

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 Pavilion, Charlwood, on
26th September 2022 at 8pm**

Attending	Penny Shoubridge (PS – Chairman), Trevor Stacey (TS – vice Chairman), Sue Bloom (SB), Carolyn Evans (CE), Walter Hill (WH), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS).
Assistant Clerk	Helen Hill
Also Attending	James O’Neill, Trevor Haylett (Clerk) – both attending via Zoom Nick Hague, Alison Holmwood, Liz Carey, Lance Miles, David McCorquodale, Angela Tyson Davies
Item	To start the meeting, Penny Shoubridge called for a Minute’s silence in memory of Her Majesty the Queen.
1	(1/09/22) Apologies – None.
2	(2/09/22) Declarations of Interest – None.
3	<p>(3/09/22) Minutes – The Minutes of the 18th July meeting had been circulated. PS proposed they be accepted, Howard Pearson seconded and the Minutes were APPROVED.</p> <p>3.1 Chairman’s comments – PS echoed the statement she made at the time of the Queen’s passing, that her constant dedication to the service of our country and the Commonwealth had been a wonderful inspiration and example to all. PS thanked those Councillors and residents who came to hear the Proclamation of King Charles III and then later attended the period of reflection for the Queen, both events held outside the Pavilion.</p> <p>PS reminded members of the public that while they are permitted to speak, it was not a statutory right. Members of the public have the right to attend and listen and PS asked them to limit their questions to two minutes. It might be that the matter can’t be responded to immediately and that sometimes it would be referred to the Clerk for a response at a later date.</p>
4	<p>(4/09/22) Public Questions – Davida Hall asked questions about the progress of the parish magazine; whether the possibility of a village Flood Awareness group could be kept on the Agenda; and when work would begin on the Millennium Field car park. PS replied (i) No progress as yet because there were more pressing items requiring attention. (ii) The Flood Awareness group would be retained as a future project. (iii) The timeline is governed by contractors and Mole Valley but the PC was pressing forward as fast as possible.</p> <p>Another resident asked a number of questions. (i) Are the public invited to Planning Meetings and did the PC submit any comment regarding the shop in the village and its application for a dropped kerb? PS answered that yes, the public can attend but only as observers. The dropped kerb application was discussed at the July planning meeting and no comment was thought necessary. (ii) Does the football pitch hire income cover the cost of maintenance each year? Not entirely, but the council have a duty to provide sports facilities. Any additional funding comes from the precept and other pavilion hires. (iii) Have householders been written too in regards to parking on pavements? As far as we are aware the problem has subsided. (iv) The waste bin outside the village shop is over flowing regularly – can this situation be addressed? The bins are emptied by Mole Valley and residents can notify Mole Valley via their website if they are overflowing. It is not a PC responsibility.</p> <p>LS commented that there were five vehicles parked on the pavement opposite the Greyhound pub that evening and was told that the problem would be addressed.</p>

