

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 Annual Parish Council Meeting held in the Pavilion, Charlwood on 15th November 2021 at 8pm

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| Attending | Penny Shoubridge (PS – Chairman), Carolyn Evans (CE), Sue Bloom (SB), Walter Hill (WH), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS) |
| Clerk | Trevor Haylett |
| Also Attending | Helen Hill, Jackie Tyrrell, Davida Hall, Julie Jones, Sharon Brown, Peter Barclay (PB), Sandy Bowling, Nick Hague Via Zoom: Hilary Sewill (HS), Brendon Sewill (BS), Angela Tyson-Davies |
| Item | |
| 1 | (Minute 1/11/21) Apologies – James O’Neill and County Councillor Helyn Clack |
| 2 | (2/11/21) Declarations of Interest – None |
| 3 | (3/11/21) Minutes – Minutes of the Meeting held on 18 th October 2021 were APPROVED, proposed by Penny Shoubridge and seconded by Howard Pearson. 3.1 Chairman’s comments – PS cautioned Councillors in regard to social media posts and to bear in mind that, while free to comment in a private capacity, those posts could still reflect on the Parish Council, so care had to be taken with the language and tone used. |
| 4 | (4/11/21) Public Questions – Nick Hague asked what the Parish Council was doing specifically about climate change. PS replied that while there wasn’t a specific committee looking at this, the PC had published a climate change statement in which it pledged to make every effort to reduce CO2 usage and plant more trees. Hilary Sewill expressed her extreme disappointment both in the Gatwick Mobile Project Office that visited Charlwood in October and the online presentation by GAL to Councillors and the Gatwick Working Group. She said better arrangements should have been made in view of the close relationship between Gatwick and the PC. PS said the PC wholeheartedly agreed with her sentiments. |
| 5 ACTION | (5/11/21) Planning and Highways 5.1 Planning Comments on Applications to w/ending 8th October – Lisa Scott asked that the recommendations of the planning committee meeting held on 12 th October be accepted. PS referred to the Drummond House application and proposed that the response from the PC be much more robust, incorporating the views of the Norwood Hill Residents Association and the neighbours. Apart from the Drummond House response, the remainder of the recommendations were APPROVED and can be viewed on the Parish Council website by using this link ... http://www.charlwoodparishcouncil.gov.uk/community/charlwood-parish-council-15729/planning--co-latest/ . LS then proposed that the title of the committee be expanded to: Planning, Highways and Environment. It led to a lengthy discussion with some Councillors maintaining that the environment was something that should be considered by every committee in whatever deliberations they are taking rather than to limit it to one committee. LS argued that it needed to be categorised with one particular committee so that matters would not be overlooked and added that Planning was the best fit. PS called for a vote on |

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| | <p>the matter to find out how many Councillors were in favour of adding the words “and Environment” to the committee’s title. There was approval by 5 votes to 1, with one abstention.</p> <p>5.2 Future Mole Valley – PS thanked LS and Richard Parker for their contributions and particularly the Clerk for the work involved in putting together the PC’s submission.</p> <p>5.3 Footpaths update – The SCC work to improve Pudding Lane, followed by Chapel Lane and then Green Lane, had begun the previous week. HP asked about the precise nature of the work, bearing in mind that the Lorys were unhappy with what might result from the improvements in terms of joy-riders etc. The Clerk said he was aware that discussions had taken place between the Lorys and SCC. Walter Hill mentioned that a couple of gates had been padlocked which would have the effect of prohibiting any traffic. LS asked whether SCC had been contacted about the possibility of downgrading the footpaths from BOATs (Byways Open To All Traffic) to a byway. The Clerk replied that he had been informed that it was a lengthy legal process that was not feasible in the short term.</p> <p>5.4 Coal Yard – PS, LS and Carolyn Evans had met with the developers and agents planning to build five dwellings (1 detached and two pairs of semi-detached). The plans had not yet been submitted and PS said that while they looked good on paper, it would be wise to canvas the thoughts of neighbours because they had raised issues that had not been considered before.</p> <p>5.5 Additional matters – HP mentioned that he had heard that Vallance Byways was being turned into a training centre by Gatwick. PS added that an email had come round via District Councillor Charles Yarwood about this - Gatwick had bought part of the Gatwick Aviation Museum but it’s precise intentions were unknown. All of the business units there had been given notice to move out and PS said it was a concern because it provided the strategic gap between Charlwood and the airport. The situation needed to be monitored very carefully by the PC.</p> |
| 6 | <p>(6/11/21) Services and Amenities - The committee had met via Zoom the previous week and HP gave an update on work that had been completed.</p> <p>6.1 Withey – The PC will engage with Old Mill Tree Care to carry out tree work including (i) cutting back trees and shrubs overhanging the footpaths (ii) reducing the length of some branches on the Oak overhanging the driveway (iii) trimming the Sycamore tree. Alan Knight (AK) had finished painting the Tesco fence and had filled in the hole that had emerged in the goalmouth. The five-bar pedestrian gate had also been repaired but the MUGA still needed cleaning and painting – a contractor with a mobile pressure unit was being sought. The Clerk had met with a couple of playground companies seeking options to replace the surface underneath the play equipment at both Charlwood and Hookwood. Another company, Redlynch, who provide rubber set in resin, would also be providing a quote.</p> <p>6.2 Pavilion – New bins had been provided in the dressing-rooms and another recycling bin was still required. Consideration would be given to installing a floodlight on the Pavilion to light the footpath but there was concern that this would shine into people’s eyes. Alternatives would be looked at. AK was working on the installation of a loft ladder in the rear storeroom and fitting the new defibrillator on an outside wall.</p> <p>6.3 Recreation Ground – The entrance by the shops to the Rec can get muddy, so alternatives are to be investigated. Bark will be put down as a temporary measure</p> <p>6.4 Other – There had been different offers of trees for the community, coinciding with the run-up to the Queen’s Platinum Jubilee. HP had applied through the Woodland Trust</p> |

