

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 19th April 2021 at 8pm

Attending	Chairman Penny Shoubridge (PS), Vice-Chairman Carolyn Evans (CE), Sue Bloom (SB), Walter Hill (WH), James O'Neill (JON), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS)
Clerk	Trevor Haylett
Also Attending	County Councillor Helyn Clack (HC – from 8:46pm), Hilary Sewill (HS), Jackie Tyrrell (JT), Davida Hall (DH), Bob Edgar, June Lucas
Item	
1	(1/04/21) Penny Shoubridge welcomed Sue Bloom to the Parish Council following her recent appointment to fill the casual vacancy created by the retirement of Nick Hague.
2	(2/04/21) Apologies - None
3	(3/04/21) Declaration of Interest – None
4	<p>(4/04/21) Minutes – The draft Minutes of the 15th March meeting had been circulated. PS said the correct name for the lane that runs between Russ Hill and Ifield Road was Green Lane. Richard Parker said the wording was incorrect in the confidential section that dealt with the Brickfield Lane discussion which would be covered later in the meeting. With those amendments, the Minutes were APPROVED.</p> <p>4.1 Chairman's Comments – PS said this was likely to be the last Parish Council meeting to be held via Zoom – from 6th May PCs would be moving towards a return to meeting in person. PS added that it had been noted that Mrs Davida Hall had not received a reply to a letter dated 25th March 2018 about a road accident in Ifield Road and subsequent safety concerns in the road. As this had occurred under a previous Clerk the PC was unable to comment further.</p>
5	<p>(5/04/21) Public Questions – Hilary Sewill said that Glovers Wood and Edolphs and Ricketts had all provided a lovely location where people could venture into the outdoors during the pandemic and she thought it a good idea if the PC wrote to the Woodland Trust to thank them for providing both the facilities and for the management of them.</p> <p>At the same time HS said the entrance to Edolphs was quite hazardous because of the puddles and dropped kerb. She thought it was probably a highways matter. PS replied that the letter of thanks was a good idea and that the highways authority would be contacted about the Edolphs entrance.</p> <p>Howard Pearson asked about the fenced off area in Glovers Wood which had remained unchanged for a year. It was because of safety concerns following Ash dieback but the Woodland Trust would be asked what the plan was for a re-opening.</p> <p>Jackie Tyrrell asked a number of questions. One related to the fountain repairs and she was told the work would be carried out when it was considered safe to use the facility. About a future newsletter she was told that the two websites were being amalgamated and the new version would carry more information. JT also asked about the pitch maintenance work at the Recreation Ground and was told it had been delayed this year for a couple of weeks to allow the football teams to fit in a few extra fixtures. The cost was borne by the PC but this was offset to some extent by the hire fees paid by the clubs.</p>

