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***[Draft] Minutes of Charlwood Parish Council Meeting
 held at 7pm on Monday 17 March 2025 at Charlwood Pavilion***

Present:

Cllr Lisa Scott (LS) Chair
 Cllr Sue Bloom (SB)
 Cllr Carolyn Evans (CE)
 Cllr Walter Hill (WH)
 Cllr Angela Rawlinson (AR)
 Cllr Trevor Stacey (TS)

Apologies:

Cllr Sue Crofts (SC)
 Cllr Angela Tyson-Davies (ATD)

In Attendance:

Guest Speaker - Peter
 Barclay, GACC
 SCC Cllr Helyn Clack
 MVDC Cllr Kirstie Havard
 2 residents
 Assistant Clerk Helen Hill
 (HH)
 Locum Clerk Lesley Bignell
 (LB)

Ref number	AGENDA ITEM	Action
25/03-001	GACC Presentation	
	<p>Peter Barclay from GACC gave an update about the recent statement from the Secretary of State in which she said she was minded to give consent to Gatwick expansion if they can produce evidence to satisfy the surface transport and noise conditions. Gatwick has been given until 24 April to address the surface transport and noise issues. If they can do this, their application would be reconsidered by the Secretary of State and possibly granted. The Planning Inspectorate would refuse permission on several grounds, not just lack of surface transport. They look at carbon impacts and how the aviation industry could meet its responsibilities in the future. GACC believes growth forecasts are overstated and there is more than adequate capacity to grow sustainably for the next 40 years. The assertion that there will be more jobs available is also challenged as ongoing automation will mean fewer jobs. GACC have created a justice fundraising programme and are asking the parish council for money to fight Gatwick's application. £18,000 is in the kitty and £9,000 has been spent on lawyers so far. They are about to draft a paper on the economic foundations of the application and two barristers are looking at the National Planning Policy statement. An analysis of the Secretary of State's statement will be produced by GACC in the next two weeks. Mr Barclay answered questions from Parish Councillors:</p> <p>Q. Will your statement cover guidance on what interested parties can consider putting forward as their further comments?</p> <p>A. Interested parties can put forward further comments after 28 April, after Gatwick's response on noise and transport.</p> <p>Q. When do GACC wish to start the legal challenge?</p> <p>A. We are doing that now. In October, we may do a judicial review but are waiting to see if we need to. The lawyers say there are items for legal challenge.</p> <p>Q. Are you asking for funds?</p> <p>A. Yes. Please help us.</p>	

Ref number	AGENDA ITEM	Action
	<p>Q. Once you have released the full information would you want the public to be involved?</p> <p>A. It's a little different now. We are trying to influence the Secretary of State. I have asked some MPs to get together and hold a session in the House of Commons.</p> <p>Mr Barclay was thanked for all his hard work. The request for funding was discussed under agenda item 10.</p>	
25/03-002	To receive apologies for Absence.	
	The Chair welcomed everyone to the meeting. Apologies for absence had been received and accepted from Cllrs Sue Croft and Angela Tyson-Davies.	
25/03-003	Declarations of Interest and dispensations	
	None.	
25/03-004	Public Notices	
	<ul style="list-style-type: none"> Planning Committee: Tuesday 1 April, 7.30pm, at the Pavilion Services & Amenities Committee: Wednesday 2 April, 5pm, at the Pavilion. Parish Council Meeting: 14 April, 8pm, at Hookwood Annual Parish Assembly: 22 May, 7pm, at the Pavilion. Councillors confirmed meeting dates for the rest of the year. (Appendix A) 	
25/03-005	Public Questions	
	<p>Resident: Many of the village signs are damaged and dirty. Will the parish council write to SCC and request these are cleaned or replaced?</p> <p>Parish Cllr: That can be reported on SCC's Fix My Street.</p> <p>Resident: I understand other villages have had these works done.</p> <p>SCC Cllr Clack: It would be good if you could take photographs and send them to me. If street signs are broken, Mole Valley will respond.</p> <p>MVDC Cllr Havard: Could you let me have the street names or photos please?</p> <p>The resident asked about Happy Acres. MVDC Cllr Havard said she would follow this up. The Chair said she would ask the Clerk to write to MVDC for an update and ask when enforcement is going to be pursued. Copies to be sent to SCC and MVDC councillors.</p>	CM
25/03-006	To confirm the Minutes of the Council meeting held on Monday 17 February and 2 January 2025	
	The minutes of both meetings were agreed as a true and accurate record of the meeting. The minutes were signed by the Chair.	
25/03-007	Planning Applications	
	<p>Planning Applications</p> <p>7.1 Minutes of the Planning Committee Meeting on 4 March 2025 were agreed and signed by the Chair.</p> <p>7.2 Planning applications were noted. Suggested responses re Hookwood Lodge and Happy Paddocks agreed.</p> <p>7.3 Planning decisions by MVDC were noted. Agreed no further action required. (Appendix B)</p> <p>7.4 Agreed to write to MVDC, copy to MP Chris Coghlan, seeking clarification on enforcement at Glovers Wood.</p> <p>7.5 LGW DCO decision noted. Councillors agreed to issue a press</p>	<p>CM</p> <p>CM</p> <p>CM/</p>

