

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

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Draft Minutes of Full Council Meeting held remotely via Zoom on 20th July 2020 at 8pm

Attending	Penny Shoubridge (PS), Carolyn Evans (CE), Nick Hague (NH), Walter Hill (WH), James O'Neill (JON), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS).
Clerk	Trevor Haylett
Also Attending	Hilary Sewill, George Sallows, Jan Gillespie, Ben and Carla Duffy, Carole Evans, John Daly, District Councillor Charles Yarwood
Item	
1	Apologies – County Councillor Helyn Clack
2	Declaration of Interest – Penny Shoubridge declared an interest in 6.3, the Recreation Ground.
3	Minutes – PS suggested two amendments to the draft Minutes which had been circulated – to say that at the extraordinary general meeting of 8 th June the interest declared by Richard Parker and James O'Neill was not of a pecuniary nature. The interest declared was because both RP and JON are leaseholders of Hookwood Memorial Hall and additionally RP is a Trustee of JBTMT who own the adjoining land. Additionally the Minutes for the 15 th June meeting should say that the Parish Council had a confidential session under Item 19 to discuss the sale of Brickfield Lane Nick Hague proposed and Carolyn Evans seconded the amended Minutes and they were approved.
4	Public Questions – Jan Gillespie asked when the new fence on the Recreation Ground would be taken down, as had been agreed at the September 2019 meeting. PS said the fence remained contentious and it had been decided to leave the matter until the PC could meet in person again and take a final vote. A follow-up question related to whether the Mole Valley Environment Officer had been informed before the fence was installed and PS said there was no requirement to have informed him. George Sallows spoke in relation to Berry Farm. The latest application lay almost entirely in the Charlwood & Hookwood parish and he asked whether the PC could discuss this. PS suggested to NH that the planning committee take a close look at it. NH said he would but expressed his frustration that MVDC took little notice of PC recommendations. PS said it was important to protect farmland and suggested that the PC made an immediate objection to MVDC with a more detailed response to follow. Ben Duffy (BD) asked about the EGM held on 26 th June and the nature of the interest declared by Lisa Scott in Brickfield Lane. LS responded that her interest was based on the fact that she had put in an offer for the land. PS clarified that the bid was discounted because it came in after the deadline for “final and sealed bids”. Carla Duffy (CD) said there was concern that the prospective new owner, an Australian family, was previously known to a member of the Parish Council. PS said if that was the case a Councillor would have had to declare an interest beforehand and none had. PS said she was happy to declare that she had no knowledge of the buyer before she entered negotiations and every other Councillor at the meeting gave the same declaration. The Clerk also made the declaration. Hilary Sewill asked if the intention was to publish the conditions agreed for the sale, such as what was happening to the turning circle and the question of a fence being installed. The Clerk replied that the

	<p>new buyer had said she would keep the turning circle as it is. As for the other conditions, they would be published when the sale had been finalised.</p> <p>John Daly (JD) asked about the successful offer for the site and how much it was for but the Clerk said it could not be divulged until contracts had been signed. JD said it would offset much of the pressure being brought to bear on the PC if the figures were revealed now. NH said Councillors had a fiduciary and legal duty to the whole parish to sell to the highest bidder to benefit the whole of the parish and the winning offer was considerably in excess of the other competing offer.</p> <p>BD asked whether the prospective buyer had been informed that the land was on a floodplain and suggested the Parish Council were selling “on a false pretext”. PS replied that the land had been advertised exactly as it is and the PC was hiding nothing.</p> <p>CD questioned again why someone would pay so much for a “scruffy” piece of land and mentioned that some Councillors had voted against the Australian offer. The Clerk said she should not have been aware of that fact because the discussion and subsequent vote had taken place in a confidential session.</p> <p>Carole Evans said the response from the Clerk to a written question regarding any covenant on the land was not satisfactory. She said that for some time it had been said that the CPC believed the covenant had expired whereas now the view was that if the is a covenant exists it will be passed from the old owner to the new owner. Carole Evans also asked if part of the land has to be rented out to other people, who had the final say on who will rent it. PS explained that that was the object of placing the heads of terms on the sale.</p> <p>JON said that his understanding was that exchange and completion should be within 28 days which happened to be the following Friday. The Clerk said it wouldn’t happen within 28 days but things were progressing. JON said it appeared that the heads of terms were being allowed to slip away but PS said that though the 28 days was discussed it wasn’t actually included in the heads of terms.</p>
<p>5</p> <p>Action</p>	<p>Report of the Planning and Highways Committee --</p> <p>5.1 Planning Comments on applications to week ending 11th September – The recommendations of the planning committee meeting on 15th September had been circulated and NH proposed they be accepted. TS seconded and the report was approved.</p> <p>PS said the PC had received a complaint regarding the noise from a music event being held after 10pm outside The Charlwood public house. PS suggested that the Licensing Officer at MVDC be contacted and made aware of the outside music and to include the letter that had been received.</p>
<p>6</p>	<p>Report Of The Services and Amenities Committee</p> <p>The committee had met the previous week when social distancing was observed.</p> <p>6.1 Withey – There was no update on the Tesco fence. A problem existed with one of the bins not being emptied and it had been decided to replace it with a similar bin. The cost to install a matching dog waste and waste bin was £270 plus vat.</p> <p>6.2 S&CC – HP has been working through the Legionella protocols. There is a hot water issue which needs solving before the plan is passed on to the caretaker. As regards the walkway lights, HP was working towards a solution.</p> <p>6.3 Recreation Ground – the Kings Whim fence had already been discussed. HP was attempting to engage with Colin Gates over the issue of the mobile goalposts. Cricket had been played on the square for the last couple of weeks. A reduced hire fee had been agreed with Ifield CC as they would only be using the pitch for half a season.</p>

