

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

e-mail: clerk@charlwoodparishcouncil.gov.uk

**Draft Minutes of Parish Council Meeting held in the Memorial Hall, Hookwood, on
20th June 2022 at 8pm**

Attending	Carolyn Evans (voted as Chair of the meeting), Sue Bloom (SB), Walter Hill (WH), Howard Pearson (HP), Lisa Scott (LS).
Clerk	Trevor Haylett
Assistant Clerk	(via Zoom) Helen Hill
Also Attending	Nick Hague, Chris Lowe, Mark Cottingham, Kevin Greenwood, Michelle Greenwood (Via Zoom): Davida Hall, Angela Tyson Davies
Item	
	Before the meeting got underway, the Clerk explained that in the absence of the Chairman and Vice-Chairman, a stand-in Chair needed to be appointed for the meeting. Howard Pearson proposed that Carolyn Evans be Chair. Sue Bloom seconded and CE was elected unanimously.
1	(1/06/22) Apologies – Penny Shoubridge, James O’Neill, Richard Parker, Trevor Stacey.
2	(2/06/22) Declarations of Interest – None.
3	(3/06/22) Minutes – The Minutes of the 16 th May meeting had been circulated. Lisa Scott proposed they be accepted, HP seconded and the Minutes were APPROVED. 3.1 Chairman’s comments – CE said she had been contacted about a second Saturday football team starting up in the new season and wanted to know more about it. The Clerk explained that the Sunday team, Charlwood Village FC, were running a Saturday side next season but there wouldn’t be a clash of fixtures with the established Saturday team, Charlwood FC, because they had told the Parish Council that they would be ground-sharing at Three Bridges in the coming campaign.
4	(4/06/22) Public Questions – Nick Hague (NH) asked if the Parish Council was considering raising funds to repair The Hovel in the Glebe Field. The Clerk explained that Trevor Stacey had brought up the subject of the building at a recent S&A committee meeting because repairs were needed and attempts were being made to discover who owned it. NH responded by saying that regardless of who owned the building, the Parish Council should take responsibility for the repairs because of its importance to the community. He said there were grants readily available for the work. Davida Hall asked what was causing the delay to a car park in the Millennium Field and wondered whether it was because JBTMT owned the land and it was leased to the Parish Council. The Clerk responded by saying that progress was being made and different reports had been received to do with tree surveys and topographical studies and discussions were taking place between the PC and the preferred contractor. He said it was a huge undertaking, both in terms of cost and scope, and that things would inevitably take time to get sorted.
	(5/06/22) Planning, Highways and Environment 5.1 Report of Planning Committee and recommendations on applications to the four weeks ending 10th June – Lisa Scott proposed that the committee’s recommendations be submitted to Mole Valley with the exception of the Ricketts Wood Farm application to use part of the corn store for storage or distribution use. The deadline for that submission had been extended and LS wanted to

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	<p>consider the comments from neighbours before finalising the committee's objections. The remaining recommendations were APPROVED.</p> <p>Chris Lowe, of the Norwood Hill Residents Association, addressed the meeting on Ricketts Wood Farm and said there were concerns over the amount of lorries which would be using the narrow access road to the farm and the possibility that land adjacent to the corn store would again be used for off-airport parking of up to 200 cars, thereby adding to the traffic problems. There were several private properties near the farm which would be affected by any change of use.</p> <p>5.2 Neighbourhood Plan – LS said this was becoming more and more important and cited the recent application by Tudor Rose which had not been included in the Mole Valley Local Plan but which would potentially add to the vast amount of new housing already proposed for Hookwood. The recent attempt to attract more volunteers to the steering group had produced only one new recruit and as things stood the group comprised three Councillors and one other.</p> <p>5.3 The Rectory – The Clerk said the Rectory had been sold to a Charlwood family and he understood the Diocese would retain ownership of the Rectory field and that the Diocese will offer the Parochial Church Council continued use of the stables and the parking area in front of the stables. The Church will have a right of way along the Rectory drive to the stables and will be permitted to resurface the parking area in front of the stables. The Clerk added that the PCC still has to agree the proposals and there's nothing concrete as yet in terms of the Parish Council being granted a lease to put a car park in the Spinney area. But he had heard nothing to make him think that the PC would not be offered a lease.</p>
6	<p>(6/06/22) Services and Amenities - The committee had met the previous week via Zoom.</p> <p>6.1 Withey – Footpath – three quotes had been received for the work and they varied a good deal both in terms of pricing and also in the scope of the work proposed. The Clerk suggested it was a decision best left for the July meeting when there would hopefully be a full complement of Councillors and that was agreed.</p> <p>New swings – the contractor had revisited the site and confirmed that the flat swing seat had been set too high. A new set of swing chains had been ordered. As for the rubber matting, the contractor had promised to fix more pins to make the surface more secure and will fasten that area of the matting which covered the tree root with cable ties.</p> <p>TS had met with Carla Duffy and two other mothers to discuss what they would like to see by way of the playground refurbishment. The residents had gone away to look at ways of raising some of the money themselves. LS said she was part of the working group but had not received an invitation to the meeting.</p> <p>Concerns had been raised at that meeting that men had been observed coming out of bushes behind the new swing and appeared to be using the area as a toilet. The mothers had requested that all the low level bushes be taken out to make it a more open space.</p> <p>6.2 Pavilion – Quotes had been received for the outside decoration of the Pavilion, one was for more than £4,000, the other for just over £2,000. It was agreed to approve the lesser quote and to get the work underway.</p> <p>6.3 Recreation Ground – two quotes had been received for the pathway lighting and one more was awaited. However Councillors were unhappy with the plan and thought it would not be well received by residents who had always expressed their opposition to street lighting.</p> <p>6.4 Other – LS raised the question of a replacement noticeboard for Hookwood and</p>

