

**HOLMWOOD PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 18 MAY 2023**

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

Apologies: Surrey County Councillor Stephen Cooksey. District Councillors Hobbs, Malcomson and Wellman.

1. MINUTES OF THE MEETING HELD ON 02 MARCH 2023.

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

2. MATTERS ARISING FROM 02 MARCH 2023.

Councillor Mansell asked if information could be obtained from Mole Valley regarding the planning application for Nelson Cottage. This application seems to have been removed from the Mole Valley website.

Dorking Charities: The Council was informed that Mr David Kingham had been nominated and appointed as the Parish Council representative for this charity. The appointment had taken place in October 2019 but had not been discussed or agreed at any Parish Council meeting. Mr Kingham's term of office ends next year, when the Parish Council will ensure proper representation is made.

Mill Road Junction/A24: The Parish Council had received a response from Surrey County Council Highways regarding this junction but was not satisfied it had been dealt with appropriately. It was agreed that Councillor Carter would draft another letter of objection on behalf of the Parish Council.

Footpath 528 South Holmwood: The Parish Council was reminded of the response received from Surrey County Council's Countryside Access Team, advising they were satisfied with the condition of the surface of the footpaths and will not be looking to take any further action on this matter. It was agreed that the Parish Council would consider reinstating the surface, making it more accessible.

3. VILLAGE HALL

Councillor Mansell circulated two sets of accounts for the Village Hall. The Parish Council accounts are managed by Councillor Mansell and the other by the Village Hall Trustees. Councillor Mansell asked for an amendment be made to the Trustees Accounts, indicating the balance of £45,769.53 should mention the £25,000 transferred from the Parish Council managed accounts. Councillor Mansell said she will no longer be administering these accounts, handing all documentation to Mr Kingham, a Village Hall trustee.

Councillor Carter mentioned that the hatch in the hall has still not been finished.

4. CHILDREN'S PLAYGROUND

The Clerk confirmed that the annual inspection and risk assessment has been booked with Wicksteed. No firm date has been given, but the lead time is between 8 and 10 weeks.

Councillor Snook said that the waste bins in the playground are only emptied occasionally. The Clerk will contact District Council Hobbs again asking for assistance with this non-compliance.

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.
- APPEAL - MO/2022/0824 - Land adjacent to Foxmead, Horsham Road, South Holmwood. Erection of a detached 3-bedroom chalet style dwelling, with associated parking and access from existing drive. APPEAL LODGED 10 August 2022.
- MO/2023/0213 - 21 Warwick Close, South Holmwood. Conversion of part of 21 Warwick Close into an independent two bedroom house with front door and porch on front elevation and single storey rear extension built on existing conservatory footprint. Single storey rear flat roof extension to rear of 21 Warwick Close on existing conservatory footprint (which will be demolished). Approved with conditions.
- MO/2022/1884 Four Oaks, 4 Oakdale, Mill Road, South Holmwood. Erection of single storey side/rear extensions and raised patios. Approved with Conditions.
- MO/2023/0304 - Northbrook Surgery, Warwick Road, South Holmwood. Installation of a temporary portacabin building and toilets for period of one year. Approved with Conditions.
- MO/2023/0034 - Stable House, Anstie Grange, Betchets Green Road, South Holmwood, Dorking, Surrey, RH5 4LG. Erection of part single/part two storey extension. Insertion of 2 No. dormer windows to replace roof lights. Decision Pending.

6. TO AGREE SELECTION COMMITTEE AND INTERVIEW DATE TO CO-OPT TWO NEW COUNCILLORS

Councillor Carter addressed the meeting, stating that 2 applications had been received prior to the District Elections. It was agreed that both candidates should be invited to attend the next meeting, and the co-option process started. This was proposed by Councillor Carter and seconded by Councillor Afford.

A further application has since been received, and this applicant will also be invited to the July meeting, to give this candidate an understanding on how the Parish Council works.

7. NATIONAL TRUST AND I D VERDE -

Licence for groundwork

I D Verde have been contacted asking them to meet with the Parish Council and the National Trust to agree the licence to carry out groundworks on NT land. To date I D Verde have not responded, and it is now proposed that the Parish Council move forward, and meet with the NT. Councillors will then advise I D Verde of the differences to the current contract and how it should be applied.

The Clerk will arrange a convenient date and time for the meeting.

Outstanding Invoices

The Councillors were reminded that I D Verde had failed to forward correct invoices for grounds work for the past 2 years, even though a 5-year contract had been signed and agreed by both parties. The Clerk had contacted the Accounts Department on numerous occasions, but the invoices were still being wrongly submitted. The Parish Council is aware of the balance outstanding and will honour the account as the correct invoices are submitted.