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	<p>Another resident raised the question of whether the Parish Hall could be made more attractive and was told that the Trustees who manage the Hall were working hard to gain funding to undertake a large refurbishment.</p>
5	<p>(5/09/22) Planning, Highways and Environment</p> <p>5.1 Report of Planning Committee and recommendations on applications to four weeks ending 5th August and four weeks to 2nd September – Lisa Scott proposed that the recommendations be accepted with HP seconding.</p> <p>5.2 Neighbourhood Plan – This had not progressed at all. TS said that an open meeting was planned for October to outline the details of the Millennium car park and the traffic calming measures. As part of that there could be an invitation to members of the public to put themselves forward for the Neighbourhood Plan steering committee.</p> <p>5.3 Mole Valley Local Plan – the hearings would resume on 27th September and the PC was scheduled to be represented the following day. LS would be attending on the PC's behalf.</p> <p>5.4 Report of Mole Valley LCWIP briefing on 28th July – LS said she was encouraged that work to the shared use of the path alongside the A217 had been completed in time for Run Reigate so runners could see the positive impacts it was having on the community in Hookwood.</p> <p>5.5 Environmental Matters – LS outlined instances of climate change effects that were occurring around the world and urged everyone to consider what impact their activities might be having on global warming.</p>
6	<p>(6/09/22) Services and Amenities - The committee had met the previous week in the Pavilion.</p> <p>6.1 Withey – TS said work had begun on a new footpath and one or two residents had raised concerns because it appeared that the contractors had finished their work. TS said he didn't consider that the work was finished and he would be talking to the contractors, particularly about the amount of flints that had been piled up on the edge of the path. As regards the playground refurbishment, he had attempted to arrange another meeting but the co-ordinator had been unable to provide any potential dates. He would chase again.</p> <p>6.2 Pavilion – The redecoration of the outside of the Pavilion had been completed. The situation regarding the pathway lights had not progressed greatly although TS had started work on a model to show to Councillors. The quotes for the CCTV work would be circulated.</p> <p>6.3 Recreation Ground – The recent rains had helped the grass grow and the football pitch was looking a lot healthier. A quote of £4,410 had been received for the work to create a junior pitch at the far end of the Recreation Ground. This was cheaper than alternative quotes and TS proposed that the quote be accepted. This was APPROVED.</p> <p>6.4 New leases for Millennium Field and The Withey – The JB & TM Trust had invited discussions with the PC over the two leases – the Withey one expires in April 2023 and the Millennium Field in March 2026. TS explained that there was a question mark over a piece of land and whether that was included in the Millennium Field lease or not. Richard Parker said that was still being looked into and added that the Trust appeared mindful to allow the leases to run concurrently for a long period. The exact length of the terms would depend on the advice of solicitors.</p>
7	<p>(7/09/22) Parish Matters</p>

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7.1 Traffic Calming & Car Parks - TS said that he had received the final drawings at 5 o'clock that evening from the architect in respect of the Millennium car park. He would circulate to Councillors as well as making a submission to JBTMT. The next step after that would be to instruct the contractors to make a formal planning application.

7.1.1 VAS Signs/Speedwatch - There had been many discussions with the company who supplied the VAS signs to find a satisfactory solution to the problem of the batteries needing to be changed every ten days or so. The company had agreed to take the units back and convert them to mobile solar power which would also involve changing the batteries from lithium to lead acid. The upgrade would happen without any additional expense to the PC and the new system would have the advantage of requiring the batteries to be swapped over every four weeks or so rather than every ten days. This was thought to be a better solution than returning the units and going with another manufacturer. TS proposed the upgrade and it was carried unanimously with the exception of LS who abstained. An additional sign for Hookwood had also been considered and negotiations were continuing to see if it could use an existing power supply on a lamp post. The Speedwatch project was delayed while the Police's signing of the Risk Assessment was awaited. Additional volunteers were needed in Hookwood and RP put his name forward.

7.1.2 Rectory car park – the Clerk said he had spoken with the Diocese surveyor that day and the sale of the Rectory had still to be completed. That had to happen as did the search for premises for the new minister to live in before the Diocese would consider releasing any land at the site for a car park.

7.2 Parish Communications – There was no update on a newsletter but data is being gathered in readiness for an email news bite.

7.3 Wickens Orchard – This has been cleared and now looks much better. Clarion Housing were still looking at the PC's request to manage the area.

7.4 Church clock – the PCC were aware of disquiet among some Councillors over the proposed agreement whereby the PC would take over the maintenance of the Church clock. The PCC had responded to that by suggesting that there could be a clause permitting either party to withdraw with six months notice. There was concern that regilding of the clock could become an expensive item when the cost of scaffolding was included and Councillors did not feel that the PC should bear the total cost. It was agreed to shelve that commitment for the time being and to write to the PCC to explain that the PC would contribute £1500 annually to the cost of the clock maintenance and grass cutting of the churchyard. The invoice for the clock maintenance should be made out to the PC.

7.5 Russ Hill Asylum Seekers - there were 125 residents as of Friday 16th September but a new influx was expected. Mole Valley had agreed to do a litter pick along Russhill and the Church path.

