HOLMWOOD PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 27 NOVEMBER 2025

Present:	Mr Keith Carter	Chairman
	Mrs Mary Mansell	
	Mr Ian Fairbrother	
	Mrs Rachel Snook	
	Mr Robert Jordan	
	Mrs Jan Russell	Parish Clerk

In attendance: District Councillor Rosemary Hobbs and Mr Peter High.

Apologies: Mr James Afford

1. TO APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON 18 SEPTEMBER 2025.

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 Fairbrother and seconded by Councillor Jordan. The minutes were signed by the Chair.

2. MATTERS ARISING FROM 18 SEPTEMBER 2025.

National Trust

The area around the Vanderbilt memorial had been cleared, making it visible from the A24. However, it was not clear whether the area within the railings had been cut back. This will be checked and the National Trust contacted if necessary.

Relocation of Audiology Department

Confirmation was given that the audiology service has now been reinstated at Dorking Hospital.

3. VILLAGE HALL.

The Chairman advised that since the last Parish Council meeting he has had no contact with the Village Hall Trustees. Councillors again discussed the issue of finances for the Village Hall and the Trustees refusal to have the accounts audited. Councillors were reminded that the Parish Council had still not been invoiced for any of its meetings in the village hall this year. After much discussion the Councillors still maintained that accounts should be audited. The Chairman then proposed that the Parish Council step down from acting as managing agents for the Village Hall. All Parish Councillors agreed with this action, and it was agreed the Chairman would forward a letter to the Trustees advising of this action.

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/2019/0399 -Carpel House, Horsham Road, South Holmwood**. Material change of use of the land to a mixed use and operational development. No further action.
- **MO/2025/0521 – Holly and Laurel, Horsham Road, South Holmwood**. Erection of 3 terrace houses. Pending.

- **MO/2025/02499 – 6 Buckingham Road, South Holmwood**. Loft conversation with insertion of rear dormer. Pending.
- **MO/2025/02548 – Redlands Lodge, Redlands, South Holmwood**. Removal of chimney. Pending.

5. CASUAL VACANCY:

Mr Peter High was formally co-opted onto the Parish Council. Mr High was given a letter of welcome, together with Declaration of Acceptance and Register of Pecuniary Interests forms. Both forms were signed at the meeting and copies will be sent to Mole Valley District Councils Democratic Services Monitoring Officer.

Mr High will be issued with the Councillor email. Copies of the Parish Council's Standing Orders, Financial Regulations and Code of Conduct policies will be emailed separately.

6. GROUNDWORK CONTRACT FOR 2026:

A copy of the estimate submitted by Clovers Grounds Maintenance had been circulated prior to the meeting. The Councillors agreed that Clovers had continued to provide an excellent service throughout the year, and the estimate for 2026 was appropriate.

However, in line with information received from Stephanie Fudge, General Manager for the Surrey Hills area of the National Trust that the Parish Council can now undertake general clearing works throughout the village, it was agreed that the Scope of Works for the Grounds Work Contract 2026 should be altered to include the area directly in front of the pond and from East Lodge to Betchetts Green, in both areas where overgrown nettles prevent walkers from leaving the road to allow cars to pass. This was considered an essential addition to ensure the safety of pedestrians in this area.

Clovers Grounds Maintenance will be contacted, first to confirm the Parish Council's acceptance of their estimate for 2026, and to ask them to price for the additional work, which would require just one cut per year.

All Councillors agreed to accepting the estimate for 2026 and for the additional works to be included in the Scope of Works.

7. NATIONAL TRUST LICENCE:

The Parish Council had received a revised licence from the National Trust which now includes maintaining the grassed areas fronting properties at Church Terrace along Betchetts Green Road. The National Trust is proposing the Parish Council include these areas in the grass mowing licence without any offering financial recompense.

All Councillors agreed the extra work should not be accepted without financial assistance from the National Trust. The Chairman agreed to respond substantiating the Parish Council's decision.