8. CORONATION KING CHARLES III

The Councillors were advised that the village celebrations for the King's coronation were enjoyed by all and well attended. There was a viewing of the actual coronation ceremony in the Village Hall, and refreshments were supplied. A street party took place on Sunday 7th. The feedback was excellent, and when photographs are received, they will be uploaded onto the Parish Council's website and shared with Mole Valley District Council and SALC.

District Councillor Hobbs attended the celebrations and was delighted to see residents enjoying themselves in the sun at what was a very successful street party attended by residents of all ages. Some new residents said it was a great opportunity to get to know their neighbours. There were plenty of activities for children. Congratulations are forwarded to all those involved in organising the event.

9 TO ADOPT TRANSPARENCY CODE FOR SMALLER AUTHORITIES

All Councillors had received a copy of the Code and it was agreed that this will be adopted by the Parish Council. This was proposed by Councillor Snook and seconded by Councillor Afford. A copy of the adopted code will be posted on the Parish Council's website.

10 FINANCE -

(i) To sign the AGAR for 2022/2023 and review Internal Audit Report

The accounts to 31 March 2023 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 Internal Audit Report had been circulated to all Councillors and uploaded on the Parish Council website. It was agreed that the following projects should be earmarked as possible future community projects:

- Repairs to and/or replacement see saw.
- Repairs to and/or replacement swings.
- Outdoor gym equipment.
- Defibrillator training and equipment upgrading.
- Purchase and installation of commemorative bench.
- Repairs to village pond safety barriers.

(ii) Financial Statement and bank reconciliation

The Budget Analysis was circulated to all Councillors, showing a Current Account balance to the end of March 2023 of £6,687.07 and Reserve Account balance of £15,479.58.

The first half of the precept has been received, together with the Concurrent grant totalling £8,086.50. Mole Valley also contributed £100 toward the Coronation celebrations. This was deposited in the Parish Council's account and will be transferred to the Village Hall without delay.

The Current Account balance to the end of April 2023 was £14,873.57. The Reserve Account remains unchanged.

(iii) Invoices passed for payment:

The Councillors were advised that the Kent Surrey and Sussex Air Ambulance Charity had contacted the Parish Council asking for a donation. All Councillors considered this a worthy charity. A donation of £100.00 was proposed by Councillor Afford and seconded by Councillor Fairbrother.

Councillor Mansell asked the Parish Council to consider donating to the local Community Fridge. Although the Fridge does not make a drop in Holmwood, residents are entitled to visit the

Fridge at Beare Green. A donation of £100.00 was proposed by Councillor Snook and seconded by Councillor Fairbrother.

The Councillors has agreed by email, prior to the meeting, that a donation of £50.00 should be made to the Village Hall to assist with the Coronation celebrations.

Invoice No	Payee	Amount	Cheque No	Purpose
	Image Company	£115.00	740	Spring Newsletter
	Mulberry & Co	£243.54	741	Internal Audit
	Zurich	£503.24	742	Insurance
	Holmwood Club	£50.00	743	Coronation Donation
	KentSurreySussex	£100.00	744	Air Ambulance Donation
	Mid-Surrey	£100.00	745	Community Fridge Donation
	Holmwood Club	£100.00	746	MV Coronation Grant

The Chair reminded the Council that the NALC pay scale for 2022/2022 had been received and the Clerk's salary will need to be increased by one increment point. This will increase the full-time salary to £25,409 bringing the pro-rata salary to £4,807.00. The increase was proposed by Councillor Snook and seconded by Councillor Afford.

(iv) Online Banking

The Council is still unable to gain authorisation from NatWest for online banking. It was therefore agreed that the Clerk should make the necessary arrangements with Unity Trust Bank. This establishment is used by other Mole Valley Parish Councils and is recommended by the Auditor.

GENERAL POWER OF COMPETENCE

Although the Parish Council has the necessary eligibility to adopt this competence, the Councillors agreed it was not necessary for such a small Council.

VANDERBILT MEMORIAL

Councillor Mansell mentioned this memorial situated on the north side of the A24 which is currently overgrown. This memorial is on National Trust land. It has been confirmed there is a fund held by the NT for the upkeep of memorials. The National Trust rangers will be reminded of their responsibility and asked to have the area cleared as soon as possible.

DATE OF NEXT MEETING

The Council will meet again on 20 July 2023 at 7:00pm.