

MINUTES OF THE PARISH COUNCIL MEETING HELD ON 25 AUGUST 2016

Present: Mr John Chiverton Chairman
Mrs Mary Mansell
Mr Ian Foster
Mr Ian Fairbrother
Councillor Claire Malcomson
Councillor Clayton Wellman

Mrs Jan Russell Parish Clerk

Apologies were received from Mr David Goldhawk, Mrs Kathy Wheeler, Mr Terry Mayne and County Councillor Stephen Cooksey.

1. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 30 June 2016.

These minutes were discussed and with corrections made to Item 1 (misspelling of Councillor Mayne's name) and Item 12 (carved to replace cared) the Chairman signed these as a true record of that meeting. These records were proposed by Mr Foster and seconded by Mr Fairbrother.

2. MATTERS ARISING

- i) Bus Shelter (A24 Southbound) - The shelter has now been repaired.
- ii) Cycle Way - the cycle way along the A24 from North Holmwood to Beare Green is still in need of being cleared. Work has been completed on the path from Vigo Lane to Betchets Green. Verification had been received from Surrey County Council that funds were made available for this work last year, and as it was not completed in that financial year, the funding has been carried over to this year. The Parish Council would appreciate confirmation when the remainder of the work will be completed. The Clerk will contact MVDC and ask for confirmation when the works will be undertaken. **JR**
- iii) Announcement from Surrey County Council in local newspaper - Mrs Mansell brought this important matter to the Council's attention. Surrey County Council has posted a schedule in the local newspaper outlining plans to make Norfolk Road and Warwick Road "**no waiting at any time**" for all vehicles. Mrs Mansell pointed out that the GP and Heads Up surgeries are in Warwick Road. If this restriction goes ahead there will be many residents who will be

unable to attend the surgery as they have difficulty walking and will not be allowed to park in the vicinity. It should be borne in mind that there are many houses that do not have garages or space to park on their property. Obviously more clarification is needed on this matter. Councillors Malcomson and Wellman both agreed to look into this matter further and seek advice from County Councillor Cooksey in an attempt to bring some pressure to bear as these restrictions appear unrealistic. The Clerk on behalf of the Parish Council, will also contact Surrey County Council for comprehensible information.

JR

- iv) The View Point, Holmwood Common - The Chairman informed the Council that these seats had been commissioned as a memorial for a deceased resident in co-operation with the National Trust.

3.VILLAGE HALL

Mrs Mansell told the Council that there was nothing further to report regarding Holmwood Village Hall. Hall bookings remain down as is normal during the summer months. The cottage is still being let. The former problems with drainage appear to have been addressed and any minor matters relating to the cottage were being dealt with as they occurred. Mr Fairbrother told the meeting that recently a booking had been cancelled because of the condition of the entrance into the Hall. Mrs Mansell said that she would speak to Peter Bray and try to get some improvements made.

4.PLANNING

Only one application with any association to the Parish had been registered with Mole Valley District Council during the period 30 June to 25 August 2016. This application was relating to the Bury Hill site and as it was a technical issue the Council was unable to comment.

6.FINANCE

Audit

The annual internal audit had taken place on 10 June 2016 and documentation was duly sent to BDO for the external audit. BDO had contacted the Clerk for more information regarding the minutes and the formal sign-off was still awaited. It was agreed that a new internal auditor would be sought for next year, and the Clerk will contact SLCC to obtain a list of local auditors, accustomed to undertaking Parish Council. A financial

reconciliation statement was produced at the meeting for the Council. All figures were reflected against the most up to-date bank statements.

JR

The following payments were approved:

Invoice No.	Payee	Amount	Cheque No.	Purpose
780	Peter J Consultants	£213.29	487	Internal Audit
54572	G Burley & Sons Ltd	£936.72	488	Grounds Maintenance
731129	Wicksteed Leisure Ltd	£72.00	489	Playground Inspection and Risk Analysis
	Mrs J Russell	£312.93	490	Clerk's Expenses
	HMRC	£336.00	491	Clerk's Income Tax
	Mrs J Russell	£1344.00	492	Clerk's Salary

7. WAR MEMORIAL STEPS

Mrs Mansell had been in contact with Burleys to obtain drawings of the proposed hand-rail to be placed at the War Memorial steps. The estimate was still high and to that end another supplier had been approached but their costs were even higher. The total cost had been increased (now £1038 plus VAT) but this was because an additional support had to be incorporated to stabilise the rail. It was confirmed that the Parish Council had permission from the National Trust to carry out this work. The decision was taken to accept the quotation from Burleys and ask for the work to be completed before Remembrance Day in November. This was proposed by Mr Fairbrother and seconded by Mr Foster. The Clerk will send an official order to Burleys to proceed with this work.