8. LOCAL GOVERNMENT REORGANISATION PLANS FOR SURREY/CONSULTATION:

District Councillor Hobbs outlined information regarding the Governments response to Local Government Reorganisation in Surrey. The Secretary of State has confirmed the Government's decision to proceed with two new unitary councils in Surrey: East and West Surrey Councils. This reorganisation aims to abolish the existing county, district, and borough councils and replace them with single-tier authorities responsible for all local services.

Shadow authorities to be created following May 2026 elections. New councils will assume full powers on 1 April 2027.

9. SOUTH AND MID HOLMWOOD MAGAZINE:

The Chairman informed the Councillors that the new magazine will be printed bi-monthly and delivered to all properties in South and Mid-Holmwood, with the first edition currently being printed. It is hoped that revenue from advertisers will cover the cost of printing. The Chairman proposed that the Parish Council donates toward printing the magazine, in recognition of the newsletter no longer being issued. It was agreed that the yearly printing costs for the newsletter previously incurred by the Parish Council be donated, with funds allocated on a bi-monthly basis. It is hoped the volunteers who delivered the newsletter would continue delivering the magazine.

10. FINANCE

(i) AGAR

Councillors were reminded that the closure letter had been received from Littlejohn, the external auditor. The Notice of Conclusion of Audit has been displayed on the Parish Council notice board and the signed AGAR published on the website. However, it was disappointing that the external auditors report and certificate mentioned "*the smaller authority failed to approve the AGAR in time to publish it by 1 July 2025, the date required by the Accounts and Audit Regulations 2015 and did not disclose this by answering 'No' to Section 1, Box 1*" even though an extension of time had been requested and agreed.

(ii) PRECEPT REQUEST 2026/27

The Councillors discussed the precept for the financial year 2026/27. The budget for the grounds maintenance contract and increment to the Clerk's salary had been discussed and agreed previously. It was unanimously agreed that the budget should not be increased but remain at £12,500. Once the parish precept requirement letter and form for 2026/27 is received, it will be signed by two Councillors and returned to Mole Valley.

Councillors discussed the reserve account, and how the funds should be earmarked for future use. The Chairman confirmed that requests have been received for a zip wire to be installed in the playground. It was agreed an estimated price should be obtained and this project earmarked for the future.[1] The bench in the playground has recently been vandalised and needs immediate repair. An estimate will be obtained and circulated to Councillors for discussion/approval.

(iii) Financial Statement and bank reconciliation

The budget analysis was circulated to all Councillors, showing the invoices passed for payment since the September meeting and balances of the Parish Council's bank accounts up to 27 November 2025.

Balance Unity Trust Current Account £78.38

Unity Trust Reserve Account £13,020.80

Councillors were remined that £3,057.82 VAT can be reclaimed, and it was agreed that this should be actioned as soon as possible.

(iv) Payments Passed for Payment:

The following payments had been made since 18 September 2025 meeting:

Invoice No	Payee	Amount	Purpose
2300	Clovers Maintenance	£554.63	Grounds Maintenance

[11] Estimated cost £13,000.00

2622	Clovers Maintenance	£554.63	Grounds Maintenance
	Unity Trust bank	£6.00	Bank charges
SB20252862	PKF Littlejohn	£252.00	External Audit
3198227	National Trust Ent.	£360.00	Oak timber for bench repair

11. SET DATE FOR NEXT MEETING

The Council will meet again on 15 January 2026 at 7:00pm.

10. CORRESPONDENCE:

- Councillors were concerned that the public telephone in the village could be removed because it is not being used. The village has poor mobile reception, and a request will be made to BT for the telephone to remain. The Clerk will make the request.
- Mole Valley will be asked to clean the underpass, especially the ramp on the south side, as this is now very slippery with wet acorns and leaves. The drain at the bottom of the underpass needs to be cleared to allow water to drain away. The Clerk will contact Mole Valley.
- A request has been received from a resident in Betchetts Green Road, asking for assistance regarding Open Reach being able to install full fibre broadband. The National Trust must provide permission before any installation can be carried out. The Parish Council has agreed to intervene and will try to obtain the necessary approval.