Ref number	AGENDA ITEM	Action
	statement and publish it on CPC's website. 7.6 Povey Cross update: Appeal to be heard on 18 March 2025.	LB
25/03-008	Services and Amenities update	
A	Councillors approved the minutes of the Services and Amenities Committee meeting held on 5 March 2025. The minutes were signed by the Chair of the S&A Committee. Withey TS getting a contractor to cost emergency tree work.	TS
B	Pavilion B1 Alarm callout, problem rectified. B2 Kitchen hot water system. Cost to be reviewed and work carried out if within budget B3 Heating system has been flushed out. B4 Grasscrete for front of pavilion. TS confirmed third estimate has been received and he will send it to Clerk. B5 Disabled toilet alarm repair: It needs a new part, TS will advise.	TS TS TS TS
C	Recreation Ground C1 Drainage improvement works have been carried out at a cost of £395 + VAT. TS said the pitch does not get sufficient maintenance. It needs regular spiking and rolling. The FAA give grants for such work. C2 A Pitch Power survey would cost £266 + VAT. The survey could be submitted to the Football Association asking for a grant to cover the costs. Councillors agreed to get a survey from Pitch Power costing £266 + VAT. C3 To consider options for improving the pitch with sand-banding and biochar. Both solutions have been put forward. Agreed to ask the Clerk to arrange for them to come and talk about these improvements. C4 New contractor for grounds maintenance. TS advised he had received 3 quotes for grounds maintenance and hedge cutting and had a preferred Contractor. This will be on the agenda for April to review tenders. In the meantime he will use the company to carry out essential grass cutting and hedge trimming. There were no objections to this proposal. C5 New posts between the car parking area and the field. Quotes have been received but TS said further discussions are needed to decide on the best option. C6 Pitch hire rates. It is important to agree new rates as soon as possible. LS said the Clerk can be asked to sort out the hire rates to make them consistent between all users. New pitch fees to be suggested and agreed by the Finance Committee. Date of next meeting to be arranged. C7 Recreation Ground Charity. TS said he had spoken to the Charity Commission, and they have asked for a copy of the minutes appointing him with his full name stated. LS said that CM could help as she has done this sort of thing before. The Clerk confirmed that TS had been appointed to this role at the February meeting. The relevant minute states: "Cllr Stacey mentioned that he had agreed to take on the task of getting the Charity's filing up to date. IT WAS AGREED that Cllr Stacey would lead on this."	CM/TS CM TS TS
D	The Council confirmed the appointment of Councillor Trevor Stacey as lead for the Recreation Ground Charity. Millennium Field D1 Lease renewal. Council agreed to ask the Clerk to write to JBMT to start negotiations so that the new lease is in place before expiry of the old one.	TS/ CM CM CM TS CM

