

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

e-mail: 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 15th July 2024 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 I 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 17th June 2024 and from the Services & Amenities (S&A) Committee meeting of the 11th of June to be agreed and signed as a true record. (LGA 1972 Sch.12 s41).

4. PUBLIC QUESTIONS

4.1 Gatwick Greenspace briefing to the Parish Council – Mike George & Polly Kinson

5. PLANNING, HIGHWAYS AND ENVIRONMENT

5.1 Report of Planning Committee and recommendations on applications to four weeks ending 22nd June 2024.

5.2 Development at land west of Reigate Road (Hookwood) – 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 and Approved Minutes of previous meetings are available for viewing on the website www.charlwoodparishcouncil.gov.uk or by contacting the Clerk.

6. SERVICES AND AMENITIES

6.1 Withey

6.1.1 Retrospective approval of the purchase of a mailbox for the Withey c. £100

6.1.2 Retrospective approval of the purchase of a white aluminium sign for the mailbox to show it is the PCs mail box c.£20

6.2 Pavilion

6.2.1 Retrospective approval of the replacement CCTV camera and installation (like for like replacement). £268.80

6.3 Recreation Ground

6.3.1 Retrospective approval of the purchase of a white aluminium sign for the mailbox at the recreation ground to show it is the PCs mail box c.£20

6.3.2 To consider and decide whether private hirers of the football pitch/recreation ground should be given a refund of their deposit of it rains on the day and they have to cancel their event.

6.3.3 To consider DWFC's request to use the football pitch or training pitch.

6.4 Millennium Field

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

6.6 Glebe Field

6.7 The Hovel

6.7.1 To consider and agree whether the PC will take the lead in getting the emergency work done and giving the go ahead for the works.

6.8 The Cage

7. PARISH MATTERS

7.1 Traffic Calming & Car Parks – update

12.1.1 Opening hours for the car park

12.1.2 Cost of distribution of consultation papers by Royal Mail

12.1.3 Draft of consultation papers

7.2 Parish Council Communications

7.3 Community Events and Affairs

7.4 Wickens Orchard

7.5 Community Resilience & Emergency Plan

8. GATWICK MATTERS

8.1 To consider Gatwick Greenspace Partnership Steering Group's invitation to become a funding partner

9. REPORT OF THE RFO/FINANCE COMMITTEE

9.1 To approve the accounts for June/July 2024

Copies of non-confidential meeting papers can be obtained by contacting the Parish Clerk via email at clerk@charlwoodparishcouncil.gov.uk and Approved Minutes of previous meetings are available for viewing on the website www.charlwoodparishcouncil.gov.uk or by contacting the Clerk.

- 9.2 To note payments received and cleared payments June '24
- 9.3 To note authorised transfers for July '24
- 9.4 To approve Accounts for payments for July '24
- 9.5 Run through of account spreadsheet

10. REPORTS FROM REPRESENTATIVES

11. PROCEDURES AND STANDING ORDERS OF THE COUNCIL

12. GOVERNANCE

Advisories from Internal Audit Report

12.1 gov.uk email addresses – internal auditor strongly recommends migration to .gov.uk email addresses for all Cllrs.

Publication of non-confidential meeting docs on the PC website – a reminder that the PC should publish non-confidential meeting docs on the PC website as per the ICO requirements.

12.2 General reserves – higher than recommended and the PC should keep this under careful review.

12.3 Clerk's access to bank account statements – ensure systems put in place to ensure Clerk has access to all statements

12.4 Financial Regulation 2.2 – not being followed. Cllrs must ensure process in place for appropriate checks to be completed and document this as per Financial Regulations.

12.5 Charity Trusteeship – the PC must put in place steps to meet its responsibilities as a trustee by completing the charity return on time.

13. EMPLOYMENT MATTERS

14. AOB

15. PUBLIC COMMENTS

16. DATES OF FORTHCOMING MEETINGS

- Services & Amenities Committee Meeting – **Tuesday, 6th August 2024 at 6:30pm**, The Pavilion
- Planning Committee meeting – **Tuesday, 6th August 2024 at 7:30pm**, The Pavilion, Charlwood
- Full Parish Council Meeting – No Meeting in August

Janette Coulthard
Clerk to the Council

Janette Coulthard

Issued 10th July 2024

Copies of non-confidential meeting papers can be obtained by contacting the Parish Clerk via email at clerk@charlwoodparishcouncil.gov.uk and Approved Minutes of previous meetings are available for viewing on the website www.charlwoodparishcouncil.gov.uk or by contacting the Clerk.