7.6 Tributes to the Queen – the Book of Condolence will remain in the Church until after the Harvest Festival service.

7.7 Historic Charlwood document – A collector had alerted the PC to a 1905 document he had acquired which appeared to show the parish's gratitude to a Mr Curtis. The PC had canvassed opinion but nobody could throw much light on the origins of the document. It was said that the collector was hoping that the PC would pay him to acquire the document. There was some concern over how genuine the document was and because of that it was decided not to proceed.

7.8 New Hookwood Noticeboard – This was being delivered later in the week and RP said he would be on hand to put it in the Memorial Hall until it could be installed.

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	<p>7.9 Parish Hall – the Parish Hall’s management trustees are seeking funding to carry out essential works. Documentation has shown that the PC is the custodian trustee of the Parish Hall and thereby holds trust property, but the management of the trust property, and the exercise of all powers and discretions under the trust, shall be, and remain vested in, the managing trustee, not the custodian trustee.</p>												
8	<p>(8/09/22) Gatwick Matters</p> <p>8.1 Latest Gatwick Consultation – the PC had submitted a response before the 27th July deadline to Gatwick’s latest consultation on the DCO.</p> <p>8.2 Report of Gatcom meeting 21st July - CE had attended. There was a Gatcom Awayday planned for 6th October which PS would attend.</p> <p>8.3 Gatwick Transport Forum 7th October – PS would attend this and the Clerk was asked to send the details to LS.</p> <p>8.4 Airspace Change Process - Stakeholder briefing sessions for PC’s would be held on October 5th/6th – Peter Barclay would attend on behalf of the Gatwick Group on the 5th and CE would attend on the 6th.</p>												
9	<p>(9/07/22) Financial Matters</p> <p>9.1 Payments received and cleared payments</p> <table><tr><td>Barclays Community Account – to 20th September</td><td>£74,525.49</td></tr><tr><td>Barclays Legacy Account - ditto</td><td>£ 4,150.83*</td></tr><tr><td>Barclays Charlwood Account - ditto</td><td>£ 34,100.76</td></tr><tr><td>Nationwide Business Savings Account – ditto</td><td>£ 85,220.02</td></tr><tr><td>Lloyds Treasurers Account - to 20th September</td><td>£ 80,395.47</td></tr><tr><td>Total Bank Assets</td><td><u>£278,392.57</u></td></tr></table> <p>*For Archive Room Note: Reserves (Earmarked) = £146,000; (General) = £132,392.57</p> <p>9.2 Accounts for payments and authorised transfers - These had been circulated (see Appendix A) and were APPROVED.</p> <p>9.3 Energy prices – The Clerk had been discussing different energy deals with brokers and with the Government’s recently announced intervention to help domestic and business users it seemed sensible to remain with the existing supplier on the standard variable rate and see how the market settled down. This was APPROVED.</p> <p>9.4 To decide whether to opt into the External Auditor arrangements again – The Clerk said that the External Auditor’s five-year cycle had come to an end and that offered the opportunity for the PC to nominate their own External Auditor if they wished. This was likely to prove more expensive however and the Clerk recommended staying within the group system. This was APPROVED.</p> <p>9.5 Grant for St Catherine’s Hospice – This had arisen as a result of a recent fund-raising event and Councillors had been asked whether they felt it appropriate to give a grant to the</p>	Barclays Community Account – to 20 th September	£74,525.49	Barclays Legacy Account - ditto	£ 4,150.83*	Barclays Charlwood Account - ditto	£ 34,100.76	Nationwide Business Savings Account – ditto	£ 85,220.02	Lloyds Treasurers Account - to 20 th September	£ 80,395.47	Total Bank Assets	<u>£278,392.57</u>
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	<p>Hospice. It was decided to leave it until the finance committee had met and considered the question of grants to charity bodies.</p> <p>9.6 Jubilee grant refund – The Jubilee committee had not used all the grant awarded it by the PC and they were offering a refund of £186. PS recommended that the committee hold onto the money because they had indicated they could spend it on something for community use, such as rounders equipment.</p> <p>9.7 Budget meeting – The finance committee would meet on November 2nd at 2pm in the Pavilion to discuss next year's budget.</p>
10	<p>(10/09/22) Reports from Representatives - PS attended the ground-breaking ceremony for the new Young Persons centre at Farmfields. They are very appreciative of the letter of support that the PC submitted for their planning application. PS requested that the PC are also notified when an absconder returns and a site visit once the new building is complete.</p>
11	<p>(11/09/22) Procedures and Standing Orders - TS and Walter Hill had expressed a desire to join the Finance Committee and this was approved.</p> <p>11.2 The Civility & Respect Pledge – this is a new initiative from NALC and SALC aimed at ensuring higher standards of behaviour and respect to fellow Councillors, Clerks and members of the public etc. There was overwhelming support for the Pledge but the Clerk pointed out that by signing up to it the PC had to agree to carrying out a number of measures which may include adopting the new Code of Conduct. It was decided to defer any decision to sign the Pledge while awaiting further information.</p> <p>11.3 Quotes – It was agreed to increase the amount from £1,000 to £3,000 to trigger the requirement for three quotes for a particular expenditure.</p> <p>11.4 Add to Standing Orders – PS suggested that the following be added to the Standing Orders: Should any Councillor, or member of the public, disrupt a meeting unnecessarily, the meeting will be suspended and they will be asked to leave. The meeting will resume once the disrupter has left. It was APPROVED in principle but LS asked that it be more clearly defined what type of disruption would be covered.</p>
12	<p>(12/09/22) Employment Matters - None</p>
13	<p>(13/09/22) Public Comments – One member of the public expressed disappointment that the newsletter had not progressed and volunteered her services to help out. Another attendee asked about the additional football pitch for youngsters and was told that it would provide somewhere for local youngsters to enjoy a kickabout and would also save the main pitch from additional wear and tear.</p>
14	<p>(14/09/22) Forthcoming Meetings –</p> <p>11th October Planning, Highways & Environment venue tbc 7:30pm 12th October S&A Committee tbc 7:30pm 17th October Charlwood PC Hookwood Memorial Hall 8:00pm</p>