6	<p>(6/04/21) Report of the Planning and Highways Committee</p> <p>6.1 Planning Comments on recent applications – Lisa Scott said that following the recent planning briefings where PC’s were urged to submit their comments within 21 days, the Clerk was now alerting the committee to any important applications, particularly where there was a danger of missing a deadline. Where required, the committee would hold ad hoc meetings.</p> <p>LS proposed that the recommendations of the committee meeting held on 13th April be accepted. PS said that with regard to the Brittleware application, it should be added that the location was in the Green Belt. She also pointed out that the comments said there was no public transport; there was some but it was extremely limited. Another addition was to point out that there was no footpath there and with a 40 mph speed limit it made it dangerous to walk from there into the village. PS said the application was an improvement on the previous one for this site but added that there was still a little way to go to make it something with which the PC could approve. With those amendments, the recommendations were APPROVED.</p> <p>6.2 To approve response to Horsehill application to vary the Environment Agency permit – LS had put together a detailed response and it was APPROVED for submission.</p> <p>6.3 Diverting FP331 - The owner of Rolls Farm had approached SCC to re-route Footpath 331 which goes up through Glovers Wood. PS said this merely pushed the issue onto the neighbouring farm and questioned whether they had been consulted. It would also extend the footpath. Should the application be granted, the PC would wish to see an additional stile placed at point D in Partridge Lane.</p> <p>6.4 Ifield West housing development – the PC has been alerted to a proposal from Homes England to build 10,000 houses at Ifield West which would have the effect of significantly increasing the traffic through the parish and neighbouring parishes. An initial response to Homes England will underline that point and to complain that the PC had not been informed of the proposals initially. LS said she had been in contact with the Ifield Society and would be putting together a detailed response for the PC consider.</p> <p>6.5 Rectory land – the Church Commissioners have given the tenants notice that the Rectory and surrounding land must be vacated by the end of October. PS said it was important that the community was engaged in any project to sell the site for development. The Clerk will make contact with the Diocese Property Management department to record an interest in the property and in addition MVDC will be contacted with a view to registering the property as a Community Asset.</p>
7	<p>(7/04/21) Report Of The Services and Amenities Committee – The committee had met in person at The Withey on 13th April and HP gave the following update:</p> <p>7.1 The Withey – The site visit highlighted the fact that some of the playground equipment needed attention. The rubber matting was a cause for concern where it had come apart and an alternative surface would be considered. Other improvements would be to clean the goal frame and to replace a picnic bench. The footpath was looked at and a number of sharp stones were exposed. HP would try and arrange for a ground worker to advise on the best solution.</p> <p>7.2 Pavilion – There is currently no access to the Pavilion. The next committee meeting would be held there so any outstanding actions could be picked up then. PS said the FA guidance was that changing rooms could now be used but it was limited use – the showers could not be used.</p> <p>7.3 Recreation Ground – HP said how good it was to see the pitch being used again after the lifting of restrictions. The outdoor gym equipment had proved a real success, so much so in the case of one elderly resident that he was able to stop his physio and dispense with his sticks. The Clerk added that DH had written to the PC thanking them for the initiative but PS explained that it was nothing to do with the PC – it was all due to the efforts of the Community Volunteer Group.</p> <p>7.4 Playgrounds – Following the report of the MVDC inspectors, some minor repairs had been carried out including fitting a new spring to one of the entrance gates at Charlwood.</p> <p>7.5 Other Items – The Clerk explained that he had sought an update from SCC in regard to the work to be carried out in Pudding Lane and the path beyond the Providence Chapel. The department concerned were still working on the job spec for contractors so it would be a few months</p>

