

CHARLWOOD PARISH COUNCIL
MINUTES of THE COUNCIL MEETING
MONDAY, 15th JANUARY, 2018
IN CHARLWOOD SPORTS & COMMUNITY CENTRE

PRESENT

Mr Martin Needham (in the chair), Ms Carolyn Evans, Mr Nick Hague, Mr James O’Neill, Mr Richard Parker , Mr Howard Pearson, Ms Lisa Scott, Mrs Penny Shoubridge.

1 APOLOGIES

Mr Walter Hill,

2. DECLARATIONS OF INTEREST

None

The Chairman then brought forward item **5.3 Mole Valley Local Plan Consultation – Future Mole Valley- Modest Extensions to Rural Villages – Claire Mallalieu, Mole Valley DC**

to facilitate the speaker’s schedule. Outline notes from the presentation attached.

3. APPROVAL OF MINUTES OF PREVIOUS MEETING HELD ON 20th November, 2017

Mr Martin Needham proposed, Mrs Penny Shoubridge seconded, that the Minutes of the meeting held on 20th November, 2017 be approved. The Council present agreed and the Chairman signed the Minutes as a true record.

3.1 Chairman’s Comments

Mr Martin Needham suggested that to avoid last minute submission of items for the next agenda that the Clerk include a note accompanying the Draft Minutes giving the deadline for submission of documents and agenda items.

4 PUBLIC QUESTIONS

None

5 REPORT OF THE PLANNING AND HIGHWAYS COMMITTEE

5.1 Planning Comments

Mr Nick Hague proposed, Ms Lisa Scott seconded the planning comments as published and the council present agreed.

5.2 Highways Matters

5.2.1 Traffic Calming

The Clerk advised that the list for the consultants still awaited the contribution from two other parish councils.

The council noted that there had been a recent road accident at the junction of Ifield Road and The Street in which a school child had been injured. The accident had stimulated a number of social media comments relating to traffic management and speed.

Members discussed the use of accident statistics being used to apply pressure on the appropriate authorities to raise the profile of the road dangers and get traffic calming and similar projects attended to more quickly. The Clerk advised that the law required any accident that resulted in injury or death including those involving animals to be reported to the police. Other accidents such as collisions between two vehicles were not required to be recorded. There were publically accessible data bases that showed recorded accidents. Members discussed the potential need for greater accident/incident reporting. Mrs Penny Shoubridge proposed, Mr Howard Pearson seconded that the parish council should establish a procedure to record all road traffic incidents in the Parish and the council present agreed.

The clerk was asked to investigate whether the Booking Clerk would be prepared to undertake the work involved.

5.2.1 Public Transport, Footpaths & Cycle Paths Linking Communities

Members noted the Local Committee (Mole Valley) response to the petition submitted by Ms Lisa Scott regarding pedestrian and cycleway access on the A217.

Ms Lisa Scott commented that both Mole Valley DC and Reigate & Banstead Borough Council had both recognised the problem and supported the proposals. She added that some work had been done on overhanging hedgerows on the A217 but as yet not on the footpath.

Ms Lisa Scott advised that Speedwatch had not been out in the past month and a call for more volunteers should be promoted on social media.

5.3 Mole Valley Local Plan Consultation – Future Mole Valley

Members noted the earlier presentation and suggested discussion on the subject be prepared for the March meeting.

6 REPORT OF THE SERVICES AND AMENITIES COMMITTEE

Mrs Penny Shoubridge presented the Services and Amenities report – attached. She reported that a supplier for Sanitary Services had been located and the details would be passed to the Clerk to contract.

An enquiry was made regarding Japanese knotweed infestation. The Clerk advised this should be reported to Mole Valley Environmental Health for advice and potential action.

7 REPORT OF THE FINANCE COMMITTEE

7.1 Payments Received & Cleared payments

Barclays Deposit Account 31st December 2017 £ 31,657.09

Barclays Pavilion Account 31st December 2017 £ 2,264.53

Barclays Bank Current Account

Balance at 31st December 2017 £ 22857.64

Uncleared Items £ 885.79

Forecast Current Account Balance 16th Jan £ 21971.85

Total Bank Assets £ 55,893.47

7.2 Accounts for Payment & Authorised Transfers

The following payments were proposed by Mr Martin Needham, seconded by Mr. Howard Pearson and agreed in accordance with Appendix A of Standing Orders.

Payee	Purpose	Pavilion	Ex VAT	VAT	Total
	Payments made in December				
TGMS	Inv 4787 Site Assessment		445.00	89.00	534.00
Strutt & Parker	Inv 0134 Rent Glebe to 30 Nov 2018		400.00	0.00	400.00
Kings	Inv 15001 & 15133		157.05	31.41	188.46
Active Maintenance	Inv 903 Verti drain & fertiliser		570.00	114.00	684.00
P Barclay	Purchases (Hive & Ex Gratia gift to PJBrown)	Y	440.20	0.00	440.20
C Manning	Inv 013		697.33	0.00	697.33
P Barclay	Book token for School prize		25.00	0.00	25.00
			2734.58	234.41	2968.99
Ecotricity DD	Inv 3083476 Gas		293.05	58.61	351.66
	Current Payments				
Ecotricity DD	Inv 3159682 Gas		336.56	67.31	403.87
Microshade	Inv 10305 Offsite backup		95.40	19.08	114.48
Mulberry	Inv 3536 Paye Services		105.00	21.00	126.00
Mitchells	Inv 50106		1432.00	286.40	1718.40
Kings	Inv 15189 Rec & Millennium works		2350.00	470.00	2820.00
P Barclay	Salary January 2018		tba	tba	Tba
HMRC	PAYE Jan 2018		tba	tba	tba
	Total		4318.96	863.79	5182.75

7.3 Future Projects

Mr Martin Needham had circulated a draft list of suggested future projects for the council to consider. He requested that members provide feedback on the list and any suggestions for additions in order the list could be prioritised for review in March before the commencement of the new council year in April.

