

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 Full Council Meeting held remotely via Zoom on 16th November 2020 at 8pm

Attending	Penny Shoubridge (PS), Carolyn Evans (CE), Nick Hague (NH), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS)
Clerk	Trevor Haylett
Also Attending	Hilary Sewill (HS), Jackie Tyrrell (JT), Carole Evans
Item	
1	(1/11/20) Apologies - Walter Hill, James O'Neill
2	(2/11/20) Declaration of Interest – None
3	(3/11/20) Minutes – The draft Minutes of the 19 th October meeting had been circulated. The Minutes were duly APPROVED.
4	(4/11/20) Public Questions – None
5	(5/11/20) Report of the Planning and Highways Committee 5.1 Planning Comments on recent applications – The recommendations of the planning committee meeting held on 13 th November had been circulated and NH proposed they be accepted. PS moved that the amendments to the Happy Acres application that had been sent round be approved. The report with that addition was APPROVED.
6	(6/11/20) Report Of The Services and Amenities Committee – A Zoom meeting had been held on 10 th November and Howard Pearson reported that some of the older items had been closed off. 6.1 Withey – The new litter bin near the playground had been fitted. * The Tesco fence remained an on-going item – the Clerk was trying to arrange a meeting with them to address concerns. 6.2 Pavilion – With all local sport and activities currently suspended because of Lockdown 2, the Pavilion was not being used. 6.3 Recreation Ground – There had been discussions about whether to paint the new fence but instead it was decided to plant native British hedging in front to provide a screen. * Two quotes had been received for outdoor gym equipment and they would be put to the Charlwood Community Volunteers, who had raised £6,000 towards the project, for approval * The goalmouths had been re-turfed that day and the two areas would be fenced off to allow the new grass to knit together. Grasstex would also be quoting for levelling the area of the Recreation Ground beyond the cricket square where a smaller pitch for youngsters had been suggested. This was a long-term project. * The water fountain parts had been sourced in the USA and PS said she hoped to action the payment later in the week. * The lime trees needed attention and the All Seasons quote was APPROVED. 6.4 Other Items – The Lorys had indicated that they couldn't tackle the proposed footpath beyond Providence Chapel because they had been told they could be sued by Surrey County

	<p>Council. That was followed by an SCC email that was far more positive about the project. The Clerk would go back to SCC to try and get some clarity on the situation.</p> <p>* LS raised the subject about a section of fencing that needs replacing at the Withey but Councillors said it was not the PC's responsibility, the land was owned by the Housing Association.</p> <p>* LS also asked whether outdoor gym equipment could also be provided at the Withey and PS replied that it needed to be completely (or partially) community funded as the Charlwood one had been.</p>
7	<p>(7/11/20) Land at Brickfield Lane – The sale of the land is continuing and the question raised about the boundaries was still being clarified.</p>
8	<p>(8/11/20) Parish Matters</p> <p>8.1 Car parks - PS and the Clerk had met with members of the Parochial Church Council to decide the way forward. This followed a disappointing response from MVDC after their site visit to investigate the possibility of creating a car park in the Spinney, on land adjacent to the churchyard, and also at the rear of the Millennium Field. It was agreed that all the village groups who use the church's Nicholas Room or the Parish Hall be encouraged to write in favour of a new car park in the Spinney. Those letters would then be used to show MVDC the strength of support alongside an explanation of how the Parish Council would retain most of the existing trees and protect the Conservation Area.</p> <p>8.2 Traffic Calming – The Clerk had been in discussions with the BrightPlan consultancy about taking this matter forward. They had provided a quote but wanted to gather more data. Councillors said the PC had already paid to survey traffic numbers and that data should be sufficient. New data collected would not reflect true traffic flows because traffic to and from Gatwick was nowhere near as great at the moment as pre-Covid. The Clerk suggested that the next move should be to go back to BrightPlan and try to set up a meeting with them and that was APPROVED.</p> <p>8.3 Countryside & Rights of Way – Further to County Councillor Helyn Clack's request for nominations for stiles that could be replaced by kissing gates, a resident had suggested the stile at the end of Kennel Lane. Two others were identified at that location leading to Farmfields. PS mentioned the stile at Ringers Lane leading into Ringers Field and two other stiles there that provide access to the Glebe Field. NH said the stile behind Brook Cottage was high and could be replaced, making seven stiles in all.</p> <p>There was criticism that the kissing gates would not be attractive (SCC had specified they should be metal because they would be cheaper) and Councillors didn't want them to be too visible. Hilary Sewill pointed out that there should be a balance between practicalities and the look of the gates – there was a need for walkers to enjoy the walks and enjoy the countryside and the gates made that easier compared to the high stiles. Once the Footpath numbers had been identified the PCC could make an application for funding.</p> <p>The Clerk had been contacted about the silhouettes placed on the Hookwood roundabout because they were considered a hazard. It was said that the silhouettes were being removed by Hookwood Memorial Hall later that week.</p> <p>Another resident had pointed out the difficulties caused by the lack of a footpath from Millfields Crescent into Charlwood. PS said she had been complaining about the dangerous situation there for 40 years. Ifield Road was a similar case in point but the response from Surrey County Council was always that no funding was available.</p>
9	<p>(9/11/20) Gatwick Matters - CE had forwarded some notes on the last Gatcom meeting and had also put together a response to the ICCAN survey. PS had added to it and the recommendations therein were APPROVED.</p>