	<p>before work could start. As regards the Church path, a date was awaited from SCC as to when they could begin work. A meeting would be held later in the week to discuss the fees for cricket hire this summer.</p>				
8	<p>(8/04/21) Land at Brickfield Lane – PS said that the sale had moved closer to finalisation but additional delays had been caused by the solicitors. She proposed that further discussion be moved to Item 19 because of the confidentiality of the business to be discussed and this was APPROVED.</p>				
9	<p>(9/04/21) Parish Matters</p> <p>8.1 Traffic Calming and Car parks - PS said letters had been received from residents about parking along Ifield Road and The Street and these had been referred to SCC and the Police as on-street parking was not a responsibility of the PC. She repeated that any reports of such incidents should be sent direct to those two authorities because the PC was very limited in what it could do regarding illegal or badly parked cars. She also pointed out that HP was not a member of the Traffic Calming and Car Parks committee and any communications to the PC should be addressed to the Clerk.</p> <p>PS referred to the car parks situation and said that both possible sites – in the Millennium Field and the Rectory - lay in the conservation area and presented a potential barrier. Councillors were divided as to which car park should have priority so PS proposed that a traffic consultant, Mark Baker Associates, be engaged to provide guidance and expertise both with the car parks and traffic calming. HP suggested it be made clear what the PC wanted from the arrangement and felt that it should be communicated to the parish so that residents knew what some progress was being made. SB said a timeframe should be set out and adhered to so residents could see that the PC was taking action. The proposal to engage Mark Baker to provide a feasibility study at an initial cost of £4,995 was APPROVED.</p> <p>8.2 VAS Signs update – Trevor Stacey had obtained various prices for the signs. He said no additional volunteers had come forward to join the SpeedWatch group – it needed a group of six to cover both Charlwood and Hookwood but so far he had only a couple of names. PS said she would post another appeal on Facebook while LS said she had a couple of names in Hookwood who could help. TS would also produce some posters to go up on the noticeboards. He added that the training process had been streamlined so that only one of the group now needed to be trained by the Police and they in turn would train the other members.</p>				
10	<p>(10/04/21) Gatwick Matters</p> <p>A submission was required for Part II of the Night Flights Consultation and a meeting of the Gatwick group would be arranged. GACC’s response was available as a guide. The Gatwick Airport Community Trust would be approached for a grant to purchase the VAS signs and speed guns. The deadline for applications was 21st May. GACC had scheduled another briefing for Parish Councils for 29th April. PS urged as many Councillors to attend as possible because of all the developments that were proposed for Gatwick. In addition a Gatcom meeting had been fixed for 22nd April - CE would attend.</p>				
11	<p>(11/04/21) Community Events & Affairs – A successful community clean-up was held on the last Saturday in March with a huge amount of rubbish collected in Charlwood and Hookwood. A lack of communication between MVDC officers and their contractor meant that the rubbish bags were not collected for 10 days.</p>				
12	<p>(12/04/21) Finances</p> <p>12.1 Payments Received & Cleared Payments</p> <table border="0"> <tr> <td>Barclays Charlwood Account – to 31 March 2021</td> <td>£ 34,084.28</td> </tr> <tr> <td>Barclays Legacy Account - ditto</td> <td>£ 4,148.84*</td> </tr> </table>	Barclays Charlwood Account – to 31 March 2021	£ 34,084.28	Barclays Legacy Account - ditto	£ 4,148.84*
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	<p>Barclays Community Account - ditto £ 60,098.85 Nationwide Business Savings Account – ditto £ 85,000.00</p> <p style="text-align: right;"><u>Total Bank Assets £ 183,331.97</u></p> <p>*For Archive Room **Total Reserves (for special projects) = £84,000</p> <p>12.2 Accounts for payments and authorised transfers - The Clerk had circulated the financial papers (see Appendix A) and PS moved that the proposed payments be accepted. They were APPROVED. The Clerk explained that another Covid grant had been received via MVDC and added that the PC's energy supplier, Ecotricity, had recently announced that their prices would rise. In parallel with that, a utilities broker had been discussing with the Clerk about obtaining a more competitive deal. The Clerk would circulate the relevant figures for Councillors to analyse.</p>
13	(13/04/21) Reports From Representatives – None.
14	<p>(14/04/21) Parish Council Communications – The Clerk said that because of the demand to view emails on a number of devices, the PC was regularly busting its storage allowance with HCI Data which hosts it's emails. He had been talking to Citrix, the people who provided the electronic filing system for the PC and enhanced security, and they could provide the additional storage needed for a limited cost. There would be other benefits from switching to Citrix. An alternative would be to switch the Parish Council emails over to Gmail. The Clerk said he would continue his research and report again at the next meeting. HP offered to assist because he was familiar with this area.</p> <p>PS said that the new website was almost complete and would soon be circulated for approval. She said it would be a big improvement on the current arrangement.</p> <p>A request had come in from Air Ambulance for a contribution towards the cost of new equipment. There was no state funding for the organisation and members were unanimous that they should help. A grant of £500 was APPROVED.</p>
15	<p>(15/04/21) Procedures and Standing Orders of the Council – SB was asked which committees she would like to sit on - her preference was for Planning & Highways and Traffic Calming. It was agreed to add SB to the two committees. JT was also added to the Traffic Calming and Car Parks committee. John Daly, a parent-governor, had agreed to take on a role as a conduit between the PC and the School in an effort to improve communications.</p>
16	<p>(16/04/21) Employment Matters - A job spec and draft advert for the new post of Facilities Supervisor had been circulated and PS asked for any comments to be relayed to her. The salary for the role would be discussed under Item 19.</p> <p>16.2 To discuss a new salary for the Clerk – this would also be taken under Item 19.</p>
17	<p>(17/04/21) Public Comments – JT asked how the new traffic consultant would differ from the one previously engaged. PS replied that the previous consultants had provided a report and data which would be helpful for the new consultant to take things forward.</p> <p>HS asked if she could be given the details to join the GACC briefing. She also asked that the traffic consultant keep environmental concerns to the fore during their work. PS assured her that Councillors were keen on achieving 'green' car parks and they would be aesthetically pleasing.</p> <p>Bob Edgar asked if the public were able to attend the Traffic Calming committee and was told that they could attend as observers. He asked to be kept informed when the committee was meeting.</p> <p>June Lucas said she had recently moved into Ifield Road and wondered whether anybody had ever complained about the Browns lorries coming through the village as early as 6am. She was told that there were frequent complaints. TS said he would investigate.</p>

