remained the same.

**Standing Orders** - information obtained from SSALC states that it not compulsory for smaller Parish Councils to have Standing Orders, but it was desirable for them to have a copy. This will be addressed in Section (9).

**Risk Management** - the Parish Council does have a risk register and it has been approved.

The Clerk circulated copies of the Cash Book to 31 March 2018 and the reconciliation. The Councillors agreed with the balances held in the current account and reserve accounts. Discussion was held already increasing the balance of the reserve account in September, when the second half of the precept was received. The audited Annual Return was signed off. This was proposed by Mrs Mansell and seconded by Mr Mayne

The Annual Return will be forwarded to Littlejohn and posted on the website.

The confirmation of the date of the period for the exercise of public rights to view the accounts will be put up on the Parish Council notice board.

The Parish Council unanimously agreed to formally ask Mulberry and Company to continue as the internal auditor for year 2018/19. This was proposed by Mr Mayne and seconded by Mr Foster.

The following cheques were passed for payment:

Invoice No.	Payee	Amount	Cheque No.	Purpose
3854	Mulberry and Company	£254.58	600	Internal Audit
4974	JW Systems	£178.80	601	Computer encryption
3921	The Image Company	£65.00	602	Spring Newsletter
2096	Surrey ALC	£284.54	603	ALC & NALC subscription
31268931	Zurich	£438.79	604	Insurance
	<b>Total</b>	<b>£1,221.71</b>		

## **7. CHILDREN'S PLAYGROUND SAFETY DATE**

In January 2018 the Parish Council had obtained a price for the installation of a self-closing gate at the Betchets Road entrance to the children's playground. The Parish Council had already agreed that his safety gate should be installed as it had been highlighted as a risk in the Annual Risk Assessment over the past two years. It was confirmed that the original price obtained was still valid, and the Parish Council therefore agreed to go forward with this work. The Clerk would place the order with Burleys and ask for the work to be completed before the children break from school for their summer holiday. This was proposed by Mr Goldhawk and seconded by Mr Foster.

## **8. PARISH NOTICE BOARD**

A quotation had been obtained from Greenbarnes for a replacement Parish noticeboard. As the price for the noticeboard was still valid, it was agreed that the Parish Council should go ahead with the purchase of this noticeboard. The Clerk will place the order and a date for delivery will be obtained so that installation can be arranged. This was proposed by Mr Goldhawk and seconded by Mr Foster.

## **9. CODE OF CONDUCT**

This had been raised by the internal auditor when auditing the Annual Return in April 2018. As stated in Section (6) it not compulsory for smaller Parish Councils to have Standing Orders, but it is desirable for them to have a copy. A copy of the most up-to-date Standard Orders have been circulated to all Councillors for their information.

## **10. DATE FOR NEXT MEETING**

The next meeting will be on Thursday 12 July 2017 at 7.00pm.