

# CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

[www.charlwoodparishcouncil.gov.uk](http://www.charlwoodparishcouncil.gov.uk)

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## NOTICE OF MEETING OF PARISH COUNCIL

Notice is hereby given that

**Members are summoned to attend the Meeting of the Parish Council for the Charlwood Parish to be held on Monday 21<sup>st</sup> October 2024 at the Pavilion, Charlwood at 7:30pm.**

**THE PUBLIC AND PRESS HAVE A RIGHT AND ARE CORDIALLY INVITED TO BE PRESENT AND AN OPPORTUNITY WILL BE GIVEN TO ASK QUESTIONS OR MAKE STATEMENTS**

## AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST** – *All members present are required to declare, at this point in the meeting or as soon as possible thereafter: (i) any Disclosable Pecuniary Interests (DPI) and/or (ii) other interests arising under the Code of Conduct; in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If I doubt, advice should be sought from the Parish Clerk or Monitoring Officer prior to the meeting.*
3. **MINUTES OF PREVIOUS MEETINGS**
  - 3.1 Chairman's Comments
  - 3.2 Minutes of the previous Full Parish Council meeting held on the 16<sup>th</sup> September 2024 and from the Services & Amenities (S&A) Committee meetings of the 10<sup>th</sup> September 2024 and the 1<sup>st</sup> October 2024 to be agreed and signed as a true record. (LGA 1972 Sch.12 s41).
4. **PUBLIC QUESTIONS** (*up to 15 minutes allocated time, limited to 1 per member of public, 1 follow up question allowed at chair's discretion*)
5. **PLANNING, HIGHWAYS AND ENVIRONMENT**
  - 5.1 Report of Planning Committee and recommendations on applications to four weeks ending 20<sup>th</sup> September 2024.
  - 5.2 Development at Povey Cross – update
  - 5.3 Neighbourhood Plan - update
  - 5.4 Mole Valley Local Plan
  - 5.5 Environmental Matters
    - 5.5.1 To consider SCC – Green Futures Team's invite to take part and get involved in building and delivering climate action plans for your Parish.

*Copies of non-confidential meeting papers can be obtained by contacting the Parish Clerk via email at [clerk@charlwoodparishcouncil.gov.uk](mailto:clerk@charlwoodparishcouncil.gov.uk) and Approved Minutes of previous meetings are available for viewing on the website [www.charlwoodparishcouncil.gov.uk](http://www.charlwoodparishcouncil.gov.uk) or by contacting the Clerk.*

5.5.2 15.1 Gatwick Greenspace – To consider and agree the amount the PC wants to contribute in order to become a funding partner.

5.6 Water Flow Project – update

5.7 Fly-tipping/Litter

## **6. SERVICES AND AMENITIES**

### **6.1 Withey**

6.1.1 Update on installation of cycle racks.

### **6.2 Pavilion**

6.2.1 To consider what to do about residents approaching hirers directly about issues and concerns

### **6.3 Recreation Ground**

6.3.1 Parking Barrier positioning process

### **6.4 Millennium Field**

6.5 New leases: Millennium Field and The Withey update if available.

### **6.6 Glebe Field - Update**

### **6.7 The Hovel**

6.7.1 To consider whether the PC wishes to send the Parish Pumps article and photos about the work at the Hovel to the Diocese.

### **6.8 The Cage**

6.8.1 Update on obtaining quotes to repair door

### **6.9 Footpaths & R.O.W**

### **6.10 Surrey Trees – Tree donation**

6.10.1 To consider and agree whether the PC are happy to sign the contract/agreement.

### **6.11 Replacement of PC signage which shows previous Clerk's telephone number**

## **7. PARISH MATTERS**

### **7.1 Traffic Calming & Car Parks – update**

7.1.1 To consider and agree the counting protocol and methodology for the paper responses to the Car Park Survey.

7.1.2 To consider and agree the need to take a paid subscription to Survey Monkey. £396 for an individual subscription with unlimited surveys allowing up to 1500 responses.

### **7.2 Parish Council Communications / Parish Pump**

7.2.1 Submissions process

### **7.3 Community Events and Affairs**

### **7.4 Wickens Orchard**

### **7.5 Community Resilience & Emergency Plan**

7.5.1 Consider and agree next steps for progress and adoption

### **7.7 Parish Council web site**

7.7.1 Reminder of request for Cllr. bio and picture

7.7.2 Update on security breach

### **7.8 Bus Shelter – Update**

### **7.9 Bus Service – Update**

7.10 **Black Ditch & Town Path** – to consider whether the PC wanted to adopt these paths and be responsible for future clearance work

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## **8. FINANCE & BUDGET**

- 8.1 To approve the accounts for September/October 2024
- 8.2 To note payments received and cleared payments September 2024
- 8.3 To note authorised transfers for October 2024
- 8.4 To approve Accounts for payments for October 2024

### **8.5 BUDGET**

- 8.5.1 Review of draft budget and recommendations from the Finance Committee
- 8.5.2 Agree the Precept

## **10. REPORTS FROM REPRESENTATIVES**

## **11. PROCEDURES AND STANDING ORDERS OF THE COUNCIL**

- 11.1 To consider and agree whether to adopt the Annual Leave Policy
- 11.2 To consider and agree whether to adopt the Anti-bullying and Harassment Policy
- 11.3 To consider and agree whether to adopt the Vexatious & Persistent Behaviour/Complaints Policy
- 11.4 NALC Model Financial Regulations – to consider whether to adopt subject to changes to customise financial authorisation thresholds and approval processes to PC requirements.

## **12. GOVERNANCE**

- 12.1 To accept the External Audit Report for 2023/24
- 12.2 to consider and agree whether the PC would like to have an interim internal audit.

## **13. TRAINING**

- 13.1 To consider and approve an in-person training session on Financial Regulations for Councillors. £140.50 excl. VAT
- 13.2 To consider and approve an in-person training session on Standing orders for Cllrs. £140.50 excl. VAT
- 13.3 To consider and approve an in-person training session on the Members Code of Conduct for Cllrs - Free

## **14. EMPLOYMENT MATTERS**

- 14.1 To discuss what process the PC would like in place for staff to request extra hours.

## **15. AOB**

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**16. PUBLIC COMMENTS**

**17. DATES OF FORTHCOMING MEETINGS**

- Services & Amenities Committee Meeting – **Tuesday, 5<sup>th</sup> November 2024 at (TBC), The Pavilion**
- Planning Committee meeting – **Tuesday, 5<sup>th</sup> November at 7:30pm, The Pavilion**
- Full Parish Council Meeting – **Monday, 18<sup>th</sup> November 2024 at 7:30pm, The Pavilion**

**Janette Coulthard**  
**Clerk to the Council**

*Janette Coulthard*

**Issued 15<sup>th</sup> October 2024**

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