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	<p>also requested that a litter bin be installed near the Fairalls building on the A217 because of the number of people who now walk along that stretch.</p> <p>HP mentioned the recent alarm incident and the process which the keyholding company employs to notify the PC. He said he was happy to remain on the list of contacts and the Clerk said that TS would also be added to the list.</p>
7	<p>(7/06/22) Parish Matters</p> <p>7.1 Traffic Calming & Car Parks - Following the May meeting with Mark Baker, the consultant was working on the latest set of drawings, taking into consideration the measures favoured by Councillors. He would be asked to deliver these by 15th July so they could be considered at the following week's PC meeting</p> <p>7.1.1 VAS Signs/Speedwatch - The Parish Council had expressed their disappointment to the supplier at the performance of the VAS signs and in particular with the short lifespan of the batteries. They needed changing every 10 days or so. The company concerned have promised to work to find a satisfactory resolution to the problem.</p> <p>LS said she had been talking to the owners of Betchworth Bungalow who were unhappy with the VAS sign being installed outside their property and said the issue appeared to be that the hedge was cut by a farmer using his tractor and he was concerned about damaging the sign. LS suggested the PC keep an eye on the area of hedge that was impacted and keep it in an appropriate condition until the bungalow was sold.</p> <p>7.2 Parish Council Communications</p> <p>7.2.1 Newsletter – There was no update</p> <p>7.3 Community Events and Affairs</p> <p>7.3.1 Jubilee weekend celebrations – Sue Bloom reported on the events over the Jubilee weekend and said the Beacon lighting on the Thursday evening had been surprisingly well attended. The Saturday Family Fun Day was very successful as was the Sunday Street Party and the organisers deserved hearty congratulations. The Clerk read out an email from Natalie Burling, sent on behalf of the Jubilee organising committee, in which she thanked the Parish Council for their contribution to their funds. Chris Lowe, on behalf of the Norwood Hill Resident Association, also gave his thanks for the PC contribution to their funds.</p> <p>7.3.2 Annual Parish Meeting - this was held on 24th May and was well attended and well received although there was some disruption from one individual which was unfortunate.</p> <p>7.4 Russ Hill Rave - This had been advertised to be taking place opposite the Russ Hill Hotel on 17th September. Enquiries had been made with Mole Valley District Council and they had no knowledge of the event. If more than 500 people were expected then the organisers would require two months notice to apply for a licence; less than that and the requirement was for 28 days notice.</p> <p>7.5 Russ Hill Hotel – there were 225 residents as of the previous Friday.</p>
8	<p>(8/06/22) Gatwick Matters</p> <p>8.1 Latest Consultation re: DCO – Gatwick had announced another consultation to do with the DCO and had organised two online briefings for Parish Councils on July 5th and 13th. The consultation, which CE said appeared to concentrate on highway changes and changes to do with the road structure around the North Terminal, was open until 27th July.</p>