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| | <p>for 30 trees and 30 shrubs while another application had gone to Surrey County Council for 110 other trees.</p> |
| 7 | <p>(7/11/21) Parish Matters</p> <p>7.1 Traffic Calming, Car Parks and VAS Signs – Trevor Stacey said he would source additional quotes for the VAS Signs.</p> <p>7.2 Glebe Field, Dolby Brook improvements – PS and TS had walked around the Glebe following a request from a neighbour for some clearance work on Dolby Brook to alleviate the flooding which occurred in the last weekend of October. The Diocese (from whom the PC rents the Glebe) had agreed to cut back the larger branches of the trees that line the river bank and when that work had been completed, the PC would then initiate work to remove the lower sapling branches to aid the water flow. Sharron Brown, from neighbouring Tanyard Farm, said the Diocese wanted the PC work to be done first but PS stressed that the best way forward was for the larger branches to be removed at the outset. TS said that in addition to the Glebe Field works, residents should be reminded of their responsibility to keep ditches and culverts clear. He said that contributed to the problems witnessed in Glovers Road and Rectory Lane – as well as elsewhere in Charlwood – that weekend. HP mentioned the bridge in the Glebe Field (the one nearest to Russ Hill Road) and PS said it needed rebuilding as a brick bridge. A retaining wall was also needed for the other bridge to keep it in place.</p> <p>7.3 Russ Hill Hotel Asylum Seekers - There were currently 93 single males there and they were making good use of the community facilities. Sue Bloom mentioned another incident in which a motorist had to take swift action to avoid a group of men walking in the road in Russ Hill and PS said the Home Office were aware of the situation.</p> <p>7.4 Mole Valley Boundary Review – The deadline for this was 6th December and LS said she would add some comments.</p> <p>7.5 Heritage List – PS had worked with Brendon Sewill and John Shelley to draw up a list of places that were not listed buildings but which contributed to the heritage of Charlwood and Hookwood. BS, who was compiling the list, said it was a time-consuming process and asked the Clerk to request a deadline extension from SCC.</p> <p>7.6 The Rectory sale – This had not moved on greatly but PS indicated that conversations with the Diocese were proving quite positive.</p> <p>7.7 The Charlwood – The tenancy for the pub was being advertised.</p> <p>7.8 Christmas Tree – The Parish tree was being delivered on 3rd December and the lights would be put in place the following day. The Community Volunteers had agreed to pay for it.</p> |
| 8 | <p>(8/11/21) Gatwick Matters</p> <p>8.1 Gatwick Expansion: Public Meeting of 11th November – This had been reasonably well attended – a lack of time available had meant that it hadn't been as well advertised as it might have been. Residents had been asked to email MPs in the area but it had subsequently become apparent that it was only possible to send emails to your own local MP. HP had worked on a second leaflet – with bullet points and a QR code – and it would be delivered to the community urging residents to respond to the consultation. Several names had been added to the email distribution list so the database was growing. PS said a meeting of the Gatwick working group would be held later in the week to decide on the PC response to the expansion proposals and invited members of the public to join it.</p> |

