

**HOLMWOOD PARISH COUNCIL**  
**MINUTES OF THE MEETING HELD ON 28 NOVEMBER 2024**

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

**In Attendance:** District Councillors Claire Malcomson and Rosemary Hobbs.  
National Trust Rangers Judith Ressler and Max Sheldon.  
Surrey Police Constables Gabriella (Gabby) D'Ademo and Andy Whiteley (Mole Valley Safer Neighbourhood Team).

**Apologies:** Surrey County Councillor Stephen Cooksey. District Councillor Wellman.

**1. MINUTES OF THE FULL COUNCIL MEETING HELD ON 12 SEPTEMBER 2024.**

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

**2. MATTERS ARISING FROM 12 SEPTEMBER 2024.**

**Defibrillator Training:** A quote has been received from St John Ambulance to carry out this training, together with First Aid and CPR. The cost of £1,014 including VAT, for 12 candidates, was considered excessive. The Chairman has now agreed to try and obtain training at a more reasonable cost.

Reserves have been earmarked to cover the cost of training.

**3. NATIONAL TRUST/BETCHETTS GREEN ROAD POND**

National Trust Ranger Judith Ressler addressed the meeting, advising that she and a volunteer had worked together to clear the overgrown pond. The pond had been cleared of all non-native species growing there which included the giant Gunnera. The Council pointed out various areas the National Trust should trim back for safety reasons around the village, during the growing season. Additionally, the Vanderbilt memorial area was mentioned as being on NT land which also needs trimming in the growing season. The Council pointed out that the NT holds a fund in trust to carry out this work. The NT asked if any information regarding this fund could be forwarded to them. Councillor Mansell would send any information she had but advised that the NT should have details already as this was carried out last year.

**4. MILL ROAD JUNCTION.**

PCs Gabby D'Ademo and Andy Whiteley attended the meeting and confirmed that surveillance had been carried out at the junction and accidents continue to be reported. It was suggested that if cars were prohibited from turning right at the Mill Road/A24 junction, but directed up to the South Holmwood intersection, this might alleviate some of the issues. PC Whyllie said that no action would be considered until the average speed cameras were installed as these could possibly ease some of the problems.

Surrey County Councillor Stephen Cooksey had circulated a response recently received from Surrey Highways and Transport regarding the installation of the speed cameras:

**Highways Reference Number:** 186721

**Issue:** Carriageway enquiry (Carriageway and Footway)

**Location:** Horsham Road Dorking

*So far for this scheme on the A24 (and three others on the A283 in Chiddingfold, A283 in Witley and on the A25 between Dorking and Reigate) we have:*

- Tendered and awarded a contract to a camera provider.*
- Agreed precise locations on site with the camera provider as to where the cameras will be positioned*

*• Agreed the electrical enabling works that will be required for those locations with Milestone and requested quotes. We have just this week received quotes from them.*

*Provided a design brief to Highway Design and Delivery team to improve the speed limit signing and provide speed camera warning signing. The expected implementation date will depend upon how quickly Milestone are able to deliver the electrical enabling works, and how quickly Ringway can deliver the signing improvements required. This will in turn depend upon weather and being able to book road space from street works and agreeing with them the traffic management works that will be required. We hope it will be possible to implement the scheme this financial year, but this is out of our control and dependent on the aforementioned.*

The Councillors hope any further information regarding the junction and average speed cameras will be shared with the Parish Councillors. Speeding along the dual carriageway was also mentioned and PC Whiteley mentioned that unmarked patrol cars are often present and do charge speeding vehicles.

## **5. VILLAGE HALL.**

Councillor Lester advised that the flooring in the hall will be re-sanded and re-varnished immediately after Christmas.

Councillor Mansell asked if an updated breakdown of the end of year financial statement for the Village Hall had been received. It had been noted at the last meeting that the balance sheet did not reconcile. Mr Chairman agreed to make enquiries.

## **6. CHILDREN'S PLAYGROUND**

An estimate for the refurbishment of safety surfacing works surrounding 4 pieces of apparatus had been received from Sovereign Design Play Systems and circulated to all Councillors. The estimate was discussed and all Councillors agreeing this work was essential. It would not be cost effective for each area of work to be undertaken separately as the cost of safety fencing, rubbish removal and staff welfare would be added on each occasion. The Councillors were reminded that at the last meeting, £15,000 had been earmarked for this work. This estimate totalled £15,862.89 plus VAT. All Councillors voted and unanimously agreed to accept the quote. The Councillors authorised the Clerk to contact Sovereign advising them of the Parish Council's decision to accept the quote in its entirety. The Clerk would also ask for an initial invoice for 25% of the total cost to be forwarded and information on a start date and length of time the work will take.

## 7. 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). PINS appeal and submission.
- Appeal Decision - MO/2023/1654 - Holmwood Post Office, 9, Warwick Road, South Holmwood. Allowed.

Councillor Malcomson mentioned MO/2019/1641 and the ongoing issues. It was confirmed that Mole Valley had made the decision to address all appeals and enforcements at the same time.

## 8. GROUNDS MAINTENANCE CONTRACT - 2025:

The current contract for Grounds Maintenance finished at the end of October. Councillors were satisfied with the work carried out by the current contractor Clovers Ground Maintenance and had been asked to quote for 2025. The estimate had been received, having been priced on the same scope of works as last year. The estimate for 2025 had been increased by £193.00. All Councillors agreed that this was not an excessive rise and unanimously agreed to accept the estimate. This was proposed by Councillor Lester and seconded by Councillor Snook.

