

# CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

[www.charlwoodparishcouncil.gov.uk](http://www.charlwoodparishcouncil.gov.uk)

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## 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 18<sup>th</sup> November 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 21<sup>st</sup> October 2024 and from the Services & Amenities (S&A) Committee meetings of the 6<sup>th</sup> November 2024 to be agreed and signed as a true record. (LGA 1972 Sch.12 s41).
4. **PUBLIC QUESTIONS**
5. **PLANNING, HIGHWAYS AND ENVIRONMENT**
  - 5.1 Report of Planning Committee and recommendations on applications to four weeks ending 25<sup>th</sup> October 2024.
  - 5.2 Development at Povey Cross – update
  - 5.3 Neighbourhood Plan - update
  - 5.4 Mole Valley Local Plan
  - 5.5 Environmental Matters
    - 5.5.1 Recycling
  - 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](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 Update on installation of cycle racks.

### 6.2 Pavilion

6.2.1 **Hire fees:** To consider and agree whether to remove the hire fee for Community Groups

6.2.2 **Heating System:** To consider and agree whether to ask for the heating system to be flushed

6.2.3 **Pavilion Lock Change** – update and whereabouts of master key

### 6.3 Recreation Ground

### 6.4 Millennium Field

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

### 6.5 Glebe Field – Update if available

### 6.6 The Hovel

### 6.7 The Cage

### 6.8 Footpaths & R.O.W

### 6.9 Surrey Trees – Tree donation

## 7. PARISH MATTERS

### 7.1 Traffic Calming & Car Parks

7.1.1 To agree date for meeting to agree the method for handling the data from the car park consultation

### 7.2 Parish Council Communications / Parish Pump

### 7.3 Community Events and Affairs

### 7.4 Wickens Orchard

### 7.5 Community Resilience & Emergency Plan

### 7.7 Parish Council web site

### 7.8 Bus Shelter – Update

### 7.9 St Nicholas Church Clock

## 8. FINANCE & BUDGET

8.1 To approve the accounts for October/November 2024

8.2 To note payments received and cleared payments October 2024

8.3 To note authorised transfers for November 2024

8.4 To approve Accounts for payments for November 2024

### 8.5 BUDGET

8.5.1 To agree the budget for 2025/26

8.5.2 To approve the NALC 2024/25 pay award hourly rate increases for the Clerk and Asst. Clerk.

8.5.3 To consider whether some Cllrs need Microsoft Office 365 applications e.g. Outlook, Excel, Word, PowerPoint to be able to conduct PC business effectively so the Clerk can investigate bulk buy discounts.

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**10. REPORTS FROM REPRESENTATIVES**

**11. PROCEDURES AND STANDING ORDERS OF THE COUNCIL**

11.1 To consider and agree whether to adopt the Expenses Policy

11.2 To consider and agree or otherwise, Councillors requests to join the Finance Committee

11.3 To consider and agree or otherwise, Councillors requests to join the Staffing Working Group/Committee

**12. GOVERNANCE**

**13. TRAINING**

**14. EMPLOYMENT MATTERS**

**15. AOB**

15.1 To consider whether to have a time limit to meetings or how to achieve shorter full Parish Council meetings.

**16. PUBLIC COMMENTS**

**17. DATES OF FORTHCOMING MEETINGS**

- Services & Amenities Committee Meeting – **Tuesday, 3<sup>rd</sup> December 2024 at 6:30pm**, The Pavilion
- Planning Committee meeting – **Tuesday, 3<sup>rd</sup> December 2024 at 7:30pm**, The Pavilion
- Full Parish Council Meeting – **No meeting in December**

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

*Janette Coulthard*

**Issued 13<sup>th</sup> November 2024**

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