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| | <p>8.2 GAL Briefing of 8th November – Councillors had attended this special briefing via Zoom and PS said it was significant that four of GAL’s chief officers had taken part. It became clear that Gatwick had little or no intention of providing any mitigation for Charlwood and Hookwood. The PC needed to draw up a robust response to the proposals and include a long list of items it wanted to see by way of mitigation.</p> <p>8.3 Noise Envelope briefing on 18th November – A representative from GACC will attend this meeting and report back to the PC.</p> <p>8.4 Airspace and Noise annual public meeting on 2nd December – This was a public meeting to which anyone could attend.</p> <p>8.5 GATCOM Special Meeting (Emergency Runway) on 26th November - CE hoped to attend this meeting which would be held via Zoom.</p> | | | | | | | | |
| 9 | <p>(9/11/21) Financial Matters</p> <p>9.1 Payments received and cleared payments</p> <table data-bbox="478 952 1356 1120"> <tr> <td>Barclays Community Account – to 29th October</td> <td>£132,093.62</td> </tr> <tr> <td>Barclays Legacy Account - ditto</td> <td>£ 4,149.04*</td> </tr> <tr> <td>Barclays Charlwood Account - ditto</td> <td>£ 34,085.98</td> </tr> <tr> <td>Nationwide Business Savings Account – ditto</td> <td>£ 85,029.34</td> </tr> </table> <p style="text-align: right;"><u>Total Bank Assets</u> <u>£255,357.98</u></p> <p>*For Archive Room **Total Reserves (for special projects) = £84,000</p> <p>9.2 Accounts for payments and authorised transfers - These had been circulated (see Appendix A) and were APPROVED. PS added that the PC normally agreed a donation to the Royal British Legion poppy appeal at this meeting and proposed £100. HP seconded and this was AGREED. The Clerk mentioned that income from the hire of the Pavilion was healthy and added that this was largely down to the efforts of Sandy Bowling.</p> <p>9.3 To approve the financial documents for the 2nd Quarter – This item had been held over from the October meeting to give Councillors more time to study the figures. The documents were APPROVED - proposed by PS and seconded by CE.</p> <p>9.4 To agree schedule of Direct Debits – The Clerk explained that the list of Direct Debits had to be approved every year; they included payments to the utility companies, BT, Chevron Alarm services etc. These were APPROVED.</p> <p>9.5 To fix date of budget meeting – PS said a date needed to be fixed for a meeting of the finance committee to recommend a budget for 2022/23. His would be held in either December or early January.</p> | Barclays Community Account – to 29 th October | £132,093.62 | Barclays Legacy Account - ditto | £ 4,149.04* | Barclays Charlwood Account - ditto | £ 34,085.98 | Nationwide Business Savings Account – ditto | £ 85,029.34 |
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| Nationwide Business Savings Account – ditto | £ 85,029.34 | | | | | | | | |
| 11 | <p>(11/11/21) Reports from Representatives – PS had attended a SALC Chairs’ forum on 1st November. It was said that the organisation was financially secure and that there were better links now with SCC and other Surrey bodies than when SALC was part of SSALC. There was a talk on climate change and NALC would provide information to support Parish Councils in their environmental aims. There was £3billion available for funding for buses and SCC was looking at responsive transport as an option which could be beneficial to the parish. It was reiterated that in regard to hybrid meetings, Councillors could not vote if they were not there in person. And with Covid restrictions lifting, there</p> | | | | | | | | |

