

# CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill  
[www.charlwoodparishcouncil.gov.uk](http://www.charlwoodparishcouncil.gov.uk)

e-mail: [clerk@charlwoodparishcouncil.gov.uk](mailto:clerk@charlwoodparishcouncil.gov.uk)

## 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 17<sup>th</sup> February 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 of 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 20<sup>th</sup> January 2025 and from the Services & Amenities (S&A) Committee meetings of the 5<sup>th</sup> February 2024 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 24<sup>th</sup> January 2025.
  - 5.2 Development at Povey Cross – update
  - 5.3 Neighbourhood Plan - update
  - 5.4 Mole Valley Local Plan
  - 5.5 Environmental Matters
  - 5.6 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

- 6.1.1 To consider and agree whether to obtain two alternative quotes for the grass cutting of the Withey in light of current contractors 6% increase in charges.

### 6.2 Pavilion

### 6.3 Recreation Ground

### 6.4 Millennium Field

### 6.5 Glebe Field

### 6.6 The Cage

### 6.7 Recreation Ground Charity

- 6.7.1 To confirm agreement for Cllr Stacey to be the lead with the Charities Commission and rectify filing omissions.

## **7. PARISH MATTERS**

### 7.1 Traffic Calming & Car Parks

### 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 St Nicholas Church Clock

## **8. FINANCE & BUDGET**

### 8.1 To approve the accounts for January 2025/February 2025

### 8.2 To note payments received and cleared payments February 2025

### 8.3 To note authorised transfers for February 2025

### 8.4 To approve Accounts for payments for February 2025

### 8.5 To approve the Budget for 2025/26

### 8.6 To consider and agree whether to implement a Grant Application process

## **9. REPORTS FROM REPRESENTATIVES**

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

## **11. GOVERNANCE**

### 13.1 Register of interest forms

## **12. DEVOLUTION**

## **13. TRAINING**

**14. AOB**

14.1 Annual Village Meeting – Agree date

14.2 Annual Village Meeting – Agree format and which village organisations to invite

14.3 Annual Report – format and publication

14.4 To retrospectively agree to advertise for a new Clerk/RFO with salary SCP 23 and for 20 hrs p/w.

**15. PUBLIC COMMENTS**

**16. DATES OF FORTHCOMING MEETINGS**

- Finance Committee Meeting - **Tuesday, 18<sup>th</sup> February 2025 at TBC**, The Pavilion
- Planning Committee Meeting – **Tuesday, 4<sup>th</sup> March 2025 at 7:30pm**, The Pavilion
- Services & Amenities Committee Meeting – **Wednesday 5<sup>th</sup> March 5pm**, The Pavilion
- Full Parish Council Meeting – **Monday 17<sup>th</sup> March 2025, 7:30pm**, The Pavilion.

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

*Janette Coulthard*

**Issued 12<sup>th</sup> February 2025**

*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.*