7.4 Budget & Precept 2018/9

Mr Martin Needham advised that the Finance Committee had met and reviewed the budget and recommended the Precept for 2018/19

Mr Martin Needham proposed the budget as presented and that the Precept be set at sixty-eight thousand four hundred and ninety six pounds for the 2018/19 financial year. Mr Nick Hague seconded the proposal and the council present agreed.

8 LAND AT BRICKFIELD LANE

The Clerk advised that he still awaits a Valuation Office appointment.

9 GATWICK MATTERS

9.1 Noise Monitor

The Clerk advised that a noise monitor had been situated in the Glebe Field and would remain there for a minimum of one year.

9.2 NMB Public Seminar December, 2017

No member of the Parish Council had been available to attend. The Clerk reported that he attended on behalf of GACC and that the new format included stands with representatives of industry bodies such as air traffic, airlines, and airspace consultants. General feedback from the public attending was very positive as the ability to ask questions of these different agencies had helped significantly in understanding the many problems.

9.3 Emergency Runway Use

Mr Nick Hague highlighted that there had been a significant increase in the use of the Emergency Runway in recent months at night which would continue through the winter to May. This was all connected with extensive maintenance on the main runway and taxiways and had a noticeable impact on noise in the community.

10 HORSE HILL OIL EXPLORATION

Mr Nick Hague proposed, Ms Carolyn Evans seconded that an emergency Planning Committee be held on 30th January to evaluate and agree responses to the conditions issued by Surrey County Council on 8th January and the council present agreed.

Mr Martin Needham proposed, Mrs Penny Shoubridge seconded, that the Planning Committee be delegated the power to submit their response to the conditions to Surrey County to meet the deadline for submission of 5th February 2018 which date was prior to the next full council meeting. The council present agreed.

11 REPORTS FROM REPRESENTATIVES

Mr Martin Needham reported that he had attended the most recent Parish Hall Committee meeting and the hall committee was in the process of assessing future plans and needs.

12 COMMUNITY EVENTS & AFFAIRS

12.1 Heartstart Defibrillator

The Charlwood unit was now listed with the appropriate authorities.

12.2 BT Telephone Box – Hookwood

The Clerk advised he was still awaiting acknowledgement of the power supply contract submitted last year.

12.3 Parish Council forward Strategy Plan

Members agreed that the Mole Valley Local Plan consultation currently underway was very much part of any forward strategy plan and the subject should be reviewed taking into account the presentation made earlier.

12.4 Blue Bird House, Hookwood, Planning & Anti- Social Behaviour

The January meeting of residents had been cancelled. The Clerk advised that a liaison Officer had been appointed by Mole Valley DC to co-ordinate the residents' reports with the various agencies involved.

12.5 Proposed Gatwick Run and Road closures

Mrs Penny Shoubridge outlined the details of the meeting held with the organisers on 8th December. The Parish Council had raised the concerns at the launch of the event on 31st October with no engagement with Charlwood residents and the organisers gave their apologies for the oversight. The event was scheduled to take place on Sunday 13th May and involved a number of road closures in the village centre. The organisers were advised that they needed to consider manning information points further out from the village centre than their proposals indicated and maps with these suggestion would be forwarded to the organisers. It was noted that although the event is promoted as a charity fund raiser the organisers are a professional company who are paid substantially for their involvement. They are the same management team that operate the Run Reigate Half Marathon each year. The Parish Council have agreed to organise the half way water stop and to use the event to promote parish council activities and any other that wish to participate. Mr Walter Hill planned to attempt to negotiate a residents' discount on the entry fees.

The organiser's advised that they would be publishing flyers for distribution to the residents in roads affected by the event and the council representatives suggested the flyers should include roads leading into the village centre. It was noted that the cricket club would be affected if they had a fixture but todate they had not raised any concerns.

13 PROCEDURES AND STANDING ORDERS OF THE COUNCIL

13.1 Child & Vulnerable Adult Protection Policy

No action.

Mr Martin Needham suggested that members should al acquaint themselves with the recently revised Standing Orders and Financial Regulations and any members without current copies should contact the Clerk.

14 EMPLOYMENT MATTERS

The Clerk gave an update of his CILCA Training. Due to other commitments little had been done in past 3 months but of the 5 sections 1 & 4 completed 2 & 3 were 50% and 5 was at 30%.

15 Public Comments

None

16 Dates of Forthcoming Meetings

DATE	PURPOSE	VENUE	TIME
7 th February	Services & Amenities	Sports & Community Centre	14:00pm
13 th February	Planning & Highways	6 Sewill Close	7:30pm
19 th February	Charlwood Parish Council	Sports & Community Centre	8:00pm

Meeting ended at 2145