

**HOLMWOOD PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 28 JUNE 2021**

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

**In Attendance:** District Councillors Caroline Salmon (part), Rosemary Hobbs and Clayton Wellman, and County Councillor Stephen Cooksey.

**Apologies:** Councillor Goldhawk and District Councillor Claire Malcomson

**1. TO APPROVE THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 20 MAY 2021.**

Councillor Snook asked that all Councillors be addressed as "Councillor" in future minutes. This will be rectified.

The Council agreed these minutes to be a true representation of the meeting and were approved.

**2. TO APPROVE THE MINUTES OF THE ANNUAL STATUTORY MEETING HELD ON 20 MAY 2021.**

The Council agreed these minutes to be a true representation of the meeting and were approved.

**3. TO APPROVE THE MINUTES OF THE ANNUAL ASSEMBLY MEETING HELD ON 20 MAY 2021.**

The Council agreed these minutes to be a true representation of the meeting and were approved.

**4. MATTERS ARISING FROM 20 2021 MEETING**

- The signpost along Betchetts Green Road still needs to be replaced. The National Trust has no obligation to undertake this work. Surrey County Council will be contacted again to rectify the matter.
- Some Councillors are still not able to access the Councillors emails. This is unacceptable, and the IT consultant will be contacted again, and asked to contact Councillors Carter and Goldhawk without delay. \*The [gov.uk](https://www.gov.uk) email addresses for most of the Councillors are working well. The website will be updated, and the new addresses used in future. The [gmail](https://www.gmail.com) account will continue to be monitored for the foreseeable future.
- The National Trust will be contacted again and asked to clear the area around the Vanderbilt memorial also removing the old flag.
- The abandoned car parked along Betchetts Green Road has finally been removed.

- The Clerk confirmed that a reply endorsing Mole Valley District Council's response to the Gatwick Night Flight consultation had been forwarded.

## **5. UPDATE CARPEL HOUSE:**

District Councillor Wellman addressed the council outlining the issues relating to this property, which include change of use/unauthorised use of land, the installation of a mobile home and possibility of a scrap metal business on the premises. At this time, the Enforcement Team is trying to arrange a visit to the site but any application to visit must be done through the Planning Agent. There is also a history of intimidation by the landowner to neighbours. Unfortunately, this is viewed as a civil matter by the police, and they will not become involved. District Councillor Wellman said that residents should be encouraged to continue reporting disturbances.

District Councillor Salmon mentioned that there is now earth importation to the site, with lorries travelling up and down the small track, across National Trust land. This is contrary to planning application MO/2019/1641 for the importation of material to increase level to unused land to create benefit and to cover exposed sewer pipe which was refused and has gone to appeal. The PINS start letter is now on the Mole Valley website, and the council was encouraged to respond, stressing the initial National Trust objections, the inappropriate development in the Green Belt and the destruction of the track caused by the movement of lorries.

The council agreed that a letter would be forwarded to the National Trust, asking them to respond to the appeal, restating their original objections forcefully.

The council will also response to the Planning Inspectorate objecting to the change of use of land.

## **6. VILLAGE HALL - CONTINUATION AND RENEWAL OF MANAGING AGENT AGREEMENT:**

Councillor Mansell advised the council of the agreement between the Trustees, Village Club and the Parish Council. The agreement was originally drawn up in 1985 and amended in 2003. The Parish Council is responsible for the efficient running of the hall. Councillor Fairbrother has agreed to act as first responder to any issues with the hall. He will refer problems onto the council for a decision except in the case of an emergency when immediate action will be taken, and the council informed of the outcome.

Councillor Mansell mentioned that there is a separate bank account for rent from the cottage, which is let on a commercial basis. This account is administered by Mr Bingham. The Chairman voiced some concerns about this arrangement.

Councillor Mansell suggested that she and Councillor Goldhawk write to all three trustees with a copy of the agreement, together with any additional inclusions.

The Chairman asked the Councillors to decide whether the council should continue with the agreement. This was unanimously approved. Councillor Mansell agreed to carry on as secretary/treasurer mentoring Councillor Snook, who will eventually take over the role.

The Clerk will write to David Kingham confirming that the Parish Council will continue as managing agents for the next 5 years, until 2026.

## **7. UPDATE ON CHILDREN'S PLAYGROUND**

The Clerk confirmed that the outstanding items on the Annual Inspection are being addressed.

The installation of the litter bins is causing concern, as it has not been possible to contact ID Verde/Burleys. The council recommended that the Clerk send a letter asking for up-to-date information. Councillor Snook confirmed that the grass is being cut as usual. Councillor Mansell asked that the clerk remind ID Verde/Burleys to cut the hedge around the playground in August and tidy up the area around the war memorial. No response from National Trust relating to the possibility of installing a new piece of equipment without having to remove one of the existing.

## **8. PLANNING APPLICATIONS**

- 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. Decision pending.
- MO/2021/0532 - Lodge Farm, Lodge Lane, South Holmwood. Discharge of conditions 5 and 6 of approved planning permission MO/2018/0450 for the erection of dwelling. Approved.
- MO/2021/0703 - Lodge Farm, Lodge Lane, South Holmwood. Prior notification of erection of agricultural barn. Refused.

## **9. POLICE CRIME STATISTICS**

No information was received for discussion.

## **10. UPDATE - APPLICATION FOR GRANT FROM GATWICK AIRPORT COMMUNITY TRUST.**

The Clerk confirmed that the Trust had acknowledged the council's application for a grant, but no further information is known at present.

## **11. THE QUEEN'S PLATINUM JUBILEE CELEBRATIONS - 3 -5 JUNE 2022**

The Council had been informed of the website giving information about the upcoming celebrations. <https://queensgreencanopy.org>. Councillor Mansell confirmed that the council owned a beacon which could be used to mark the occasion. The Council would have to purchase the gas refill.

## **12. FINANCE**

- **To review Audited Accounts and sign AGAR for year end 31 March 2021.**

The accounts to 31 March 2021 have been audited by Mulberry and Company, and the Annual Governance and Return had been signed off, ready for the Parish Council to approve. The Return was approved unanimously by all Councillors. The Chairman signed the statement which will be emailed to Littlejohn and uploaded onto the Parish Council website.

- **Financial Statement and Bank Reconciliation**

The financial statement up to the 31 May 2021 was circulated but unfortunately was not sent to Councillor Mansell prior to the meeting. The bank reconciliation statement to 31 May 20201 was £14,029.18. (Reserve account £15,430.50).

The Clerk will apply to have the Chairman registered as an approved signatory with the bank.

- **Cheques passed for payment:**

Invoice No	Payee	Amount	Cheque No	Purpose
17917	Mulberry & Co	£201.39	688	Audit

50130	Mulberry & Co	£49.00	689	Councillor training
50127	Mulberry & Co	£49.00	689	Councillor training

**14. DATE OF NEXT MEETING**

The Council will meet again on 2 September 2021 at 7:00pm.