Action	<p>John Billings had managed to source the correct fittings for the water fountain pump. They are available in the USA at a cost of £1700. HP said he was well aware that this was a lot of money but he felt it was an important memorial within the parish. Asked about alternative suppliers, HP said John Billings was not confident that at a cost of around £1,000 those fittings would do the job. HP proposed that Riverside, who dismantled the fountain originally, be asked for a contribution and that JBTMT be approached for a donation. NH seconded and the proposal was agreed.</p> <p>6.4 Millennium Field – The week beginning beginning August 17th had been given as the date for the playground repairs and attempts to bring this forward had not succeeded. HP said some people had been using the playground despite notices declaring it was unsafe. There was no update on the car park situation – Mole Valley had still to reply to the PC.</p> <p>6.5 Junior Sports – No update.</p> <p>6.6 Miscellaneous – Alan Knight had attended to the church footpath hedge and a hedgetrimmer had been purchased for Peter Brown to tackle the hedges in Rosemary Lane. LS mentioned the path in The Withey after dog owners had complained that their pets were harming themselves on the sharp flintstones. She asked if an alternative surface could be looked at. LS also spoke about two dog waste bins by the river in Hookwood which were overflowing. She said it would be helpful to have an additional dog bin at the entrance to the Povey Cross spur. Crawley Borough Council would be contacted about the situation.</p>								
7	<p>Land at Brickfield Lane – The sale is progressing but is taking time. The Clerk tried to give some clarification as to the slight change in the advice given to the Parish Council during the whole process. Initially the advice was that the highest monetary offer didn't have to be the predominant factor in assessing all the bids. At the end of the process the advice had changed in emphasis so that the advice was that the PC had to accept the highest offer unless there were compelling reasons not to.</p>								
8	<p>Gatwick Matters - CE had reported on the GATCOM Meeting on 16th July and the report had been circulated.</p>								
9	<p>Horse Hill Oil Exploration - LS reported that the High Court had agreed that the application from the Weald Action Group to seek a judicial review into the granting of planning permission for the further use of the Horse Hill site for another 25 years could go ahead.</p>								
10 Action	<p>Traffic Calming – Trevor Stacey said he had some relevant information which he would circulate.</p>								
11	<p>Community Events & Affairs – None.</p>								
12	<p>Finances</p> <p>12.1 Payments Received & Cleared payments</p> <table data-bbox="491 1659 1316 1809"> <tr> <td>Barclays Charlwood Account – to 30 June 2020</td> <td>£ 34,077.87</td> </tr> <tr> <td>Barclays Legacy Account - to 30 June 2020</td> <td>£ 4,148.07*</td> </tr> <tr> <td>Barclays Community Account - to 30 June 2020</td> <td>£ 134,720.26</td> </tr> <tr> <td style="text-align: right;"><u>Total Bank Assets</u></td> <td><u>£ 172,946.20</u></td> </tr> </table> <p>*For Archive Room **Total Reserves are around £38,000</p> <p>12.2 Accounts for Payment & Authorised Transfers – PS proposed that the payments (*detailed on the Appendix*) be accepted. CE seconded and the payments were approved.</p> <p>12.3 To agree Section 1 (Annual Governance Statement) of AGAR – PS proposed that it be accepted, NH seconded and Section 1 was approved.</p>	Barclays Charlwood Account – to 30 June 2020	£ 34,077.87	Barclays Legacy Account - to 30 June 2020	£ 4,148.07*	Barclays Community Account - to 30 June 2020	£ 134,720.26	<u>Total Bank Assets</u>	<u>£ 172,946.20</u>
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	12.4 To agree Section 2 (Accounting Statements) of AGAR – PS proposed that it be accepted, CE seconded and Section 2 was approved.																				
13 Action	Reports From Representatives – The Clerk had attended a webinar on Legionella and ways to prevent it. He would share the information with HP.																				
14 Action	Parish Council Communications – PS had made a start on the new Newsletter and it was hoped it would come out in September. Councillors were asked for their input and CE was asked to produce a Gatwick report.																				
15	Procedures And Standing Orders Of The Council – None.																				
16	Employment Matters - None.																				
17	<p>Public Comments – BD returned to the matter of Brickfield Lane and questioned why the slight change in emphasis to the situation where the PC had to accept the highest offer unless there was a compelling reason not to, was not explained at the time. He also asked, in relation to the Australian buyer saying that there was the possibility of renting out the land, whether Councillor Scott’s family were considering using it for their cycle business because it would be an appropriate location.</p> <p>District Councillor Charles Yarwood said he had attended a MVDC Zoom meeting and had asked officers about the ethics of muting attendees. The consensus was that the public would not be muted in an ordinary face-to-face meeting and it would not be appropriate to do so in a Zoom meeting. He asked Councillors to reflect on that.</p> <p>JON asked that if the intention was to return to meetings in the usual way with attendance in person then consideration should be given to Councillors continuing to attend via Zoom should they choose.</p> <p>Carole Evans asked that the land at Brickfield Lane be tidied up in relation to the overhanging trees and branches while LS asked that the boundary of the land on the Memorial Hall car park side should also be attended to because of the amount of brambles there. JON said it was being dealt with.</p> <p>JD referred to the change of advice and said that the prospective buyers were at a disadvantage in not being given the updated information. The Clerk replied that he didn’t think it had any relevance to the amount that people were offering.</p>																				
18	<p>Forthcoming Meetings -</p> <table border="0"> <tr> <td>11th August</td> <td>Planning & Highways</td> <td>Sewill Close</td> <td>7:30pm</td> </tr> <tr> <td>11th August</td> <td>S&A Committee</td> <td>Pavilion</td> <td>8:00pm</td> </tr> <tr> <td>8th September</td> <td>Planning & Highways</td> <td>Sewill Close</td> <td>7:30pm</td> </tr> <tr> <td>8th September</td> <td>S&A Committee</td> <td>Pavilion</td> <td>8:00pm</td> </tr> <tr> <td>21st September</td> <td>Charlwood PC</td> <td>Venue tbc</td> <td>8:00pm</td> </tr> </table>	11th August	Planning & Highways	Sewill Close	7:30pm	11th August	S&A Committee	Pavilion	8:00pm	8 th September	Planning & Highways	Sewill Close	7:30pm	8th September	S&A Committee	Pavilion	8:00pm	21 st September	Charlwood PC	Venue tbc	8:00pm
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The meeting closed at 21:19pm