	<p>DH also asked to be told when the traffic calming committee was meeting and added her weight to the complaints about Browns lorries. TS said he would make some enquiries with the Traffic Commissioners about their operating hours. PS urged residents to report any instances of speeding or dangerous driving to the Police. The more reports there were the more likely it is that SCC will listen to the PC's requests for calming measures.</p> <p>County Councillor Helyn Clack said it was easier to contact the Police now through their Facebook pages – either 'Mole Valley Beat' or 'Surrey Police' and they were now very responsive. PS also mentioned a Surrey Safer Roads partnership survey and urged everyone to take part. She would post information on Facebook. HC added that she had asked SCC to look at the parking issues in the parish and they would report back to her on what could be done. She asked to attend a traffic calming meeting and would help the SCC Highways officers to communicate with the parish's traffic consultant.</p>												
18	<p>(18/04/21) Forthcoming Meetings -</p> <table> <tr> <td>11th May</td> <td>Planning & Highways</td> <td>tbc</td> <td>7:30pm</td> </tr> <tr> <td>11th May</td> <td>S&A Committee</td> <td>tbc</td> <td>8pm</td> </tr> <tr> <td>17th May</td> <td>Charlwood PC</td> <td>tbc</td> <td>8pm</td> </tr> </table> <p>Dates of 2021 Meetings (All Mondays): 21st June; 19th July; 20th September; 18th October; 15th November. Annual Parish Meeting – (provisional) Tuesday 25th May.</p>	11th May	Planning & Highways	tbc	7:30pm	11th May	S&A Committee	tbc	8pm	17th May	Charlwood PC	tbc	8pm
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19	<p>(19/04/21) Confidential Items - The meeting was closed to the members of the public at that point and they were thanked for their attendance.</p>												

The meeting closed at 21:25pm

Appendix A

Accounts showing Incomings/Payments & Authorised Transfers

Incomings between 27th Feb and	31 st March 2021			Total
MVDC	Additional Covid grant			2,096.00
Charlwood Community Volunteers	Money for outdoor gym equipment			10,000
		TOTAL		12,096.00

Payee	Purpose	Ex VAT	VAT	Total
<u>Direct Debits</u>				
Ecotricity	Electricity Inv 28 th March (for period 21/02 -20/03)			67.33
Ecotricity	Gas Inv 4 th April (for period 28/02 – 27/03)			93.44 ** now

				133.56 in cr **
SES Water	29 th March bill (for period 28/02 – 31/03)			57.40
<u>Payments to be approved tonight</u>				
<u>Nigel Jeffries Landscapes (formerly King's Landscapes)</u>	Grass cutting at The Withey in March	49.50		59.40
<u>Retrospective payments</u>				
S.Renaud	January and March windows			30.00
Microshade Business Consultants	Email security etc			252.00
Playdale Playgrounds	Spring for gate + new caps			91.92
<u>Mulberry & Co</u>	Payroll services for Q ending 31/03			126.00
Southern Counties Janitorial Supplies				35.70
Active Grounds Maintenance	Pitch rolling	250.00		300.00