

**CHARLWOOD PARISH COUNCIL**  
**MINUTES of THE COUNCIL MEETING**  
**MONDAY, 19<sup>th</sup> NOVEMBER, 2018**  
**IN HOOKWOOD MEMORIAL HALL**

**PRESENT**

Mr Martin Needham (in the chair), Ms Carolyn Evans, Mr Nick Hague, Mr James O’Neill, Mr Richard Parker , Mr Howard Pearson , Ms Lisa Scott, Mrs Penny Shoubridge.

**1 APOLOGIES**

Mr Walter Hill

**2. DECLARATIONS OF INTEREST**

Mr Richard Parker declared an interest in Item 5.3 Mole Valley Local Plan by virtue of location.

**3 APPROVAL OF MINUTES OF PREVIOUS MEETING HELD ON 15<sup>th</sup> October, 2018**

Mr Martin Needham proposed, Mr Nick Hague seconded, that the Minutes of the meeting held on 15<sup>th</sup> October be approved. The Council present agreed and the Chairman signed the Minutes as a true record.

**3.1 Chairman’s Comments**

None

**4 PUBLIC QUESTIONS**

Mrs Hilary Sewill asked if the council’s response to Mole Valley Local Plan could be displayed on the council website and Facebook sites.

**5 REPORT OF THE PLANNING AND HIGHWAYS COMMITTEE**

**5.1 Planning Comments to w/ending 2<sup>nd</sup> November, 2018**

Mr Nick Hague proposed, Ms Lisa Scott seconded that the planning comments as listed be accepted and the council present agreed.

**5.2 Highways Matters**

Mr Nick Hague noted that the process of notifying pot holes via the Surrey CC online system was resulting in quick repairs sometimes within 48hrs.

**5.2.1 Traffic Calming**

The Clerk confirmed a meeting was arranged with 2020Consultancy to discuss the details of their report on traffic calming for both Charlwood and Hookwood for 5<sup>th</sup> Dec at 1900. Ms Lisa Scott offered to pursue receiving the data reports and to attempt to re-align the meeting to accommodate members who could not attend.

### **5.3 Mole Valley Local Plan Consultation – Future Mole Valley**

Mr Martin Needham proposed, Ms Carolyn Evans seconded, that the response presented be accepted and the council present agreed.

### **5.4 Listed Buildings & Buildings of Community Interest**

Mr Nick Hague confirmed this remained work in progress

## **6 REPORT OF THE SERVICES AND AMENITIES COMMITTEE**

### **6.1 Withey**

Mr James O'Neill informed the meeting there was evidence of drug taking behind the play area. He suggested the council may like to consider again the possibility of utilising CCTV possibly connected to the hall system.

### **6.2 Millennium Field**

Mrs Penny Shoubridge proposed, Mr Nick Hague seconded, that the quote of £1450.00 for a full replacement of the rope bridge by Boardman Gelly be accepted and the council present agreed.

### **6.3 Recreation Ground**

Mr Martin Needham informed the meeting that the Football Foundation had confirmed grant funding to a maximum value of 45% of the quoted price of £22,000 or pro rata down if a cheaper quotation was received. The sum of £500.00 had been granted by Cllr Helyn Clack from her Surrey County Council Members Purse. A grant request had been submitted to the John Bristow and Thomas Mason Trust for £6000 to be considered at their meeting on 22<sup>nd</sup> November. The balance of funding was to be provided from parish council capital reserves. Final quotes were being sort from three suppliers and the purchase was expected to proceed early in 2019 following approval at January's council meeting.

The Clerk advised that a quote for widening the netpave matting on the approved car parking area had been requested from Riverside.

### **6.4 Footpath & Town Path Maintenance**

No report.

### **6.5 Sports & Community Centre Project**

#### **Archive Room Funding for equipment – update**

It was understood that a grant had been approved by the Charlwood Society and the money was expected shortly. An application was still lodged with the John Bristow and Thomas Mason Trust for their November meeting for further funding.

