HOLMWOOD PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 14 MAY 2026

Present:	Mr Keith Carter	Chairman
	Mr Rachel Snook	Vice-Chair
	Mrs Mary Mansell	
	Mr Ian Fairbrother	
	Mrs Jan Russell	Parish Clerk

Apologies: Parish Councillors Mr Robert Jordan and Mr Peter High

The Chairman addressed the meeting, informing Councillors that Mr James Afford had offered his resignation and would stand down from office with immediate effect. The Chairman thanked Mr Afford for his commitment and support to the Parish Council over the past six years.
The Casual Vacancy will be advertised.

1. TO APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON 19 MARCH 2026.
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 Mrs Mansell and seconded by Councillor Mr Fairbrother. The minutes were signed by the Chair.

2. MATTERS ARISING FROM 15 JANUARY 2026.
National Trust
The area within the railings of the Vanderbilt memorial remains overgrown. The National Trust will not clear this area as there is no access into the area, and is therefore considered a health and safety risk. Endeavours to have the area cleared will be made, ensuring there is no safety risk.
Repairs to Playground Bench
The timber has been replaced and repairs completed.
Repairs to the Flagpole.
The repair has been made to the locking system.

3. VILLAGE HALL.
The Chairman confirmed that he had met with the Trustees on the 28 April 2026. Their audit had been undertaken and the accounts finalised.
Currently the Village Hall has a bank balance of £45,000 but a list of repairs still need addressing. The drains needed to be repaired and the floor in the bar area of the Club needs to be replaced. Replacement carpets are required in the Committee room and the window in the hall still needed attention. A future project was identified which is to refurbish the toilets.
Councillor Mansell reminded the Chairman that the Parish Council had still not been issued with any invoices for the use of the village hall.

4. 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.

- **MO/2026/00198 – Scammells Corner, Red Lane, South Holmwood.** Permission in Principle for the proposed erection of 3 No. barn style dwellings together with associated access and landscaping. Refused.
- **MO/2026/00230 – Hadleigh, Horsham Road, Beare Green.** Demolition of existing two-storey building and associated workshop. The erection of a freestanding restaurant/takeaway with drive thru facility, car parking, landscaping and associated works, including Customer Order Displays. Out for Consultation.
- **MO/2026/00258 – 43 Warwick Close, South Holmwood**. Prior notification for the erection of a single storey rear extension of 3.40 metres deep and 3.85 metres high with a height to the eaves of 2.35 metres. Withdrawn.

5. PLAYGROUND:

The Chairman informed the Councillors that he had recently met with the playground equipment sales team. The possibility of installing a zip-wire was discussed and a suitable area for installation identified. A quote has been requested, and this will be discussed at a future meeting.

It was suggested that the wooden equipment should be treated with a timber preservative. The Clerk will contact the grounds maintenance team to find out if they are able to assist.

6. FINANCE

(i) To sign the AGAR for 2025/2026 and review Internal Audit Report.

The accounts to 31 March 2026 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 along with the reconciliation statement and variances. These will be 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. The report highlighted the need for monthly bank reconciliations to be presented. This has now been actioned to ensure the Parish Council is following all its legal responsibilities.

A bank reconciliation showing brought forward and month end balances on both accounts for April 2026 was signed by the Chairman.

(ii) Financial Statement and bank reconciliation

The budget analysis was circulated to all Councillors, showing the invoices passed for payment since the March 2026 meeting, outstanding invoices and balances of the Parish Council's bank accounts up to 14 May 2026.

The first half of the precept, including concurrent grant and extra grant has been received totalling £8,306.50.

Balance Unity Trust Current Account £494.17

Balance Unity Trust Reserve Account £19,664.16

(iii) Payments Made since March 2026 meeting:

Invoice No	Payee	Amount	Purpose
	Mr K Carter	£71.95	Flagpole Repair
0022	Surrey ALC	£344.95	Subscription

0015	Tyron Paul	400.00	Bench repairs
	Unity Trust	£7.00	Bank standing charge

(vi) Invoices to be Passed for Payment:

Invoice No	Payee	Amount	Purpose
	Parish Magazine	£75.00	Bi-monthly donation (1)
2042	Mulberry Local Auth	£274.02	End of Year Audit
2781	Clovers Grounds Maint.	£630.86	Ground maintenance

The Chair asked Councillors to consider donating to the newly established Holmwood Parish magazine to assist with publishing costs. Previously the Parish Council had produced a twice-yearly newsletter. Considering the average printing costs of the newsletter, it was suggested the Parish Council make a bi-monthly donation in line with these costs. All Councillors unanimously agreed a donation of £75.00 to be made six times a year, totalling £450.00.

The Chairman mentioned that the NALC pay award for 2025/2026 includes a 3.20% increase in pay rates applicable from 01 April 2025 to 31 March 2026. The increment increases the Clerk's salary from £5,774.00 to £5,869.00, moving to pay point 17. The increase will be included in the September 2026 pay and will also include a one-off underpayment for 2024/25 of £26.00.

9. SET DATE FOR NEXT MEETING

The Council will meet again on 16 July 2026 at 7:00pm.