Ref number	AGENDA ITEM	Action
E	<p>D2 Tree planting of limes and hornbeams. A test hole needs to be done and if it is satisfactory the trees can be planted.</p> <p>D3 Car parking planning application advice. Confidential item to be considered in part two of the meeting.</p> <p>Glebe Field</p> <p>E1 Lease renewal. Council agreed to ask the Clerk to write to Cluttons to ascertain the current position on the lease renewal.</p> <p>E2 Update on tenant farmer's requirements for future use. TS said he had spoken to Nigel, and they do want to continue using it. LS suggested the Clerk should contact them to get written confirmation.</p> <p>E3 Provision of Allotments. Until the position on lease renewal is known, it will not be possible to progress this.</p>	<p>CM</p> <p>CM</p>
25/03-009	Meeting Reports	
	<p>The following meetings and training had been attended:</p> <p>26/02/25 – SALC use of AI for Parish Councils – SC</p> <p>07/03/25 – Community Liaison – ATD</p> <p>10/03/25 – Policies – SB/ ATD</p> <p>11/03/25 – Standing Orders and Financial Regulations training had been attended by ATD, CE, AR, TS, LS, SC, CM and SB</p> <p>12/03/25 – Council Financial Essentials training attended by ATD</p> <p>13/03/25 – PC / RA forum with MVDC, attended by LB</p> <p>SALC use of AI for Parish Councils: SB attended the SALC webinar on AI in local government and recommended arranging a presentation from Cloudy IT on their platform AI Gov Assist, if councillors are agreeable, at one of the full PC meetings. This was agreed.</p>	
25/03-010	Finance Matters	
	<p>10.1 LS confirmed that the Precept request form had been signed by two councillors and sent to MVDC in December 2024. (Total precept £78,183, paid in two instalments of £39,091.50, April September 2025.)</p> <p>10.2 A statement showing bank balances totalling £237,299.89 as of 28 February, together with earmarked and general reserves, was noted and approved. Direct debits for March totalling £656.56, and online payments of £6,242.48, were noted and approved. The financial information page and the bank statements were signed by two councillors. The statement showing payments against budget as of 28 February was noted. (Appendix D)</p> <p>10.3 Internal Audit: LB has booked the year-end audit with Mulberry & Co for 12 June 2025. This will enable the Council to receive the internal audit report, sign the Annual Governance and Accounting Return at the 16 June meeting, and submit signed documents to the external auditors by the due date.</p> <p>10.4 Action points from last year's internal audit report:</p> <p>10.4.1. Open a new bank account to protect council funds from going over the guaranteed protection limit of £85,000 in any single account. Councillors agreed to open a Unity Trust bank account for this purpose.</p> <p>10.4.2. Introduce a signing and approval process for financial documents and bank statements. Procedure is now being followed.</p> <p>10.4.3. Enable the Clerk to access all bank accounts, for information purposes only, to facilitate preparation of accounts. Councillors discussed the need to have parity of signatories across all bank accounts. It was agreed that the same 4 councillors should be signatories for each account. The appropriate request forms will be submitted to the banks.</p>	<p>LB</p> <p>CE</p> <p>CE LB</p>

