

HOLMWOOD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11 MARCH 2021 via zoom

Present: Mr John Chiverton Chairman
Mrs Mary Mansell
Mr Ian Fairbrother
Mr James Afford
Mr Keith Carter
Mrs Rachel Snook
Mrs Jan Russell Parish Clerk

In attendance: District Councillor Clayton Wellman and County Councillor Stephen Cooksey.

Apologies: Mr David Goldhawk and District Councillor Claire Malcomson

PUBLIC QUESTIONS

None

1. TO APPROVE THE MINUTES OF THE ANNUAL ASSEMBLY HELD ON 10 SEPTEMBER 2020

The minutes were approved - proposed by Mrs Mansell and seconded by Mr Carter.

2. TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING 10 SEPTEMBER 2020 AND MATTERS DECIDED BY EMAIL DURING LOCKDOWN.

The minutes/other matters were approved - proposed by Mr Afford and seconded by Mrs Snook.

3. MATTERS ARISING:

- The two new litter bins have been ordered and will be delivered directly to Verdes. The annual inspection report of the playground highlighted the gap between the safety gate and the hedge. It was suggested that when Verdes install the bins, they install a post in between the hedge and gate to reduce the gap. All Councillors agreed.
- The new email accounts have been authorised, but Councillors Carter and Snook are still having problems accessing information. They both gave permission for the Clerk to give their telephone numbers to the Council's IT consultant so that they can be contacted and have the problem resolved.
- The Council's website has published an Accessibility Statement which details information on how disabled website browsers can obtain information if they are experiencing difficulties using the website.

4. VILLAGE HALL

Mrs Mansell addressed the Council, saying there was very little to report as the hall had been closed for the past 12 months, in line with Government regulations. Since the closure, the heating system had been serviced.

5. PLANNING APPLICATIONS

DECISIONS:

- MO/2020/1677 - 6, Warwick Close, South Holmwood. 3 bedroom dwelling with off-street parking. Approved with conditions.
- MO/2020/2120 - 21 Warwick Close, South Holmwood. 2 bedroom dwelling with 2 parking spaces. Refused.
- MO/2020/2269 - Land east of Swires Farm, Lodge Farm, Lodge Lane, South Holmwood. Out for consultation. The Council supported the response submitted by Capel Parish Council, objecting to the application. County Councillor Cooksey advised the application would be discussed at the SCC Planning Committee meeting scheduled for 25 March. Once a decision is made, the Clerk will circulate the outcome to all Councillors.

6. UPDATE - MOLE VALLEY LOCAL PLAN:

Update on the Mole Valley Local Plan has been deferred to May. County Councillor Cooksey confirmed Mole Valley was considering and examining all 4,000 comments received under regulation 18 consultation. A regulation 19 consultation will go forward in the summer.

7. UPDATE - LAND ADJACENT TO CARPEL HOUSE:

The Chairman confirmed he had attended a zoom meeting in February with Mark Turner from Mole Valley Planning team. This was primarily about a parking dispute at Spring Cottages. However, the Chairman did talk to Mr Turner about the land adjacent to Carpel House, which has now been referred to Mole Valley Enforcement team.

8. UPCOMING SURREY COUNTY COUNCIL AND DISTRICT ELECTIONS:

Mrs Mansell said that there will be Surrey County Council, District and Police and Crime Commissioner elections on 6 May 2021.

Mrs Mansell confirmed Mole Valley have commissioned the use of the hall for the elections on 6 May 2021 with the premises being fully sanitised before and after the elections.

9. POLICE CRIME STATISTICS:

No information has been received.

10. PLAYGROUND - ANNUAL INSPECTION INCLUDING RISK ASSESSMENT:

Wicksteeds have undertaken the annual inspection, the results had been circulated and works approved by all councillors. The Clerk was asked to obtain a date for the works and inform all councillors.

The benches in the playground will need some attention, especially the concrete one. The Clerk will try and arrange to have this work estimated.

Mrs Mansell suggested replacing one of the existing pieces of playground equipment with a new, more exciting piece. Wicksteeds will visit the playground and give a view on which piece should be replaced. This information will be circulated to all councillors once it is received.

It was suggested that once the equipment had been identified and priced, the Council should apply for a grant to assist with the cost.