### **6.6 Car Park & War Memorial**

Mrs Penny Shoubridge proposed, Mr Martin Needham seconded that the topography survey for the Church car park site be authorised subject to confirmation in writing of the funding to be provided from community funds raised through the Music Festival via the Parochial Church Council and the council present agreed.

## 6.7 Bus Shelter damage

Further damage had been caused following an arson event. The seat in the inward facing section has been half burnt. A report has been filed with police & Mole Valley. The Clerk advised that there is still no response from Mole Valley on repair from collision damage. The Clerk will investigate the parish council obtaining permission to carry out the repairs at least to the seat.

## 6.8 Sports & Community Centre DEFIB update

The Half Moon pub have purchased a second internal defibrillator which they had offered us following their fund raising programme. They have asked if they could present it at a low profile event such as Sunday morning football match. The Clerk and Mrs Penny Shoubridge will coordinate a suitable date with the pub landlord.

## 7 REPORT OF THE FINANCE COMMITTEE

### 7.1 Payments Received & Cleared payments

Barclays Deposit Account 31<sup>st</sup> October, 2018 £ 31,709.85

Barclays Pavilion Account 31<sup>st</sup> October, 2018 £ 2,268.31

Barclays Current Account 31<sup>st</sup> October £ 52,757.14

**Total Bank Assets £ 86,735.30**

#### 7.1.1 Quarterly Bank reconciliations retrospectively

Mr Martin Needham noted that the October statement of bank assets had been circulated with appendices.

He further advised that following recommendations from the Internal Auditor normal procedure would be that the at meeting following the end of each quarter (eg January for Oct, Nov, Dec) the bank monthly summary statement of all the accounts is viewed and accepted by the meeting and signed off by a council member – the recommendation was that this should be a different member each time.

### 7.2 Accounts for Payment & Authorised Transfers

The following payments were proposed by Mr Martin Needham, seconded by Mr Nick Hague and agreed in accordance with Appendix A of Standing Orders.

Payee	Purpose	Ex VAT	VAT	Total
M A Billinghamurst	Salary Q3	110.98	0.00	110.98
D Speakman	Salary Q3	759.83	0.00	759.83
N Speakman	Salary Q3	675.83	0.00	675.83
S Bowling	Salary Q3	330.06	0.00	330.06
P Barclay	Salary Nov-Dec	1590.30	0.00	1590.30

HMRC	PAYE Q3	1009.82	0.00	1009.82
S Renaud	Inv 57 Window cleaning	30.00	0.00	30.00
Ecotricity	Electricity Inv 3427541 May-Oct DD	291.72	14.59	306.31
Ecotricity	Gas Inv 3877394 Sep-Oct DD	53.81	2.99	56.50
BT Business	Inv Q043CK all lines	475.05	71.26	546.31
P Barclay	Purchases – stamps	30.00	0.00	30.00
Kings	Inv 15695 & 15766 Withey & Black ditch	189.80	37.96	227.76
Hookwood Memorial Hall	Inv5459	45.00	0.00	45.00
Fire Protections Svcs	Inv 79935 Firex checks	39.90	7.98	47.88
Mulberry	Inv4352 Internal Audit	196.65	39.33	235.98
Gillet & Johnston	Inv27033 Chruch Clock repairs	639.50	127.90	767.40
C Manning	Inv 016 Handyman works & repairs	805.00	0.00	805.00
All Seasons	Invoices 1959/1958/1952 Tree Works	1780.00	356.00	2136.00
2020 Consultancy	Balance Invoice 02- Transfer	875.00	175.00	1050.00
	<b>Total</b>	<b>9839.95</b>	<b>815.35</b>	<b>10655.30</b>

### 7.3 Internal Auditors Report Actions

Mr Martin Needham asked the meeting to note the recommendations of the Internal Audit which were:

- Quarterly bank statements as 7.1.1 above
- Corrections to be made to the Financial Regulations which were to be circulated for agreement and approval at January full council meeting.

### 7.4 Future Projects – update

The meeting agreed to review these at the January meeting.

## 8 LAND AT BRICKFIELD LANE

Following SSALC's advice further correspondence had been raised with the Valuation Office.