Ref number	AGENDA ITEM	Action
	<p>10.4.4. Regularise the reporting requirements for the Recreation Ground Charity. This matter is being progressed, as discussed earlier.</p> <p>10.5 Parish in Bloom. It was agreed to allocate £250 each for the villages of Hookwood and Charlwood, to purchase flowers for their entries to Parishes in Bloom. It was pointed out that Hookwood needed to purchase more planters this year. It was agreed that Hookwood should receive the same amount as Charlwood had in previous years for planters. LS suggested putting together a proposal for consideration at the next meeting.</p> <p>10.6 LS asked if councillors were happy to agree GACC's request for £5,000 and TS proposed this. The proposal was agreed by all. (After transferring this sum to GACC, the balance remaining in the Parish Council's Gatwick Fighting Fund will be £3,578)</p>	<p>ALL</p> <p>CE</p> <p>LB</p>
25/03-011	Correspondence	
	<p>The following correspondence had been received by the Clerk since the February meeting.</p> <ul style="list-style-type: none"> a) 17/02/25 – Radio tele switch-off and impact to residents b) 20/02/25 – Costs for MSoft Pro 7s with MS 365 software -£8,300 c) 22/02/25 – Article from Helyn Clack regarding Local Government Reorganisation/Devolution d) 26/02/25 – MVDC request for two representatives from all parish Council to be on the Standards Committee e) 26/02/25 – Request from resident to consider having allotments at The Glebe Field or of the fields adjacent to/or opposite to Providence chapel f) 27/02/25 – GATCOM bulletin g) 27/02/25 – Request from request from Cllr Van den Bogerd to have CPC meetings on first Monday of the month h) 01/03/25 – British Regional Transport Association (BRTA) newsletter i) 03/03/25 - What's On at the Mole Valley Hub: March Edition 2025 j) 06/03/25 - SALCS letter re Government support for Parish and Town Councils k) 06/03/25 – MVDC News Release - Procurement of Joint Waste Collections Service Contract l) Various – SALC/ NALC Updates m) Various – In The Know Police bulletins <p>Councillors' comments:</p> <ul style="list-style-type: none"> a) LS explained the switch-off would affect analogue devices in houses like fixed lines and people with Economy 7 on two meters. SB said she thought this should be publicised and included in the Parish Pump. This was agreed. b) Councillors disagreed with the idea of providing laptops for all councillors, which had been suggested at a previous meeting. LS said a quote had been requested to enable councillors to consider the suggestion. It had been reduced to £4,000 after the clerk asked the supplier to quote for reduced spec laptops. The idea was to enable councillors to access all types of documents to carry out their council duties. Currently some councillors were unable to open certain documents on their phones and other devices owing to lack of software capability. It was agreed that it would be preferable to consider providing MS365 software for all councillors instead of laptops. LS asked TS if he would like to propose that for the next meeting. SB suggested HH should have a laptop. 	<p>CM</p> <p>LB</p> <p>TS</p>

Ref number	AGENDA ITEM	Action
	<p>c) SCC Cllr Clack said most councils were meeting the following day to agree proposals from the parish council perspective. Cllr Clack said her feeling is that the government does not want to see any increase in 3-tier government and parish councils will carry on as they are after the current devolution process. There has been discussion about non-parished areas creating town councils. Government had indicated that they did not want to see any new parish or town councils and those that were formed could find that their precepts were capped (at 0%). Submissions are going in on Friday. By the third week of April, it is hoped the government will come back with more information. Cllr Clack gave further information about the work that needed to be done to enable the county and district councils to become a unitary authority. In September/October the decision will be given, and preparations can be made for next year's unitary authorities. Elections for the new unitary authority are scheduled for May 2026, and for the new Mayor in May 2027. The unitary authority will be a shadow authority for one year, with the councillors elected to the new authority only concerned with setting up the new unitary authority for that year, before the new unitary authority takes over in 2027. The existing county and district councils will continue and be responsible for providing services until 1 April 2027. LS asked HC if there was a potential that parish councils might be removed, given it was unlikely that new parish or town councils would be created. HC said no, parish councils are protected by the 1972 Local Government Act. The government might wish to introduce a new Act, but there are no savings to be made in removing parish councils from government. LS thanked HC.</p> <p>d) LS asked if any councillors wished to stand for the MVDC Standards Committee. Councillors confirmed they are happy for the current councillors from Capel and Buckland to continue. The Clerk will advise MVDC.</p> <p>e) Regarding the request for allotments, LS said this had been mentioned previously. TS said it would be a good place for allotments, and he had tried to contact the owner of the Black Horse about the field next to them. A reply should be sent to the resident saying this is something the Parish Council is looking into.</p> <p>f) No comments.</p> <p>g) In answer to this request from MVDC Cllr Van den Bogerd, LS said it is not possible to have CPC meetings on the first Monday of the month. The reason for the meetings being held on the third Monday is because there are Planning & Highways and Services & Amenities meetings on the first week of the month. Clerk to advise MVDC Cllr. MVDC Cllr Havard said they are trying to rotate. Cllr Clack said she always has other meetings but does like to know about them. She asked if the parish council could please issue electronic invitations, using Outlook for preference.</p> <p>h) m) No comments.</p>	<p>CM</p> <p>TS CM</p> <p>CM CM</p>
25/03-012	Clerk Report	
	<p>Annual Parish Assembly Councillors agreed to set the date for the Annual Parish Assembly to take place on 22 May at 7pm in the Pavilion.</p> <p>Council projects LS proposed having a separate meeting to give time to review and digest the list of projects. The proposal was agreed by all. Clerk to arrange a suitable date.</p>	CM