JR

8. ANNUAL PLAYGROUND INSPECTION

The Clerk presented the inspection report prepared by Wicksteeds. There was one item listed as a medium/high risk:

One seat was damaged due to decay and a replacement was recommended.

There were seven items listed as medium risk:

1. There is corrosion on the centre frame guards of the non-bump see-saw. T
2. There is corrosion on the seat nuts of the traditional swing and consideration should be given to them being replaced.
3. The safety surface is damaged on the black fleck wet pour surface.
4. There is wear to the chain end link of the traditional swing and consideration should be given to it being replaced.

5. There is grass growth on the safety surface under the igloo climbing frame and should be pressure washed.
6. The litter bin is damaged and consideration should be given to it being replaced.
7. There is an open access onto the roadway which children could run off into if unsupervised.

All remedial works listed on the Risk Assessment received from Wicksteeds were discussed. All works shown in the report will obviously be attended to. With regard to item (3) this damage is due to vandalism not wear and tear. The cost to replace this surfacing had been included in the overall estimate from Wicksteeds. A breakdown for this particular repair has been requested and once this has been received the Chairman will make a decision as to whether or not to make an insurance claim. Regarding item (5) Burleys have been asked to supply a quotation to undertake this work. The Clerk will notify the Chairman once these quotations are received and an immediate decision **will** be made. **JR**

9. UNDERPASS BARRIERS

Councillor Cooksey was dealing with this matter on behalf of the Parish Council. Mole Valley had informed Councillor Cooksey that the work will be dealt with but further foundation works need to be undertaken to ensure the barriers are firmly positioned. The Clerk will correspond with both Councillor Cooksey and Mole Valley to try to ascertain when this work will be completed. **JR**

10. GRANDON LODGE

As the condition of the site appeared to be getting worse, the Chairman had contacted the Planning Enforcement Office at Mole Valley District Council Mr Mike Bessent. It seemed that the use of the land had now changed from agricultural to residential. The owner of the site was living on the Capel Parish side of the site but the numerous travellers' vehicles and heavy machinery were in the field on the north side of the brook which was in Holmwood Parish. The Chairman confirmed that Mr Bessent was going to look into this matter but Councillors Malcomson and Wellman confirmed they would also take the matter further as there appeared to be a definite breach of use of the land.

11. BLACKBROOK ROAD

Mrs Mansell said there appeared to be highways problems along Blackbrook Road. Temporary barriers were in place by Brook Lodge Farm and Fourwents Pond. Some barriers had now either fallen or been pushed over and were causing a hazard. They

have been in place along the road for some considerable time. Councillor Malcomson told the Council that she had a meeting arranged to meet with Surrey County Council Highways on the 9 September and she would ask them what works were being undertaken. The Clerk will email Councillor Malcomson giving information regarding the exact location of the barriers.

JR

12. COUNCILLOR MRS WHEELER

Mrs Mansell said that Mrs Wheeler was unwell and would be unable to attend Parish Council meetings for at least the next six months. Mrs Mansell pointed out that legally if a councillor failed to attend six meetings they would automatically be disqualified from the Parish Council. However, if there was a legitimate reason, and all other Councillors were in agreement, there could be a leave of absence for as long as necessary. The Council unanimously agreed that Mrs Wheeler could abstain from meetings until she was well enough to return. In the meantime, Mrs Wheeler would continue to receive all communications and information to keep her up-to-date with Parish matters. This was proposed by Mr Foster and seconded by Mr Fairbrother.

13. REDLANDS LANE, HOLMWOOD - CULVERT

Earlier this year, a culvert became collapsed along Redlands Lane. The culvert is in a private road, alongside National Trust land. The residents of Redlands Lane will pay for the repairs and have received an estimate to proceed with this work which includes the erection of a barrier. A request has been made to ask the Parish Council if it would consider making a donation towards the work. The request was discussed at the meeting and it was the Council's decision that as it was not a Parish Council matter it could not be considered. The Clerk will inform the residents of Redlands Lane of the Council's decision.

JR

14. SURREY HILLS TRUST FUND - SPONSORED WALK

The Parish Council received a request asking for sponsorship for this walk. Unfortunately, the Council is unable to help it is not at liberty to sponsor individuals.

DATE OF NEXT MEETING

This will take place at 7.30pm on Thursday 03 November 2016 at the Village Hall.