

**HOLMWOOD PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 11 NOVEMBER 2021**

Present: Councillor Keith Carter Chairman
Councillor John Chiverton Vice Chairman
Councillor David Goldhawk
Councillor Mary Mansell
Councillor Ian Fairbrother
Councillor Rachel Snook
Jan Russell - Parish Clerk

Apologies: Councillor James Afford and District Councillor Rosemary Hobbs and Surrey County Councillor Stephen Cooksey.

The whole Council congratulated Mrs. Jan Russell (Clerk) on passing her rather difficult exam to become CiLCA qualified. (Certificate in Local Council Administration)

1. TO APPROVE THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 02 SEPTEMBER 2021.

The Council agreed these minutes to be a true representation of the meeting and were approved. The minutes were proposed by Councillor Chiverton and seconded by Councillor Goldhawk.

2. MATTERS ARISING FROM 02 SEPTEMBER 2021 MEETING

- Autumn Newsletter. (See Agenda Item (5))
- Tree Planting Betchetts Green Road. (See Agenda Item 6))
- Defibrillator Training. The Clerk informed the Council that free training was no longer being offered. The most cost-effective on-site session had been found at a cost of £375.00 ex. VAT. This was for a maximum of 12 delegates. The Councillors agreed that as this expense had not been included in the current budget, the training should be delayed until the next financial year.

3. UPDATE VILLAGE HALL

The Council was informed that a price had been requested to repair the flooring in the hall had not been received to date. The repairs to the guttering will be undertaken once all the leaves had fallen. The Council was informed that bookings are still low.

4. UPDATE CHILDREN'S PLAYGROUND:

- Annual Inspection - It was confirmed that the annual playground inspection had taken place at the end of September. The inspection identified repairs to the see saw and the need to repair the safety surfacing around the Chair Spinner, Climbing Frame and slide. The Clerk questioned the area under the slide, which had been repaired in March 2021. It was confirmed this area was still under guarantee. The Clerk will contact Wicksteed leisure, asking for a revised price for the repairs, less the slide area. Once the price is received, all Councillors will be informed so that agreement can be made for the repairs to be actioned. When the see saw panels are replaced, Wicksteed will be asked to inspect the

inner workings as there is a persistent squeak when the apparatus is being used. Although not highlighted on the inspection report, it has been reported that the roundabout keeps stopping. Wicksteed will be asked to investigate.

- The inspection also highlighted graffiti on the slide and the need for the area under the cradle swing to be pressure washed. The Clerk will arrange for these works to be carried out.
- Additional Playground Equipment. Councillor Mansell informed the Council that requests had been made to install equipment for very young children. The Council agreed that it was better to cater for slightly older children who would benefit from using all the equipment. A Mardi Gras multi play unit had been suggested previously and a price obtained from Wicksteed. It was agreed this was a good all-round piece of equipment and the Clerk will ask Wicksteed to confirm the quotation is still valid. Wicksteed will also be asked to quote for the installation of a trampoline, a basketball hoop and a basket-type swing. Once these prices are received, all Councillors will be informed.

5. PARISH NEWSLETTER

The Chairman thanked Councillor Mansell for organising the printing and delivery of the Autumn newsletter. It was suggested that in future, as this was a communication from the Parish Council to the village, all Councillors should have an input into the publication. It was agreed once edited draft newsletter would be circulated to all Councillors to allow everyone to make a contribution.

6. PARISH COUNCIL TREE PLANTING ALONG BETCHETTS GREEN ROAD

The Clerk confirmed that an order for Flowering Cherry and Rowan trees has been placed, with a total budget of £1,000 to include planting. This work will be carried out as soon as the trees are delivered.

7. SMALL GRANT FUNDING APPLICATIONS - MOLE VALLEY AND WATES GROUP

The Clerk informed the Council that it had been unsuccessful in obtaining a grant to assist with the purchase of the new playground equipment. However, Surrey County Councillor Stephen Cooksey had offered support with match funding once the equipment has been agreed and a total price had been established.