11. TREE PLANTING ON NATIONAL TRUST LAND, BETCHETS GREEN ROAD, AND TREES RECENTLY CUT DOWN:

Mrs Mansell suggested that the Council plant some trees on the lower end of Betchets Green Road. The Clerk had asked the National Trust if this would be possible. Agreement has been given but recommended the planting should be deferred until the Autumn. Maintaining the new trees after planting was mentioned, which would be the Council's responsibility. In the meantime, prices will be obtained, to include planting. The Council unanimously agreed to the scheme and this item will be included on the agenda for the July meeting. The idea of Rowan and Flowering Cherry were agreed.

Mrs Mansell mentioned the number of trees that had been cut down along local roads. Whilst the reason behind the felling was due to removing diseased trees, the devastated condition of the area and the condition of the roads was discussed. It was agreed the Clerk would write to Surrey County Council Highways and National Trust to ask for the areas to be reinstated to an acceptable level. County Councillor Cooksey confirmed he had contacted the Highways department and asked for the areas to be cleaned up.

Mr Fairbrother mentioned the footpath sign along Betchets Green Road which had been knocked over. The Clerk will draft a letter to Surrey County Council Countryside to asking for it to be reinstated.

14. FINANCE:

- **End of Year Audit - 10 May 2021.** The Council agreed Mulberry and Company would undertake the end of year audit for 2020/2021.
- **Financial Statement and Bank Reconciliation.** The financial statement up to the end of March 2021 had been circulated. Mrs Mansell suggested that £6,000 be transferred into the Reserve Account to be earmarked for a new piece of playground equipment. All Councillors agreed. (Reserve account at 26 February 2021 £9,430.14).

Mrs Mansell mentioned the cheque for £25.00 given as a donation to the Holmwood Village Club for the 2020 VE Day celebrations. This cheque had not been presented for payment and therefore will be written off.

- **Cheques passed for payment.** The following cheques were passed for payment at the meeting:

Invoice No.	Payee	Amount	Cheque No.	Purpose
	Royal British Legion (poppy Wreath)	£25.00	678	Donation
	Littlejohn	£48.00	682	External audit
	ICO Data Protection	£35.00	D/D	Data Protection
	Earth Anchor	£669.46	679	2 Litter bins
	G Burley and Sons	£666.00	672	4 th Quarter maintenance
	Holmwood Village Hall	£10.00	673	Hall hire
	KSS Air Ambulance	£100.00	677	Donation
	Wicksteed	£72.00	680	Inspection

JW Systems	£741.60	681	Email set-up
Holmwood Parish Council	£6,000.00	671	Transfer (Playground)
J Russell	£75.00	675	Half-yearly expenses
J Russell	£1,248.00	674	Half-yearly salary
HMRC	£312.00	676	Income Tax
Total	<u>£10,002.06</u>		

All in agreement.

The following invoices had been paid during lockdown (dated 25 November 2020):

Payee	Amount	Cheque No.	Purpose
G Burley and Sons	£1,998.00	667	1 st 3 quarters maintenance
SSALC	£168.00	668	Councillor training
G Burley and Sons	£344.40	669	War memorial steps
G Burley and Sons	£853.87	670	Playground bollards
Total	<u>£3,364.27</u>		

15. ITEMS AT CHAIRMAN'S DISCRETION:

Mrs Snook mentioned parking along Betchets Green Road making driving past very dangerous. She also mentioned a car that had been parked on the side of the road for several months. This had been reported to Mole Valley District Council. Although there were Council Aware stickers on the car, nothing further had happened. The Clerk will contact the Police and ask them to establish if the vehicle is legal. If not, Mole Valley will be contacted again and asked to remove the vehicle. Mrs Snook also mentioned the potholes alongside the verge on Betchets Green Road. The damage was causing cars to park further out into the road, making passing even more dangerous. The Clerk will report the matter to Surrey County Council and copy in County Councillor Cooksey. It should be noted that there is not a pavement at this section of the road and pedestrians have to walk in the road to reach the bus stop.

Risk Assessment:

The Risk Assessment was carried out at the time of the playground inspection and the items raised have been noted. This assessment has been added to our Risk Assessment Register.

16. DATE FOR NEXT MEETING

The next meeting will be on Thursday 20 May 2021 at 7.00pm. It is hoped that a social distanced meeting can be held as the Hall will have been sanitised following the Elections.