Ref number	AGENDA ITEM	Action
	<ul style="list-style-type: none"> – Creating a car park by the Pavillion in the Millenium Field – Putting a defib in the red telephone box in Hookwood – Considering allotments in the Glebe Field – Tender for new groundsman/ Contractor to maintain grounds – Developing a neighbourhood plan – Introducing a gardening club – Enter for Parish in Bloom x 2 – Requirement for emergency/ resilience planning – Protecting Glovers Wood – Renewing the lease for the Glebe – Ensure lease for Millenium Field is renewed by 2026 – Getting a quote for clearing pavements 	
25/03-013	Urgent matters for a future agenda at the discretion of the Chair	
	<p>AR asked why Gatwick was not always on the agenda. LS explained that it has been in the past and will be on the agenda again when there is something further to report in the current process. Peter Barclay reminded the meeting that there is the weekly bulletin. TS suggested PB should be asked to give a presentation at the Annual Parish Meeting. PB was happy to do this. LS said there is also a proposal from the Woodland Trust. SCC Cllr Clack was also asked to talk about local government reorganisation.</p> <p>LS thanked everyone for attending and as there were no further urgent matters LS declared the public part of the meeting closed.</p> <p>The public were asked to leave as the second part of the meeting was to consider confidential matters.</p>	

Appendix A – 2025 Meeting Dates schedule

Council meeting	Planning & Environment	Services & Amenities	Staffing Committee	Financial Committee
14 –April – 8pm * Hookwood	1 April – 7.30pm	2 April – 5pm	18 April 6.30pm	TBC
19 May – 7.30pm	6 May – 7.30pm	7 May – 5pm	TBC	
16 June – 7.30pm	3 June – 7.30pm	4 June – 5pm		
21 July – 8pm Hookwood	1 July – 7.30pm	2 July – 5pm		
No meeting in August	5 August – 7.30pm	6 August – 5pm		
15 September – 7.30pm	2 September – 7.30pm	3 September - 5pm		
20 October – 8pm Hookwood	7 October – 7.30pm	8 October – 5pm		
17 November – 7.30pm	4 November – 7.30pm	5 November – 5pm		
No meeting in December	2 December – 7.30pm	3 December – 5pm		

* Easter Sunday 20 April 2025

All meetings will be held in the Pavillion at Charlwood unless otherwise stated.

Appendix B - Planning Applications

Ref	Date	Address	Proposal	Parish Council Decision
MO/2024/2215/ECL Link		Hookwood Lodge, Reigate Road, Hookwood, Horley, Surrey, RH6 0HD	Certificate of Lawfulness for an existing use in respect of a Guest House use that commenced before the Enforcement Notice dated 10th July 2008 and has continued with associated parking ever since (for a period exceeding 10 years).	Object - Provision for the parking of Gatwick cars is not supported in the Parish and it has been noted that the number of cars being parked at this location has significantly increased in recent times

MO/2025/0103/CC – Link		Edolphs Cottages, Norwood Hill Road, Charlwood, Surrey	Variation of condition 2 of approved planning permission MO/2024/0888 for the erection of 2 No. dwellings following demolition of existing non-agricultural buildings to allow changed to the internal configuration and fenestration while adapting the front elevation to add a modern flat roof porch and tall narrow windows. The proposed materials of timber above brick have been changed to just brick with some metal panels with parapets.	No observation
MO/2025/0140/CONS Link		Long Acre, 42, Reigate Road, Hookwood, Surrey, RH6 0HJ	Extension to existing commercial unit/workshop (Use Class Sui Generis: building of bespoke horse boxes) and creation of staff and HGV parking area on the site (Site in Mole Valley District and Reigate and Banstead Borough for Consultation Purposes only).	Decided
MO/2025/0174/AC MO/2025/0174/PLA Link		Oaklands, Norwood Hill Road, Charlwood, Horley, Surrey, RH6 0EB	Retrospective application for change of use of land from agricultural to keeping of horses, proposed sand school and small American barn 10.2m x 12.6m (to replace existing field shelters) for equestrian use	No observation
MO/2025/0197/PLA – Link		Happy Paddocks Farm, Stan Hill, Charlwood, Horley, Surrey, RH6 0ES	Demolition of an existing detached house and erection of 1 No dwelling, together with the change of use of agricultural land to facilitate the repositioning of the house and to provide residential curtilage and parking area.	Object - the object design is not in keeping with the rural area. If approved permitted development rights should be removed
MO/2025/0264/PCL Link		Hillside Cottage, Smalls Hill Road, Charlwood, Horley, Surrey, RH6 0HR	Certificate of Lawfulness for a proposed development in respect of a loft conversion with 1 No. rear dormer and 3 No. rooflights to front roof elevation	No observation

