

MINUTES OF THE PARISH COUNCIL MEETING HELD ON 28 FEBRUARY 2017

Present: Mr John Chiverton Chairman
Mr David Goldhawk
Mrs Mary Mansell
Mr Ian Foster
Mr Ian Fairbrother
District Councillor Claire Malcomson

Mrs Jan Russell Parish Clerk

Apologies were received from Mrs Kathy Wheeler, Mr Terry Mayne, Councillors Wellman, and Monkman and County Councillor Cooksey.

1. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12 January 2017.

These minutes were approved by the Chairman and signed as a true record of that meeting. These records were proposed by Mr Fairbrother and seconded by Mr Foster.

2. MATTERS ARISING

- i) Cycle Way - Mrs Mansell advised the meeting that she had seen a group working on the cycle way that morning but they were in an area that had been worked on previously. Councillor Malcomson informed the meeting that she was aware Surrey County Council had no funds available for this work now. Work could be undertaken as a community service project but there was a lack of supervisors. The Clerk will contact Paul Manwaring at SCC and request an update.

JR

- ii) Parking Restrictions, Holmwood Village - There has been no update on when the parking restriction white lines would be painted. Councillor Malcomson agreed to speak to County Councillor Cooksey for a clearer comprehension.

- iii) Blackbrook Road - The safety barriers along Blackbrook Road are still in position indicating ditch works to be undertaken. It is understood these works were scheduled for early 2017. The Clerk will contact SCC for an update. **JR**

3. VILLAGE HALL

Mrs Mansell told the Council that the heating in the corridor at the Village Hall would not be reinstated. This was too expensive and would necessitate the installation of another boiler and update and renew the pipe work.

The installation of a down-draft heater over the front entrance was not considered as a feasible option as the doors to the Hall were usually left open. It was agreed that heating should be installed in all of the toilets. Operating controls would be installed out of reach of the public and would be on a timer. It is hoped this would help control the condensation. The upstairs toilet in the cottage has now been finished. Questions were asked about hall bookings. The hall continues to be used but parking is still a big problem. Residents complain when there is an event and cars are parked along the road and those using the hall do not like to park too far from the hall. This limits bookings.

4. PLANNING

MO/2017/0005 - Land rear of 9 Warwick Road, South Holmwood, Dorking. This planning application was for the erection of a dwelling following the removal of an existing store. An objection from the Parish Council was recorded with Mole Valley District Council.

MO/2015/1221 - APP/C3620/W/16/3142128. Woodholm, Horsham Road, South Holmwood. Information has been received that the appeal lodged with Secretary of State regarding the removal of Condition 4 has been approved and the tyre service can now work on site between of the hours 08:30 and 20:00 but only at the back of the building. The biggest issue with these hours is the delivery and removal of tyres, which usually happens early in the morning. The Holistic Practice will operate from the front of the building. The parking area at the front of the building belongs mainly to the National Trust. A van has been parked on this land for some time. It appears to be broken down and the tyres are flat. The Clerk will contact the National Trust to ask if the vehicle can be removed. JR

MO/2016/0545 - Devon House, Horsham Road, South Holmwood. A For Sale board has now been erected at this site and indicates that this will be a gated development.

5. FINANCE

The Clerk circulated a bank reconciliation statement which showed a current balance of £11,209.88 to 28 February 2017. An estimated balance to 31 March 2017 was shown as £9,354.71 assuming all cheques are presented and the VAT refund is received.