Councillor Mansell mentioned 2 areas that had not been included and it was confirmed that these areas were included on the National Trust Licence to Mow map. It was agreed that the updated map relating to the scope of works would be updated and Clovers asked to revise their price. Once an updated price is received, all Councillors will be advised, and the final decision on awarding the contract will be made at the January 2025 meeting.

Councillor Carter mentioned the current National Trust Licence suggesting it might soon need to be updated. The Clerk was asked to contact the NT and confirm the date for renewing.<sup>1</sup>

## 8. DORKING CHARITIES' REPRESENTATIVE FOR HOLMWOOD PARISH COUNCIL:

The Councillors were reminded that in October David Kingham's 5-year term as Holmwood Parish Council's representative on the board of Dorking Charities' Trustees expired in September. It was confirmed that Mr Kingham was happy to continue in the role. Holmwood Parish Council was required to ratify him in the role for another term. The Councillors were all contacted and emailed their agreement that Mr Kingham should continue as Holmwood's representative as a Trustee. Councillors thanked him for his continued commitment.

## 9. DONATION REQUESTS:

- **St Catherine's Hospice.**

The hospice had contacted the Parish Council asking if they would consider making a grant to this charitable organisation. Mrs Mansell reminded Councillors that donations had been made in the past. All Councillors unanimously agreed to donate £150 to the charity.

- **Royal British Legion Poppy Appeal.**

The Parish Council laid a poppy wreath at the Remembrance Day Memorial service. The Councillors were reminded that the wreath was supplied without charge. The Parish

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<sup>1</sup> Confirmation has been received the Licence will run until November 2025 and will be renewed yearly thereafter.

Council had donated to the Royal British Legion previously and all Councillors unanimously agreed to donate £50 to the charity.

#### 10. TO APPROVE AND ADOPT THE UPDATED EMAIL POLICY AGREEMENT:

All Councillors were reminded that the Parish Council recognises email and internet are used to conduct Council business. The policy provides guidelines and procedures to protect users and the Council. The email policy applies to all Councillors in their correspondence with other Councillors and Parish Councils. All Councillors signed and dated the template declaring they agree to use Councillor email only for Council business. In line with GDPR policy, a redacted copy of the template will be published on the Parish Council website.

#### 11. FINANCE

##### (i) To Discuss the Precept Request for 2025

The Councillors were reminded that the Precept Request for 2024 was for £12,500. Councillors were also reminded that Mole Valley awards a concurrent grant and extra grant which increases the amount received. Information had been received from Mole Valley Finance team confirming the extra grants allocated last year will remain unchanged for 2025. The concurrent grant will be £3,067 and the extra grant £1,046. It was unanimously agreed to keep the precept request at £12,500. All Councillors were in favour.

The Parish precept request has not yet been received. All Councillors unanimously agreed that as the precept request had been approved at the meeting, and would be minuted, once the request is received the Clerk will obtain signatures from two Councillors and return the request to Mole Valley without delay.<sup>2</sup>

##### (ii) Financial Statement and bank reconciliation

The budget analysis was circulated to all Councillors. Balances on 18 November 2024 -

NatWest Reserve Account £17,574.83  
Unity Trust Current Account £750.80  
Unity Trust Reserve Account £7,392.02

Councillors were reminded that an updated statement for the NatWest Reserve Account had not been received since September and the account had still not been closed and transferred to Unity Trust

Account statements were presented to Councillor Mansell prior to the meeting and the total balances were confirmed as equal to the Budget Analysis statement. Councillor Mansell signed and dated the statements.

##### (iii) Pass invoices for payment:

Invoice No	Payee	Amount	Purpose
2230	Clovers Ground Maintenance	£511.54	Ground Maintenance
2269	Clovers Ground Maintenance	£511.54	Ground Maintenance
	Unity Trust	£5.40	Bank Charges
	Councillor Mansell	£10.98	Replacement Union Flag

<sup>2</sup> The Precept Request was received on 2 December 2024. The form has now been signed by Councillors Mansell and Afford and will be forwarded to Mole Valley.

All Councillors approved the invoices, and it was unanimously agreed to pass all invoices for payment.

It is agreed by all Councillors that funds will continue to be earmarked for the following project

- CPR and defibrillator training for Councillors and interested residents.

**(vi) CLERK'S SALARY:**

The Chairman informed the Councillors that notification had been received from NALC advising that the updated Local Government Service Pay agreement from 1 April 2024 to 31 March 2025 has been approved and increases should be applied from 1 April 2024. The Clerk's salary will be amended up to the next increment. The pro-rata increase will bring the salary to £5,504.00. The Chairman also mentioned that yearly expenses have been increased from £150.00 to £153.75.

The pro-rata increase will be added to the half-yearly salary payment at the March 2025 meeting, along with the expenses payment.

**11. CORRESPONDENCE:**

Mole Valley District Council had received an e-mail from BT advising proposals to remove the payphone at the junction of Warwick Close and Warwick Road, South Holmwood. Although the phone had only been used once in the past 12 months, it was discussed and unanimously agreed the Parish Council would respond asking for the removal to be suspended because:

- The village is subject to frequent power cuts.
- The mobile signal in the village is intermittent.

**12. DATE OF NEXT MEETING:**

The Council will meet again on 9 January 2025 at 7:00pm,