Appendix C - Planning Decisions

Ref	Address	Proposal	MVDC Decision
MO/2024/2140/PCL	Charlwood County First School, Swan Lane, Charlwood, Horley, RH6 0DA	Certificate of Lawfulness for a proposed development in respect of the erection of a log cabin for use as an after school club.	Approved

MO/2024/1825/CC	Five Oaks, Charlwood Road, Charlwood, Horley, Surrey, RH6 0AJ	Variation of Condition 2 of approved planning application MO/2024/0400 for the demolition of existing buildings and erection of 3 No detached dwellings. Access to development to be from modified existing eastern vehicular access to Charlwood Road with drive re-aligned to suit, to allow minor alterations to Plots 1, 2 & 3.	Approved with conditions
MO/2024/2036/PLAH	Hillside Cottage, Smalls Hill Road, Charlwood, Horley, Surrey, RH6 0HR	Erection of two storey side extension, loft conversion with rear pitched dormers. Demolition of existing single storey rear extension and conservatory to form single storey flat roof extension with bi folding doors.	Refused
MO/2024/2099/PLAH	The Chalet, 18, The Street, Charlwood, Horley, RH6 0BY	Erection of outbuilding to rear.	Approved with conditions
MO/2024/2144/PLAH	Oaklands, Norwood Hill Road, Charlwood, Horley, RH6 0EB	Erection of a detached garage	Refused
MO/2024/2160/AC	Brittleware Farm, Norwood Hill Road, Charlwood, Horley, Surrey, RH6 0EB -	Discharge of condition 3 and 4 of approved planning permission MO/2024/0539 for reserved matters application pursuant to outline permission MO/2021/0561/OUT for the consideration of appearance, landscaping, layout and scale in respect of the erection of 8 No. dwellings with associated parking and amenity space following demolition of the existing buildings (part of the site is in Reigate and Banstead) ..	Conditions approved
MO/2024/1210/PLA MAJOR	Happy Acres, Russ Hill, Charlwood, Horley, Surrey, RH6 0EL	Reduction of an agricultural storage barn with removal of one bay, retention of reduced area of hardstanding and biodiversity enhancements.	Refused
MO/2024/2153/PCL	Oaklands, Norwood Hill Road, Charlwood, Horley, Surrey, RH6 0EB	Certificate of Lawfulness for the proposed development in respect of the erection of a mobile home. .	Approved
MO/2025/0031/PCL Link	Oak Lodge, Reigate Road, Hookwood, Horley, Surrey, RH6 0HH	Certificate of Lawfulness for a proposed development in respect of erection No. 2 outbuildings	Refused (No observation)
MO/2025/0056/PNCE Link	Brittleware Farm, Norwood Hill Road, Charlwood, Horley, Surrey, RH6 0EB	Prior Notification for the change of use of the existing commercial/Business/Service (Use Class E) to 2 No. dwelling (Use Class C3).	Prior approval refused (No observation)
Appeals Lodged			
MO/2024/1708/PLAH	St Michaels, Charlwood Road, Charlwood, Horley, Surrey, RH6 0AJ	Proposed additional crossover 3.5 metres wide to the north of the current crossover to provide vehicular access to the dwelling situated behind St. Michaels	

