

**HOLMWOOD PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 20 JUNE 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

**In attendance:** Mr Leslie Lester and Mr Robert Jordan

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

**1. MINUTES OF THE MEETING HELD ON 18 MAY 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. MINUTES OF THE ANNUAL STATUTORY MEETING HELD ON 18 MAY 2023.**

The Council agreed the minutes of the Annual Statutory meeting to be a true representation of the meeting and were approved. Proposed by Councillor Mr Fairbrother and seconded by Councillor Mrs Snook.

**3. MINUTES OF THE ANNUAL ASSEMBLY MEETING HELD ON 18 MAY 2023.**

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

**4. MATTERS ARISING FROM 18 MAY 2023.**

Councillor Mansell pointed out that there was an error on the budget analysis. The half-year precept and concurrent grant for 2023/24 had been wrongly reported at £8,086.50. It should read £8,806.50. This error has now been corrected and the running total for the current account agrees with the bank statement.

**Mill Road Junction/A24:** Councillor Mansell asked the Chairman if he had forwarded a letter to Surrey County Council Highways regarding the layout of the junction and reinstating the damaged kerb on the central reservation. This had not been actioned but will be attended to.

**Footpath 528 South Holmwood:** It was agreed that the Parish Council should consider making this footpath usable, especially in wet weather. This path is common land, owned by the National Trust, who will not upgrade the surface. The Chairman agreed to try and arrange to have the work undertaken, unofficially.

**Defibrillator:** The Clerk has registered the defibrillator outside the Village Hall with Community Hearbeat Trust. This operator will now regular send email reminders asking for updates on equipment and the cabinet. This defibrillator is now part of the Web Notification System.

## **5. TO CO-OPT TWO NEW COUNCILLORS**

The Parish Council has 2 vacancies following the resignation of 2 serving members at the May 2023 Parish Council elections. Both Mr Lester and Mr Jordan were present at the meeting, and both were eligible to be co-opted. Councillor Carter proposed both gentlemen for the vacant positions, and this was seconded by Councillor Fairbrother. There was a show of hands, and all Councillors were in favour. Mr Lester and Mr Jordan duly signed their Acceptance of Office and Declaration of Interest forms.

J W Systems will be contacted to arrange Councillor email addresses for both new Councillors.

## **6. VILLAGE HALL**

Councillor Carter said that there was nothing to report at the present time. Councillor Mansell confirmed that she had now handed over all the accounts to Trustee David Kingham and had arranged to have the funds transferred to the Village Hall account.

Councillor Snook said there had been a problem with one of the entrance hall doors during the annual taxi day. The doorstep was not connecting properly and would not stay open. This will need some attention.

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

The litter bins in the playground are still not being emptied, with AMEY maintaining these are not included on the Mole Valley rota. To ensure the bins are emptied on a regular basis, the Clerk will ask I D Verde to quote to include these on their regular rounds and a decision will be made once costs are received.

Wicksteed are due to undertake the Annual Inspection and the shrinking wet pour safety surface under and around the equipment is likely to be an issue.<sup>1</sup>

Councillor Snook asked if the hedge by the safety gate and at the corner of Church Path could be cut back. Both these areas hinder the sight lines of pedestrians trying to cross the road.

## **8. PLANNING APPLICATIONS**

- MO/2019/1641 - Cappel 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/2023/0034 - 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.
- 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.

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<sup>1</sup> The Annual Inspection report was received from Wicksteed on 21 July 2023 and circulated to all Councillors.

- MO/2022/0632 - Betchetts Brook, Horsham Road, South Holmwood. Demolition of existing garage and relocation of a new detached garage and workshop with home office space on the upper floor, new vehicle crossover and gravel driveway with a turning area. Refused.

Application **MO/2023/0848 - 10 Buckingham Road, South Holmwood** has recently been received. This is for the erection of a single-storey rear extension, loft conversion and roof alteration. The Councillors considered the application and offered no objection.

## **9. COMPLETION OF DECLARATION OF INTEREST FORMS BY ALL COUNCILLORS**

All Councillors were given Declaration of Interest forms which were completed and returned to the Clerk. This information will be forwarded to Mole Valley and posted on the Parish Council website.

## **10. NATIONAL TRUST AND I D VERDE**

### **Update Licence for groundwork and mowing**

The Clerk had emailed the National Trust to arrange a convenient date and time for a meeting to discuss the terms of the licence for groundwork and mowing. To date there has been no response. A further reminder will be forwarded.

### **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 continues to contact the Accounts Department as invoices are still being wrongly submitted. The Parish Council is aware of the balance outstanding and will honour the account as soon as the correct invoices are submitted.

### **Pond along Betchetts Green Road**

Councillors asked if the National Trust could be contacted to cut back the vegetation around the pond. This is for safety reasons as the area is overgrown with weeds and brambles and pedestrians are finding it difficult to move out of the way of oncoming traffic.

## **9 UPDATE ON ONLINE BANKING**

The Parish Council has successfully opened an online current account with Unity Trust Bank. A cheque for £500 was forwarded with the initial application form. Both Councillor Carter and Councillor Afford can log into the account, make payments and are authorised signatories. The Clerk can log onto the account but will only be able to view transactions. Unity Trust Bank have provided a cheque book and paying in book.

## **10 FINANCE**

### **(i) Financial Statement and bank reconciliation**

The correction to the half year precept was highlighted on the current Budget Analysis circulated to all Councillors at the meeting. The NatWest Current Account balance to the end of June 2023 was £13,881.79. Once the outstanding invoice is passed for payment, there will be a closing balance of £13,576.12. The Reserve Account balance at 30 May 2023 is £15,504.83.

At the present time the Reserve Account remains with NatWest. The Clerk will contact Mulberry and Company and ask for their opinion on the most favourable returns for a Parish Council deposit account.

**(iii) Invoices passed for payment:**

| <b>Invoice No</b> | <b>Payee</b>     | <b>Amount</b> | <b>Cheque No</b> | <b>Purpose</b> |
|-------------------|------------------|---------------|------------------|----------------|
|                   | Unity Trust Bank | £500.00       | 747              | Open Account   |
|                   | Unity Trust Bank | £13,576.12    | 748              | Transfer       |
| 2575              | SALC/NALC        | £305.67       | Unity Trust      | Subscription   |

**DATE OF NEXT MEETING**

The Council will meet again on 21 September 2023 at 7:00pm.