

**HOLMWOOD PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 30 MAY 2024**

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

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

1. MINUTES OF THE MEETING HELD ON 07 MARCH 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 Afford and seconded by Councillor Fairbrother.

2. MATTERS ARISING FROM 04 JANUARY 2024.

Mill Road Junction/A24: Mill Road Junction/A24: Councillor Afford mentioned that there was still on-going confusion due to road layout at this junction. This was causing safety concerns. Councillor Afford mentioned that sections of a letter received from Katie Stewart of Surrey County Council had been published on the Mill Road Junction Death Trap Facebook page and stated, "Early discussions on any possible solutions, such as closing this and other gaps on the A24, have been unacceptable for the Parish Council or local residents". Councillor Afford requested that it was placed on record that Holmwood Parish Council have not been involved or consulted in any discussions of possible solutions and have certainly not found any possible solutions unacceptable. Councillor Cooksey will be questioned on this statement and asked for a further update on when the traffic survey, agreed in October 2023 will take place.

Defibrillator Training: The Councillors decided that further training for the defibrillator should be organised. The Clerk will find some costings and the matter will be agreed at the next meeting.

Grounds Maintenance: Councillor Mansell mentioned that the work on the Warwick Close roundabout had not been undertaken. The monthly visits had not been made, as per the information on the Schedule of Works. Councillor Carter agreed to talk to Clover Grounds Maintenance. Councillor Afford mentioned that the school field had been attended to and was looking good.

3. VILLAGE HALL.

Councillor Carter said the next Trustee meeting is in a fortnight and Councillor Lester will attend to represent the Parish Council. The Councillors were advised that the Gas Safety Certificate for the boiler had been issued, painting on the end wall in the hall had been undertaken and the committee and snooker room had been replastered and repainted. The gutter had been repaired. Councillor Mansell asked if a financial statement for 2023/24 had been received but nothing had been provided. The repairs to the floor in the kitchen were still outstanding but this was due to the insurance claim not being settled.

Prices had been received for a sign to be installed about the building entrance. No decision had been made on whether this should be purchased.

4. CHILDREN'S PLAYGROUND

Councillor Snook said the new seesaw was being well used. The Parish Council had received the first inspection report and only minor recommendations had been made. Reports of dog excrement in the playground had been received. The playground does not have a secure fence, so it is difficult to keep dogs out but it was agreed that the wording on the sign would be reviewed to deter dog owners from allow their dogs into the play area.

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). PINS appeal and submission.
- 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. Refused and dismissed on appeal.
- 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. Approved with Conditions.
- MO/2024/0427 - 2 Warwick Close, South Holmwood. Certificate of Lawfulness for a proposed development in respect of a habitable room in the roof space with 1 No. front and 4 No. rear rooflights. Refused.

6. NATIONAL TRUST:

The Parish Council is disappointed to announce that the National Trust will not grant permission for D Day Beacon Lighting Celebration. This is regretted as beacon lighting was at the request of King Charles III and organised by the Pageant Master Bruno Peek. The NT has a "no fires" policy on its land and even though the Parish Council had provided both Health and Safety and Risk Assessment information, this event will now be cancelled.

7. WAR MEMORIAL:

Councillor Mansell had met with Archer Stone Restoration regarding cleaning the South Holmwood War Memorial. An estimate totalling £2,485 plus VAT has been received. The War Memorial was last cleaned 10 years ago and becomes discoloured partly because of its position close to the A24 and because it is built of Portland stone which easily takes up damp. The memorial is visited frequently by villagers. Councillor Mansell reminded the Council that the last time the memorial was cleaned it was paid for mainly by donations. The Councillors discussed the cost and agreed to formally accept the estimate. The Clerk will contact the War Memorials Trust to find out if the Parish Council can apply a grant toward the cost of cleaning. Information regarding the cleaning will be posted on the Parish notice board and on the website.

8. TO RE-ADOPT TRANSPARENCY CODE FOR SMALLER AUTHORITIES:

All Councillors had received a copy of the Transparency Code and unanimously agreed to re-adopt. Information will be published on the Parish Council website.

9. TO RE-ADOPT CODE OF CONDUCT:

All Councillors had received a copy of the Transparency Code and unanimously agreed to re-adopt. Information will be published on the Parish Council website.

10. TO ADOPT UPDATED NALC MODEL FINANCIAL REGULATIONS:

Councillor Carter and Councillor Mansell had both reviewed the updated Model Financial Regulations to ensure they are compliant with the Parish Council's requirements. All Councillors had received a copy of the Financial Regulations and unanimously agreed to adopt. Information will be published on the Parish Council website.

11. FINANCE

(i) To sign the AGAR for 2023/2024 and review Internal Audit Report.

The accounts to 31 March 2024 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 End of Year Internal Audit Report had been circulated to all Councillors and uploaded on the Parish Council website.

(ii) Financial Statement and bank reconciliation

The budget analysis was circulated to all Councillors, showing the invoices to be passed for payment and balance of the Parish Council's bank Accounts.

Balance Unity Trust Current Account £6,677.60

Unity Trust Reserve Account £8,306.75

NatWest Reserve Account £17,467.01

It was agreed, that as Unity Trust bank offered a higher interest rate than NatWest, the balance of the NatWest Account would be transferred to Unity Trust and then closed. A letter of authority to NatWest bank was signed by the Chair and Vice-Chair.

(iii) Pass invoices for payment:

Invoice No	Payee	Amount	Purpose
21135	Mulberry & Co	£243.54	End of Year Audit
	J Russell	£116.25	Reimbursement website
	Zurich Insurance	£515.66	Insurance
SO246286-5	KOMPAN	£5,218.92	Installation new seesaw
2719	Surrey ALC/NALC	£316.25	Subscription

A request had been received from the Kent, Surrey and Sussex Air Ambulance Trust asking for a donation. It was unanimously agreed that the Parish Council would donate £100. The Clerk will inform the Trust.

(iv) Clerk's Salary:

Councillor Carter mentioned that NALC have circulated the new pay awards. These came into effect on 1 April 2024. The pro rata salary will rise from £5,171 per annum to £5,260. The first payment will be made at the September meeting.

DATE OF NEXT MEETING

The Council will meet again on 11 July 2024 at 7:00pm.