Appendix

Accounts showing Incomings/Payments & Authorised Transfers

Incomings between 1st June to	30th June			Total
MVDC	Grant (Cage)			10,000.00
Ifield CC	Standing Order			70.83
		TOTAL		10070.83

Payee	Purpose	Ex VAT	VAT	Total
<u>Direct Debits</u>				
Ecotricity	Gas Inv 5 th July Balance	42.36	2.12	44.48 *824.48 Cr*
Ecotricity	Electricity Inv 28 th June	82.24	4.11	86.35
Nest Pensions	May month	159.67		159.67
	Sub Total	284.27	6.23	290.50
<u>Payments to be approved tonight</u>				
HMRC	Quarter ending 5 th July	1,049.38		1049.38
Kings Landscapes	Withey mowing x2 in June + weeding shrub borders	141.50	28.30	169.80
Trevor Haylett	July wages	tbc		tbc
Trevor Haylett	Re-imbusement for expenditure [(Hedgetrimmer (430.50), BT October bill (78.60), ICO subscription (40), Pressure Washer (99.99)]	527.27	121.82	649.09
Mulberry & Co	Pay roll for 2 nd Quarter	105.00	21.00	126.00
Mulberry & Co	Internal Audit	210.00	42.00	252.00
Alan Knight	Church Lane strimming/cutting	375.00		375.00
Richard Bowling	Renewal of community website hosting, 1 year in advance updating and maintenance	1118.00		1118.00
Stephen Renaud	Window cleaning x 4 months	60.00		60.00
	Sub Total	3586.15	213.12	3799.27
	TOTAL	3870.42	219.35	4089.77