The following payments were approved:

Invoice No.	Payee	Amount	Cheque No.	Purpose
58637	G Burley & Sons Ltd	£206.40	502	Playground pressure wash
58144	G Burley & Sons Ltd	£709.15	503	Grounds Maintenance
	Mrs J Russell	£277.55	504	Clerk's expenses
	Holmwood Village Hall	£60.00	507	Hire of Hall
	Mrs J Russell	£367.00	508	Clerk's Income Tax
	Mrs J Russell	£1,193.00	509	Clerk's Salary

It was discussed whether the Parish Council was paying the full amount for the grounds maintenance contract from Burleys or whether some of the works were not being carried out. The Clerk will contact Burleys and obtain written confirmation that there are no further invoices to be issued for this financial year. **JR**

6. CHILDREN'S PLAYGROUND AND INSURANCE CLAIM

Bench in Playground

Two quotations had been submitted for the refurbishment of the wooden seat in the children's playground. The Council agreed that both seats were in a state of disrepair and one quotation submitted a price to repair both pieces of furniture. The materials outlined in this quotation also appeared to be more robust. Although no guarantee was offered with this work it was agreed that with some additional maintenance, such as regular pressure washing and oiling, the life of the seats would be prolonged. The actual framework of the seats was in good order. It was agreed to go ahead and refurbish both seats. The Council accepted the quotation, at a total price of £1,150 plus VAT. This was proposed by Mrs Mansell and seconded by Mr Fairbrother.

Quotation for Safety Surface replacement

A quotation has been requested from Wicksteed's to replace the safety surface in the children's playground at Betchets Green Road. The Parish Council expressed great concern by the response received from Wicksteed's. The quotation was (a) not written on a letterhead containing contact details or VAT information (b) gives conflicting information on the materials that are needed (c) gives differing arithmetical figures for supplying materials and totals and (d) constantly lists differing apparatus in specifically headed sections. A proper estimate is required and Councillor Foster has agreed to meet with Wicksteed's Area Manager at the playground to outline the Parish Council's requirements. It was hoped that the Parish Council could agree the quotation and have the works completed before the children's school summer holidays. It was agreed that a letter of complaint would be forwarded to Wicksteed Managing Director outlining the Parish Council's displeasure. The Clerk will draft the letter and circulate to all committee members so they can incorporate their opinions.

Insurance Claim for Safety Surface due to vandalism

The Clerk told the meeting that the insurance company had confirmed that all necessary information relating to the claim had now been received. It is hoped that a decision will be made to the Parish Council shortly.

7. FUNDING FOR COMPLIANCE AND CONTINUED COMPLIANCE OF TRANSPARENCY

The Clerk had attended a seminar which outlined the requirements for smaller Parish Council to claim back funds spent on IT equipment and websites. Unfortunately, Holmwood Parish Council did not qualify for any refunds at this time as all its IT and website requirements had already been purchased. Should new equipment be purchased in the future, the Parish Council should be able to claim back this expenditure.

8. REVIEW OF RISK REGISTER

The Risk Register was reviewed and the Clerk will update this before the annual internal audit. Details of the annual Risk Assessment undertaken by Wicksteed's at the children's playground, together with the installation of the handrail at the War Memorial, and the Defibrillator sited outside the Village Hall would be included.

9. UPDATE ON GRANDON LODGE

A visit from an Enforcement Officer is still awaited at this property. This is due mainly to Mole Valley District Council not having sufficient staff in post in this department over the last few months. Councillor Malcomson informed the meeting that MVDC now has funds available to employ a second Enforcement Officer. This post is still to be advertised.

10. UPDATE ON VILLAGE PAYPHONE

The Clerk told the meeting that this had been discussed at the last Clerk's meeting. All objections to the removal of the payphones had been collated by Mole Valley District Council and submitted to BT. No response has been received yet.

11. GATWICK ARRIVALS REVIEW FOR THE PERIOD JANUARY 2016 - JANUARY 2017

Councillor Foster had attended this meeting and details were circulated. The Clerk will circulate the details needed to access this information on-line.

12. DATE OF NEXT MEETING

This will take place at 7.30pm on Thursday 18 May 2017 at the Village Hall.

13. EXTRAORDINARY MEETING

An Extraordinary meeting will take place at 7.30pm on TUESDAY 14 March 2017 to discuss the amended quotation from Wicksteed's.