MO/2024/1093/PIP	Plot 1 and 3 in Land to West of Ifield Road, Charlwood, Horley, Surrey, RH6 0DR	Permission in Principle for 3. No residential dwellings with proposed new access	
MO/2024/2144/PLAH Link	Oaklands, Norwood Hill Road, Charlwood, Horley, Surrey, RH6 0EB	Erection of a detached garage	<i>(Condition – residential use not permitted)</i>
MO/2024/1094/PLA Link	Land adjacent to Robins Nest, Ifield Road, Charlwood, Horley, RH6 0DR	Erection of 2 No. Dwellings with associated parking and landscaping	Refused <i>(No comment)</i>
MO/2024/2173/PLA Link	Heffers Croft, Russ Hill, Charlwood, Horley, Surrey, RH6 0EW	Demolition of existing stables and erection of 1 No. dwelling with associated parking	Approved with conditions <i>(No objection and supports the neighbours comments)</i>
MO/2025/0043/PCL Link	Candleford, Stan Hill, Charlwood, Horley, Surrey, RH6 0EP	Proposed certificate of lawfulness in respect of the use of the land for parking motor vehicles.	Refused - that the present and proposed use do not fall within the same use class and that the proposed use of 'parking of motor vehicles' would amount to a material change of use requiring planning permission <i>(No objection but would like to see a restriction that the location cannot be used at a future date for Gatwick Airport car parking.)</i>
Appeal decisions			
2024/0085/ENF	Land adjacent to Cidermill Hatch, Partridge Lane, Newdigate, Dorking, Surrey, RH5 5BP		Notice quashed

Appendix D - FINANCIAL AGENDA ITEM 10

Financial Information

17/3/25

BANK BALANCES AT 28 FEBRUARY 2025

(And 2 Councillors to sign Bank Statements)

Barclays Community Account	£4,630.92
Barclays Legacy Account (Archive Room)	£4,812.49
Barclays Charlwood Account	£75,983.77
Nationwide Business Savings Account	£80,161.93
Lloyds Treasurers Account	£71,710.78
	£237,299.89

CURRENT EARMARKED RESERVES

Gatwick fighting fund	£9,578	Deduct £1,000 (misplaced in Grants)
Play equipment, 2 sites	£10,568	£36,158.80 spent
Pavilion improvements	£9,097	£903.07 spent
Car parks	£50,000	Zero spent so far
Special projects i.e. traffic calming	£24,638	£1,362.47 spent
Total	£103,880.66	Opening Balance £142,305

General Reserves: Funds left after remainder of budget deducted

and movements accounted for	<u>£52,008.54</u>
Overall Reserves	£155,889.20
Net Balances EXCLUDING CIL	£210,108.15
Net Balances INCLUDING CIL	£247,052.31
Budget remaining	£54,218.95

INCOMINGS LLOYDS A/C FEBRUARY

03-Feb-25	Ifield CC	Pavilion Hire	133.33
26-Feb-25	Jarren Lee Cragg D *	Pavilion Hire	50.00

DIRECT DEBITS TO BE PAID IN MARCH

03-Mar-25	Cardless/Hugo Fox	Website	DD	23.99	0.00	23.99
06-Mar-25	Keyholding Co Ltd	Alarm Call 40.92. Subscriptions 28.64	DD	69.56	13.91	83.47
16-Mar-25	SES Business Water	Account 5414233	DD	39.83	0.00	39.83
23-Mar-25	Ecotricity Ltd	100063963 Electricity (No VAT shown)	DD	218.99	0.00	218.99
23-Mar-25	Ecotricity Ltd	100066969 Gas (No VAT shown)	DD	231.27	0.00	231.27
01-Mar-25	MVDC	Business Rates Pavilion	DD	83.00	0.00	83.00
						656.56

