

**HOLMWOOD PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 17 MAY 2022**

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

In Attendance: District Councillors Rosemary Hobbs and Clayton Wellman. Mr Lester (part)

Apologies: Councillor Mr Goldhawk, District Councillor Claire Malcomson and Surrey County Councillor Stephen Cooksey.

1. MINUTES OF THE MEETING HELD ON 3 MARCH 2022.

The Council then agreed these minutes to be a true representation of the meeting and were approved. Proposed by Councillor Mr Chiverton and seconded by Councillor Mrs Mansell.

2. MATTERS ARISING FROM 3 MARCH 2022

- **1 Fernhurst Cottages, Horsham Road.** The Council had been informed that this property had been repossessed and it was hoped that any future occupant would improve the condition.
- **A24/Mill Road Junction.**
Nothing further has been heard regarding the new layout at the junction of A24/Mill Road. It was still causing problems and continues to be the area of numerous accidents. Discussions have been held via a Webinar regarding the A24 Horsham-Dorking study. A feedback form has been circulated to all Councillors and comments should be submitted by Monday 13 June 2022 to ltp@westsussex.gov.uk
[A24 Horsham to Dorking Stakeholder Meeting slides](#) (pdf file - 1.5mb)
[A24 Horsham to Dorking Stakeholder Meeting recording](#) (Microsoft Powerpoint presentation)
- **Post Box/Corner Warwick Road.** The Clerk had been advised that unless the post box is labelled with information regarding proposed future action, the box would remain in operation.

3. VILLAGE HALL

Councillor Carter informed the Council that he and Councillor Fairbrother had attended meeting with the 2 of the 3 Trustees. The meeting was to discuss whether the Parish Council should step back from being a hands-on managing agent for the hall. It was indicated the Parish Council would still have a link with the Trustees and would be invited to attend quarterly meetings. The Parish Council would appoint an auditor and oversee the accounts.

Councillor Mrs Mansell said that the Chair of the Trustees Mr Kingham had not been present at the meeting, and therefore the views of the Trustees were not unanimous. Until such time as all Trustees were in agreement on the way forward, the Parish Council was unable to make any decisions.

Councillor Carter agreed that he would contact the Trustees again asking for a firm definition on how they all wanted to proceed.

Councillor Mrs Mansell provided the Parish Council with an End of Year financial statement for the hall.

4. UPDATE CHILDREN'S PLAYGROUND AND INFORMATION SIGNS

The two new pieces of playground equipment had been ordered but Wicksteed had still not provided a date for installation. The Clerk will make contact asking for a date.

Councillor Carter said that he was disappointed with the quality of the repairs to the safety surfacing. The edges had shrunk, leaving gaps between the surfacing and grass. The Clerk will report the defect and ask for the work to be repaired under the guarantee.

Wording for the information notice had been circulated to all Councillors prior to the meeting. It was unanimously agreed that two signs, made of di-bond material (which is Aluminium composite) at a cost of £26.50 + VAT each would be ordered. The Clerk will arrange to have them fitted once they are received.

The two rubbish bins in the playground are not being emptied on a regular basis even though these missed collections are being reported to Amey waste services directly and online. District Councillor Hobbs agreed to intervene.

The Clerk advised that an application for the Annual playground inspection will be made now as there is always a long lead-time for this.

5. NATIONAL TRUST

The Parish Council has been questioned by the National Trust regarding grass mowing and hedge cutting. The National Trust ranger has been supplied with a copy of the 5-year contract for the groundworks and a history of when the undertaking began.

The National Trust has now requested a meeting with the Council. This is opportune as there are a few issues regarding the works recently undertaken along Betchetts Green Road. A footpath has become impassable and floods after heavy rainfall. It will be requested this be 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. Decision outstanding.

District Councillor Wellman informed the Parish Council he had been advised the Planning Agent for this application was due to submit an amended application next week. Mole Valley will continue to monitor the situation closely.

MO/2022/0431 - 1 Buckingham Road, South Holmwood. Erection of a single storey side/rear extension. Approved with Conditions.

MO/2022/0618 - East Lodge, Vigo House, Horsham Road, South Holmwood. Erection of detached double-storey outbuilding (upper storey within roof space). Approved with Conditions.

7. POLICE CRIME STATISTICS

The crime statistics for the parish had been received and circulated.

8. QUEENS PLATINUM JUBILEE

The National Trust has received the Parish Council's application for a licence to light a beacon on the land at the top of the playground, Betchetts Green Road. A risk assessment has been completed and arrangements will be made to ensure the area is kept clear of spectators.

The page master has been notified of the event and confirmation has been received that the beacon should be lit at 9:45pm on Thursday 2 June 2022. The event will be advertised on the parish notice board.

9. TO REVIEW AND ADOPT FINANCIAL REGULATIONS, STANDING ORDERS AND CODE OF CONDUCT

These policies were circulated to all Councillors.

All three policies were reviewed and were readopted. The information will be published on the Council's website.

10. FINANCE

To sign AGAR and review Internal Audit Report to 31 March 2022

The accounts to 31 March 2022 had been audited by Mulberry and Company, and the Annual Governance and Return signed off, ready for the Parish Council to approve. The Return was approved unanimously by all Councillors. The Chair signed the statement which will be emailed to Littlejohn and uploaded onto the Parish Council website.

The Chair highlighted an error in the Audit Report. The Clerk will speak to Mulberry and Company.

Financial Statement and Bank Reconciliation

The Income and Expenditure for 2021/2022 was circulated. The current account at the end of the financial year had a balance of £11,814.47 and the reserve account had a balance of £5,431.63. The total balance on 31 March 2021 of £17,246.10 which includes a contingency of £3,000.00.

Cheques passed for payment:

Invoice No	Payee	Amount	Cheque No	Purpose
514202154	Zurich	£461.86	714	Insurance
2451	Surrey ALC	£305.01	715	Subscription
50370	Mulberry & Co	£42.00	716	Councillor Training
19329	Mulberry & Co	£187.38	717	Audit
	Village Club	£50.00	718	Donation Jubilee
	KSS Air Amb	£100.00	719	Donation
	J Russell	£59.40	720	Additional backpay
	HMRC	£13.60	721	Clerk NI

Clerk's Salary

The Chairman addressed the Council, advising that the pay increase awarded to the Clerk for 2021/22 changed after the award was made. There was a shortfall of £73.00 which must be paid.

The new NALC pay scale for 2022/23 has been published indicating a further increase in salary, rising from £4,270.00 to £4,356.00 per annum, pro rata. The adoption of the new increase was proposed by Councillor Carter and seconded by Councillor Mrs Snook.

Online Banking

An application was made to allow the Parish Council to access its current account remotely. The original application was not accepted. A further application has been made and it is hoped this will be successful.

11. CORRESPONDENCE

The Council had been contacted by Kent Surrey and Sussex Air Ambulance asking for a financial donation. This was discussed and the Council agreed to support the Trust with a donation of £100.00. This was proposed by Councillor Mansell and seconded by Councillor Fairbrother.

The village will be celebrating the Queen's Platinum Jubilee Celebrations with a street party and a request has been made by the organisers South Holmwood Village Club for a financial contribution toward costs. It was agreed a small donation of £50.00 should be made. This was proposed by Councillor Afford and seconded by Councillor Carter.

12. DATE OF NEXT MEETING

The Council will meet again on 14 July 2022 at 7:00pm.