## 9 GATWICK MATTERS

### 9.1 Gatcom 18<sup>th</sup> October

Ms Carolyn Evans advised that at the GATCOM meeting GAL had announced its Draft Master Plan which included scenarios for increasing throughput on the main runway, amendment of the Emergency Runway to allow operational use which would increase overall capacity by some 30% and continued safeguarding of the land to the south of the airport for a full scale runway in the future.

Mrs Hilary Sewill advised the meeting the proposals differed significantly from that we were used to in the change of use of the Emergency Runway would be dealt with under the National Planning Policy process and therefore decided by government and not the local planning authority. Mrs Sewill added that the plans indicated probable encroachment on green belt.

She advised that consideration of mitigation conditions at an early stage in any response would put the council in a better position to negotiate. She also asked the meeting to note that a substantial piece of land located on the north west corner had been sold to Gatwick by the trustees of the Gatwick Aviation Museum.

Mr Nick Hague proposed, Mrs Penny Shoubridge seconded, that the Gatwick Group should be called together to prepare and submit a response to the Draft Master Plan and the council present agreed.

### **9.2 Donation to collection for retiring GACC Chairman**

Mr Nick Hague proposed, Ms Carolyn Evans seconded that a donation of £100 be made to the GACC collection for a retirement gift for the retiring GACC Chairman. And the council present agreed.

## **10 HORSE HILL OIL EXPLORATION**

Ms Lisa Scott reported that the drilling company had pumped some 3.50million litres of acidic water in pressure build up tests in the past 30 days. Members agreed that Ms Scott should continue to co-ordinate information on activities in preparations for challenges to activities on the site.

## **11 REPORTS FROM REPRESENTATIVES**

Nil Reports

## **12 COMMUNITY EVENTS & AFFAIRS**

### **12.1 BT Telephone Box – Hookwood**

Members considered that the telephone box was not the best location for a defibrillator in Hookwood and asked the Clerk to continue research in to ownership of the new bus shelter on Povey Cross road for use as a possible site.

### **12.2 Parish Council forward Strategy Plan**

No developments

### **12.3 Run Gatwick 2019**

Preliminary contact had been made and the Clerk awaited further communication from the organisers.

### **12.4 Newsletter ( in additions)**

Mrs Penny Shoubridge advised that the Newsletter was almost ready for release . If members had any amendments or additions they should be submitted by 23<sup>rd</sup> November. Mrs Shoubridge was investigating the most effective method of distribution .

### **13 PROCEDURES AND STANDING ORDERS OF THE COUNCIL**

#### **13.1 Financial Regulations corrected**

#### **13.2 Standing Orders Review and confirm**

Mr Martin Needham confirmed that the corrections and amendments required to both documents had been completed as per the comment in the Internal Audit.

### **14 EMPLOYMENT MATTERS**

#### **Booking Clerk contract**

Working progress.

Resignation of Clerk

Mr Martin Needham informed the meeting he had received a notice of resignation from the Clerk with termination of his contact by 31<sup>st</sup> March 2019. Mr Needham noted that he would be in contact with SALC to establish procedures for recruitment of a new Clerk.

### **15 PUBLIC COMMENTS**

A question was asked if there had been any progress with the possible sale of the land in Brickfield Lane and the Chairman confirmed that had been no further developments.

### **16 DATES OF FORTHCOMING MEETINGS**

<b>DATE</b>	<b>PURPOSE</b>	<b>VENUE</b>	<b>TIME</b>
2 <sup>nd</sup> December	Christmas in Charwood	Sports & Community Centre	5:00 pm
5 <sup>th</sup> December	Finance Committee	Sports & Community Centre	10:00 pm
11 <sup>th</sup> December	Planning & Highways	6 Sewill Close	7:30pm
12 <sup>th</sup> December	Services & Amenities	Sports & Community Centre	7:30pm
15 <sup>th</sup> January 2019	Planning & Highways	6 Sewill Close	7:30pm
12 <sup>th</sup> January 2019	Services & Amenities	Sports & Community Centre	7:30pm
21 <sup>st</sup> January 2019	Charlwood Parish Council	Charlwood Sports & Community Centre	8:00pm

The meeting closed at 2145