8. PLANNING APPLICATIONS

- MO/2021/1550 - Cyprus Villa, Horsham Road, South Holmwood. Erection of single storey rear extension. Approved with Conditions.
- MO/2021/0553 - Holmwood Park, Mill Road, South Holmwood. Erection of dwelling with associated hardstanding, parking and bin and cycle store following demolition of existing garages. Approved with Conditions.
- MO/2021/1327 - 1 Ashleigh Cottages, Horsham Road, South Holmwood. Erection of front porch extension. Approved with Conditions.
- MO/2021/1152 - East Lodge, Vigo Farm, Horsham Road, South Holmwood. Erection of a detached two storey garage/home office, gym and games entertainment room. Decision pending.
- MO/2021/1778 - Lodge Farm, Lodge Lane, South Holmwood. Erection of a new commercial unit following demolition of existing. Decision Pending.

- MO/2021/1783 - 6 Warwick Close, South Holmwood. Variation of condition 2 of approved planning permission MO/2020/1677 to provide 1 No. 3 Bedroom dwelling attached to existing dwelling with off-street parking, to raise rear dormer to rear elevation. Publicity End Date 5 November 2021.
- MO/2021/1901 - Lodge Farm, Lodge Lane, South Holmwood. Erection of an agricultural workshop 15.24m x 18.28m. Publicity End Date 5 November 2021.
- MO/2021/1936 - Mill House, Mill Road, South Holmwood. Removal of the existing conservatory to the rear garden, erection of a ground floor front extension, masonry flat roof side extension using with 3 No. roof lights, erection of a first floor extension, new windows and doors. Publicity End Date 11 November 2021.
- 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. **Appeal lodged** - Parish Council responded to PINS.
Councillor Chiverton mentioned the email he had received from District Councillor Salmon regarding the continuing works at the site and the need for Mole Valley Enforcement Team to act.

9. FUTURE MOLE VALLEY LOCAL PLAN:

Councillors were reminded that the publication period has now ended, and Mole Valley are no longer inviting comments/representations on the Plan. In February 2022 Mole Valley intend to submit the Plan and the representations to the Secretary of State for Housing, Communities and Local Government who will appoint a planning inspector and there is likely to be public hearings on the Plan next year.

10. PROPOSE AND ADOPT STANDING ORDERS

A copy of the current NALC Standing Orders had been circulated to all Councillors. It was agreed these should now be adopted by the Parish Council. The motion was proposed by Councillor Carter and seconded by Councillor Chiverton.

11. POLICE CRIME STATISTICS

Surrey Police had provided the Crime Statistics for the period 3 September to 11 November 2021. These had been circulated to all Councillors. No further information was available regarding listed incidents.

12. COUNCILLOR TRAINING

Councillor Mansell informed the Council that she had attended a Zoom training session on Local Government Finance. Although some aspects of the training had proved useful the whole session was aimed at Parish Councils with larger precepts.

13. CLERK'S SALARY REVIEW

The Chairman informed the Council that we had been underpaying our Clerk for some considerable time and in conjunction with the tables as printed by NALC it was calculated that the Clerk should receive a salary of £4,197 p.a. an increase of £1,077. This would be backdated as from April 2021. The salary would be under review annually. Proposed by Councillor Carter seconded Councillor Snook. All in agreement. Expenses would remain as existing.

14. FINANCE

- **Financial Statement and bank reconciliation.**

The financial statement up to the 31 October 2021 was circulated. The bank reconciliation statement to 31 October 2021 was £20,259.56. There are no outstanding cheques. (Reserve account £15,430.77 to 27 August 2021).

- **Donations:** A request received from St. Catherine's Hospice was discussed and agreed that £50.00 be donated. (It should be noted that under Clause 127 money can be donated to any outside the parish organisation).

The Poppy Wreath had been obtained and a donation of £25.00 sent to Royal British Legion.

- **Cheques passed for payment:**

Invoice No	Payee	Amount	Cheque No	Purpose
813256	Wicksteed	£678.24	695	Playground repairs
812378	Wicksteed	£72.00	696	Playground Inspection
4996	Image Co	£112.00	697	Autumn Newsletter
	Dave Guy	£240.00	698	Bench repairs
	St Catherine Hospice	£50.00	699	Donation
	Royal British Legion	£25.00	700	Donation

11. DATE OF NEXT MEETING

The Council will meet again on 13 January 2022 at 7:00pm.

MATTERS FOR DISCUSSION AT CHAIRMAN'S DISCRETION:

Councillor Snook mentioned the Vanderbilt Memorial and the clearing that had been undertaken by the National Trust. Councillor Fairbrother mentioned that a large shrub had been left, obscuring the memorial from the A24. It was agreed the Clerk would photograph the area, forward it to the National Trust and ask if shrub could be cut back.