

# 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 20<sup>th</sup> January 2025 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 in 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 18<sup>th</sup> November 2024 and from the Services & Amenities (S&A) Committee meetings of the 4<sup>th</sup> December 2024 and the 8<sup>th</sup> January 2025 to be agreed and signed as a true record. (LGA 1972 Sch.12 s41).

### 4. RESIDENTS REQUESTS

### 5. PLANNING, HIGHWAYS AND ENVIRONMENT

5.1 Report of Planning Committee and recommendations on applications to four weeks ending 22<sup>nd</sup> November and the 4 weeks ending 27<sup>th</sup> December 2024.

5.2 Development at Povey Cross – update

5.3 Neighbourhood Plan - update

5.4 Mole Valley Local Plan

5.5 Environmental Matters

5.6 Water Flow Project – update

5.7 Fly-tipping/Litter

*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.*

## **6. SERVICES AND AMENITIES**

### **6.1 Withey**

### **6.2 Pavilion**

6.2.1 To approve the quote from the Contractor to flush the heating system as recommended by the S&A Committee. £524.16

### **6.3 Recreation Ground**

6.3.1 Football Pitch Sand banding to consider two quotes provided to improve drainage.

### **6.4 Millennium Field**

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

### **6.5 Glebe Field**

### **6.6 The Hovel**

### **6.7 The Cage**

### **6.8 Surrey Trees – Tree donation**

## **7. PARISH MATTERS**

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

7.1.1 To agree whether to post an invite for residents to join the car park working group on FB and website.

7.1.2 To accept/approve retrospectively the results of the Car Park Consultation Survey i.e. Option 3 being the option with the most votes.

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

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

### **7.4 Community Resilience & Emergency Plan**

### **7.5 Parish Council web site**

### **7.6 Bus Shelter – Update**

### **7.7 St Nicholas Church Clock**

## **8. FINANCE & BUDGET**

8.1 To approve the accounts for December 2024/January 2025

8.2 To note payments received and cleared payments December 2024

8.3 To note authorised transfers for January 2025

8.4 To approve Accounts for payments for January 2025

8.5 To approve the Clerk to set up a Direct Debit to pay the subscription for the Hugo Fox website £23.99 p/m total annual amount £287.88. The DD can be monthly or annual.

## **9. REPORTS FROM REPRESENTATIVES**

## **10. POLICIES, PROCEDURES AND STANDING ORDERS OF THE COUNCIL**

10.1 To consider and agree whether to adopt the Expenses Policy

10.2 To consider and agree or otherwise the approval of the Non-Disclosure Agreement created for use for Volunteers who may want to help with the Jean Shelley Archive Room.

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10.3 To consider and agree what action, if any, needs to be taken with regard to Martyn's Law.

10.4 Disorderly Conduct at Meetings

10.5 Members Code of Conduct

**11. DEVOLUTION**

**12. TRAINING**

14.1 To consider and agree or otherwise whether the PC still wish to go ahead with the training courses for Standing Orders, Financial Regulations and Members code of conduct agreed last year.

**13. AOB**

13.1 Register of interest forms

**14. PUBLIC COMMENTS**

**15. DATES OF FORTHCOMING MEETINGS**

- Finance Committee Meeting - **Tuesday, 28<sup>th</sup> January 2025 at TBC**, The Pavilion
- Planning Committee Meeting – **Tuesday, 4<sup>th</sup> February 2025 at 7:30pm**, The Pavilion
- Services & Amenities Committee Meeting – **Wednesday 5<sup>th</sup> February 6pm**, The Pavilion
- Full Parish Council Meeting – **Monday 17<sup>th</sup> February 2025, 7:30pm**, Tesco Community Room, Tesco, Hookwood.

**Janette Coulthard**

**Clerk to the Council**

*Janette Coulthard*

**Issued 15<sup>th</sup> January 2025**

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