MARCH PAYMENTS TO BE APPROVED AT MEETING ON 17 MARCH 2025

17-Mar-25	Copy-Tech	Newsletters Car Park Consultation 2024	EP	150.00	0.00	150.00
17-Mar-25	Chevron Alarms	Replacement of smoke detector following false alarm	EP	85.00	17.00	102.00
17-Mar-25	Mulberry LA Services	Councillor Courses x 8	EP	150.00	30.00	180.00
17-Mar-25	Microshade	Hosted app service, storage, backup, support, rental M/S standard x 2, spam/virus filters x 3 (Use credit of £12)	EP	355.98	71.20	415.18
17-Mar-25	Prime Cleaning	Pavilion Cleaning February 25	EP	210.00	0.00	210.00
17-Mar-25	Grasstex Ltd	Verti drain football pitch 3 March	EP	395.00	79.00	474.00
17-Mar-25	Paynes	Pavilion power flush	EP	524.16	104.83	628.99
17-Mar-25	Helen Hill	March Salary	EP	586.70	0.00	586.70
17-Mar-25	Janette Coulthard	March Salary & holiday pay	EP	328.19	0.00	328.19
17-Mar-25	Claire Minter	March Salary	EP	1,331.90	0.00	1,331.90
17-Mar-25	Lesley Bignell	March Salary	EP	840.00	0.00	840.00
17-Mar-25	HMRC	Tax & NI Contributions	EP	820.63	0.00	995.52

6,242.48

TWO COUNCILLORS TO SIGN BELOW, TO APPROVE PAYMENTS

Carolyn Evans

Lisa Scott

BUDGET PAYMENTS MADE WITH COST CENTRES

Payments	2024/25		2024/25	2023/24	
	Actual	CIL	Forecast	Final	% of 2024/25 Budget Spent
	£				
Pavilion Maintenance	3,950.00		4,500	4,269	88%
Pavilion Utilities	5,381.56		10,560	9,166	51%
Recreation Ground	6,371.60		9,392	8,622	68%
Millenium Field	578.00		5,168	1,700	11%
Misc Maintenance & Repairs	5,519.76		750	330	736%
The Withey	1,484.26		7,280	2,325	20%
Charlwood Playground	-		7,603	1,068	0%
Hookwood Playground	-		11,420	36,159	0%
Subscriptions	962.95		1,267	824	76%
Hall Hire & Zoom	-		180	156	0%
Professional Fees	8,280.50		9,556	3,090	87%
Audits & Payroll	1,086.50		2,323	510	47%
Insurance	2,734.19		1,056	2,890	259%
VAT	3,900.56		-	11,781	
Payroll (Salary & Pensions)	23,730.93		40,000	33,879	59%
Cllr & Clerk's Expenses	1,632.44		1,711	182	95%
Sundries	439.13		1,684	4,879	26%
Grants	3,220.00		2,112	2,800	152%
Traffic/Carparks	708.70		106	1,362	669%
Footpaths & Pavements	676.72		16,584	435	4%
Chairman's Allowance	195.85		612	300	32%
Training	440.00		2,112	632	21%
Council Tax	329.17		1,690	661	19%
Website	229.00		1,584	433	14%
Contingency	-		528	-	0%
Clerk's Office/Equipment	398.28		4,224	1,814	9%
Newsletter	255.00		528	126	48%
Glebe Field	-		2,112	-	0%
CIL Payments	-		-	-	
Sub-totals incl. spend from reserves	72,505.10	-	146,642	130,393	49%
Sub-totals spend against budget	72,505.10		146,642		49%
Budget Remaining	74,136.90				51%
Closing Balances	258,680.46	-	- 23,391	-(£10,262)-	

Charlwood Parish Council Minutes

Confidential Matters

Charlwood Pavillion

17 MARCH 2025

1.	Millenium Field CM had prepared a paper for providing tender estimates for Planning agents who could assist with submission of the planning application for the car park for the Millenium Field. Three tenders were discussed. It was agreed to accept the tender from Stripe, the Clerk to write accepting their proposal.	CM
2.	Council Processes CM had prepared a paper with recommendations for the Parish Council to consider ensuring they were working as an effective and compliant council. Councillors agreed to the recommendations made and noted the work is required and will be additional over and above to standard/ normal Clerk hours. A separate meeting to be arranged to consider projects and which Councillors would like to get involved with the projects to move forward.	CM
3.	Other matters for future consideration Councillors inspected the Archive room. A lockable cabinet is needed for secure storage of Parish Council documents. To be an Agenda item for the next meeting. Considering selling the mower	CM
4	The Meeting closed at 9.30pm.	