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| | <p>was a reminder that unless there without extenuating circumstances, there should be no reason not to attend in person. There would also be Police guidance for the safety of Councillors and staff following the death of the MP David Amess.</p> |
| 12 | <p>(12/11/21) Parish Council Communications – Following the two recent public meetings, there was now a substantial list of residents’ emails and this would be further added to. PS will work on a Mailchimp template for future Newsletters – with all that is happening in the community, there is an increased demand for keeping residents informed.</p> |
| 13 | <p>(13/11/21) Procedures and Standing Orders</p> <p>13.1 To set up Emergency & Resilience Committee – PS said this was a useful initiative and would cover the community response in the event of flooding, snow, ice, an elderly person needing help, clearing blocked ditches etc. Members of the public would be invited to join the committee and a WhatsApp group set up for residents to join and for those who own 4x4s, pumps, gritting equipment etc who could aid the community response. The proposal to set up the committee was APPROVED and CE, HP, LS, TS and SB agreed to be part of it.</p> <p>13.2 To agree Financial Regulations – These had been circulated and remained unchanged from a year ago. They were APPROVED.</p> <p>13.3 To agree Standing Orders – The Zoom protocols had been added to this but otherwise the Standing Orders were the same as a year ago. The amended Standing Orders were APPROVED.</p> |
| 14 | <p>(14/11/21) Employment Matters</p> <p>14.1 Facilities Supervisor – This was moved to Item 17 under closed discussion.</p> |
| 15 | <p>(15/11/21) Public Comments – Peter Barclay, chairman of GACC, thanked the PC for their support over the Gatwick expansion. He said there may be residents coming forward wanting to start petitions but they should be resisted as they didn’t work. Sometimes petitions were viewed as just a single response and for every 100 signatures from the public, Gatwick would get 1,000 from passengers stating the opposite view.</p> <p>Wearing his hat as temporary Clerk of Newdigate Parish Council, PB mentioned that Helyn Clack was going to reinstate the Flood Forum and suggested the PC make contact with her to keep abreast of developments.</p> <p>Jackie Tyrrell brought up the subject of reflectors on the wooden posts on the pavement between the shops and Chapel Road and TS said he would obtain them and install them.</p> <p>Hilary Sewill added her support for an Emergency & Resilience Committee and also asked whether anything could be done about clearing the ditch outside The Manor House.</p> |
| 16 | <p>Forthcoming Meetings –</p> <p>14th December Planning, Highways and Environment venue tbc 7:30pm 14th December S&A Committee tbc 8:00pm 11th January Planning, Highways and Environment venue tbc 7:30pm 11th January S&A Committee tbc 8:00pm 17th January 2022 Charlwood PC tbc 8:00pm</p> |

The meeting closed at 21:25 pm

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*Appendix 1

Accounts showing Incomings/Payments & Authorised Transfers

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| Barclays Community Account – to 29 th October | £132,093.62 |
| Barclays Legacy Account - ditto | £ 4,149.04* |
| Barclays Charlwood Account - ditto | £ 34,085.98 |
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Total Bank Assets £255,357.98

*For Archive Room **Total Reserves (for special projects) = £84,000

Accounts showing Incomings/Payments & Authorised Transfers

| Incomings between 1 st October and | 29th October 2021 | | | Total |
|---|---------------------------------------|--|--|----------|
| Elysium Healthcare | Clubroom Hire August – Invs 196 + 197 | | | 1,270.00 |
| HMRC | VAT rebate | | | 3,478.35 |
| JL Firmager | Meditation classes Sept – Inv 207 | | | 32.00 |
| S. Chapman | Yoga classes Sept - Inv 206 | | | 32.00 |
| CV Barclay | Choir Sept – Inv 208 and 212 | | | 78.00 |
| Jennifer Harrington | Inv 210 | | | 103.00 |
| Millfields | Inv 211 | | | 25.00 |
| | TOTAL | | | 5,018.35 |

| Payee | Purpose | Ex VAT | VAT | Total |
|----------------------|---------|--------|-----|-------|
| <u>Direct Debits</u> | | | | |

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| Ecotricity | Electricity Inv 28 th October (for period 21/09 – 20/10) | | | 89.61 |
| Ecotricity | Gas Inv 4 th November (for period 28/09 – 27/10) | | | 65.34 (*now 183.81 in credit*) |
| Nest Pensions | Clerk's pension paid on October earnings | | | 181.08 |
| British Telecom | | | | 336.37 |
| <u>Payments to be approved tonight</u> | | | | |
| Charlwood Parish Hall | Hire for Gatwick Meeting | | | 40.00 |
| Initial Washroom Hygiene | Hygiene products | 104 | 20.80 | 124.80 |
| Playdale Playgrounds | Replacement caps | 61.09 | 12.22 | 73.31 |
| British Legion | Poppy Appeal | | | |
| Trevor Haylett | Expenses Apr – Oct 2020; broadband, telephone, mileage, stationery; sanitiser etc | | | 454.37 |
| <u>Retrospective Payments</u> | | | | |
| Spencer Moss | Cleaning | | | 360.00 |
| Stephen Renaud | Window cleaning | | | 60.00 |
| Nigel Jeffries Landscapes | Withey grass cutting in Oct x 2 | | | 118.80 |
| Alan Knight | Withey works in Sept and Oct including playground, goalmouth, fencing etc | | | 2,389.00 |