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	Future PC meetings – 21 st November
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The meeting ended at 9:37pm

Appendix 1

Accounts showing Incomings/Payments & Authorised Transfers

Incomings between 14 th July and	20 th September 2022			Total
<u>Lloyds Bank</u>				
Ifield CC	2 monthly payments			90.00 120.00
S. Charman	Yoga classes - Inv 306 Inv 308			74.00 64.00
Various hirings				295.00
From Barclays Bank				80,000.00
Incomings between 14 th July and	20 th September 2022			
<u>Barclays Bank</u>				
C. Barclay	Choir – Inv 307			30.00
MVDC	2 nd half of Precept + Grant monies			44,260.00
Farmfields	Pavilion hire			1750.00 + 2170.00 + 1550.00

<u>Direct Debits</u>				
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Ecotricity	Gas Inv 1 st August (for period 27/06 – 27/07) Inv 1 st September (27/07-23/08)			55.57 70.76
Ecotricity	Electricity Inv 25 th July (for period 20/06-20/07) Inv 25 th Aug (20/07-20/08)			119.72 155.16
SES Water	Water Inv 22 nd July (for period 30/06-31/07) Inv 26 th Aug (31/07-31/08)			21.80 21.80
Keyholding Company	2 alarm call-outs + August subs.			71.40 + 29.40
Nest Pensions	August payment – on Aug wages September payment – Sept wages			184.31 x 2
Chevron Alarms	Quarterly payment			122.28
British Telecom	** In credit 263.59 **			
<u>Payments to be approved tonight</u>				
All Seasons	Lime Tree Pollarding			2040.00
HCI Data	Historic email mailbox charges			60.60
SALC	AGM & Conference			30.00
<u>Retrospective payments</u>				
Alan Knight	Various			2188.00
Grant Steel	Exterior Pavilion Decorating			2025.00
Kayes Maids	July Cleaning			240.00
Nigel Jeffries	August Withey work			206.40
Microshade Business Consultants	Email hosting for Quarter			287.96
SALC/NALC	Annual Subscription			788.26
Carl Bolton	Glovers Wood path cutting			110.00
Helen Hill	Handwash, Cloths			11.55
To Lloyds Bank account	From Barclays Account			80,000.00