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	<p>8.2 GACC paper on Noise Envelope - GACC was representing the PC in the Noise Envelope Group which Gatwick was required to set up in the planning application for their expansion proposals. GACC had produced a draft position paper on the Noise Envelope (the limit on the amount of noise, or noise impacts, the airport would be allowed to cause in defined future periods) and it had been circulated. CE proposed that the paper receive the support of the PC and this was unanimously APPROVED.</p> <p>Penny Shoubridge had been in communication with Crawley Borough Council's Environmental Health Officer about the Section 61 consent for the runway resurfacing works and discussions would continue on her return from holiday.</p> <p>A series of workshops had also been organised to update on the redesign of the airports arrival and departure routes. The Clerk will forward the dates to CE. The next GATCOM meeting would be held on 21st July.</p>												
9	<p>(9/06/22) Financial Matters</p> <p>9.1 Payments received and cleared payments</p> <table><tr><td>Barclays Community Account – to 13th May</td><td>£148,444.15</td></tr><tr><td>Barclays Legacy Account - ditto</td><td>£ 4,149.24*</td></tr><tr><td>Barclays Charlwood Account - ditto</td><td>£ 34,087.68</td></tr><tr><td>Nationwide Business Savings Account – ditto</td><td>£ 85,220.02</td></tr><tr><td>Lloyds Treasurers Account - to 12th May</td><td>£ 428.85</td></tr><tr><td>Total Bank Assets</td><td>£272,329.94</td></tr></table> <p>*For Archive Room ** Reserves (Earmarked) = £146,000; (General) = £38,000</p> <p>9.2 Accounts for payments and authorised transfers - These had been circulated (see Appendix A) and were APPROVED.</p> <p>9.3 To approve Internal Auditor's year-end report – The Clerk explained that the Internal Auditor had recently undertaken the Audit of the PC's Annual Return and had produced a report that had been circulated. The report was APPROVED. One recommendation was that the PC increase the Fidelity Guarantee cover from £100,000 to £250,000 in recognition of the high level of reserves. This would entail an additional premium of £24.76 (with effect from 7th June) and this expenditure was APPROVED.</p> <p>9.4 To approve AGAR Section 1, Annual Governance Statement – This had been circulated in advance and was APPROVED and duly signed.</p> <p>9.5 To approve AGAR Section 2, Accounting Statements - This had been circulated in advance and was APPROVED and duly signed.</p> <p>9.6 To report on the period for the exercise of public rights - The Clerk explained that as part of the Annual Return process, there was a period when the public were permitted, on request, to look at the accounts and ask questions of the External Auditor. This lasted for a period of 30 working days from 1st July – 11th August.</p>	Barclays Community Account – to 13 th May	£148,444.15	Barclays Legacy Account - ditto	£ 4,149.24*	Barclays Charlwood Account - ditto	£ 34,087.68	Nationwide Business Savings Account – ditto	£ 85,220.02	Lloyds Treasurers Account - to 12 th May	£ 428.85	Total Bank Assets	£272,329.94
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Total Bank Assets	£272,329.94												
10	(10/06/22) Reports from Representatives - None												

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11	(11/06/22) Procedures and Standing Orders - None
12	(12/06/22) Employment Matters - None
13	(13/06/22) Public Comments – Nick Hague asked if JBTMT had submitted their accounts for scrutiny at the Annual Parish Meeting or subsequently. The matter had been raised immediately after the APM and Alison Martin, the JBTMT chair, had responded.
14	(14/06/22) Forthcoming Meetings – 12 th July - Planning, Highways and Environment venue tbc 7:30pm 12 th July - S&A Committee tbc 8:00pm 18 th July - Charlwood PC, The Pavilion, 8:00pm Future PC meetings – (Mondays) 19 th September; 17 th October; 21 st November

The meeting ended at 8:55pm

Appendix 1

Payments Received & Cleared Payments

Barclays Community Account – to 16 th June	£139,307.38
Barclays Legacy Account - ditto	£ 4,149.55*
Barclays Charlwood Account - ditto	£ 34,090.25
Nationwide Business Savings Account – ditto	£ 85,220.02
Lloyds Treasurers Account - to 14 th June	£ 904.85

Total Bank Assets £263,672.05

*For Archive Room

Note: Reserves (Earmarked) = £146,000; (General) = £117,672.05

Accounts showing Incomings/Payments & Authorised Transfers

Incomings between 13 th May and	14 th June 2022			Total
<u>Lloyds Bank</u>				
lfield CC				90.00

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S. Charman	Yoga classes - Inv 253			52.00
JL Firmager	Meditation classes – Inv 250			64.00
L. Warner	Hall hire - party			100.00
S. Bloom	Meeting - Inv 251			30.00
L. Davies	Party hire			160.00
M. Mckenzie	Party hire			60.00
N. Botting	Party hire			100.00
Incomings between 16th May and	16th June 2022			
<u>Barclays Bank</u>				
C. Barclay	Choir – Inv 252			30.00

<u>Direct Debits</u>				
Ecotricity	Gas Inv 30 th May (for period 27/04 – 27/05)			88.95
Ecotricity	Electricity Inv 24 th May (for period 20/04-20/05)			102.66
SES Water	Water Inv 27 th May (for period 30/04-31/05)			21.80
Keyholding Company	Monthly debit			29.40
				184.31

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Nest Pensions				
<u>Payments to be approved tonight</u>				
CSM Property	Clearance of Black Ditch and Church Path			110.00
Microshade	Quarterly for E-mail hosting etc			287.96
Mulberry & Co	Internal Audit			162.00
Kayes Maids	May cleaning			240.00
Nigel Jeffries Landscapes	Grass cutting 4/5 & 18/5 etc			290.40
Information Commissioner	Annual Data Protection fee			40.00
Hookwood Memorial Hall	Meetings in June & October			120.00