10	<p>(10/11/20) Community Events & Affairs – The Christmas Tree would be installed at the Recreation Ground on Saturday 28th November and the lights switched on during 1st December. The Living Advent Calendar initiative would see the window in the Pavilion lit on 16th December; members of CHEWI would be decorating it. TS asked whether the lights outside the Pavilion needed to be on so late at night and HP said he would look into it but added that there had been criticism previously that the lights were switched off too early.</p>								
11	<p>(11/11/20) Finances</p> <p>11.1 Payments Received & Cleared payments</p> <table data-bbox="491 591 1358 741"> <tr> <td>Barclays Charlwood Account – to 30 October 2020</td> <td>£ 34,082.58</td> </tr> <tr> <td>Barclays Legacy Account - to 30 October 2020</td> <td>£ 4,148.64*</td> </tr> <tr> <td>Barclays Community Account - to 30 October 2020</td> <td>£ 154,245.22</td> </tr> <tr> <td>Total Bank Assets</td> <td>£ 192,476.44</td> </tr> </table> <p>*For Archive Room **Total Reserves (for special projects) = £84,000</p> <p>11.2 The Clerk had circulated the financial papers (see Appendix A) and PS proposed that the proposed payments be approved. In addition there was a payment to the Royal British Legion – normally the PC gave a donation of £25 but PS said because of the difficulties the British Legion had experienced this year it should be increased to £50. This was APPROVED.</p> <p>Richard Parker asked about the banking facilities and the Clerk said he had submitted an application for a business saver account with Nationwide and he hoped that it would be approved in the next few days. If so, the PC could then look at opening a second current account with Nationwide.</p> <p>11.3 To compare expenditure to end of October vis a vis the budget - the Clerk had produced a new financial document that made it easier to detail expenditure over the period and show how it compared with the budget. He intended to update it for every PC meeting or at least for every quarter.</p> <p>11.4 The Clerk explained that although he had reported on the receipt of the Internal Auditor’s Report on the 2019/20 Accounts at the July meeting it had not been officially approved at that meeting so he had brought it forward again to this meeting. The report was APPROVED.</p>	Barclays Charlwood Account – to 30 October 2020	£ 34,082.58	Barclays Legacy Account - to 30 October 2020	£ 4,148.64*	Barclays Community Account - to 30 October 2020	£ 154,245.22	Total Bank Assets	£ 192,476.44
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12	<p>(12/11/20) Reports From Representatives – - PS had circulated a report from a chairs networking forum and a presentation from Chief Inspector Michael Hodder, head of Surrey and Sussex Roads Policing Unit. The problem of motorbike noise across Mole Valley and beyond was highlighted. Mr Hodder was also the Speedwatch lead and PS suggested he could help with the parish’s efforts in that regard.</p> <p>There was also guidance about managing Zoom meetings which PS had sent round. PC proposed that it be incorporated as a policy into the Standing Orders and this was APPROVED. The Clerk raised a couple of points and it was agreed to amend the document to read that requests from the public to attend Zoom meetings should go to the Clerk in advance so that he could facilitate their access.</p>								
13	<p>(13/11/20) Parish Council Communications – None</p>								
14	<p>(14/11/20) Procedures And Standing Orders Of The Council – The Clerk had circulated the Standing Orders, Financial Regulations and Risk Register for re-adoption. He pointed out that the Standing Orders currently said that members of the public should not be identified but it was agreed that they would be asked at every meeting if they were happy for their names to be minuted.</p>								

	The Standing Orders and Financial Regulations were APPROVED. HP raised the question of amending the Risk Register to take into account Covid-19 and the implications of the Virus and PS said it would be discussed at the following week's finance committee meeting.								
15	(15/11/20) Employment Matters - The Clerk said a resident had emailed highlighting the work of the caretaker, Minnie Speakman, who had been cleaning the playground equipment as an extra duty. The resident asked that her appreciation be noted. The Clerk had forwarded the email to Mrs Speakman.								
16	(16/11/20) Public Comments – HS asked if the discussion with the PCC about a car park in the Spinney meant that the option of a Millennium Field car park had been abandoned. PS said it hadn't but that the Spinney plan was further forward and the need was greater there because of the current poor access to the church. Jackie Tyrrell asked how many quotes were obtained for the lime trees work in the Recreation Ground. The Clerk replied that two were sought; anymore and there was a risk that the work would be delayed. JT also asked about the provision for members of the public to scrutinise the PC's accounts. The Clerk replied that during the process of submitting the accounts to the External Auditor, there was a window of around a month when the public could ask to view the records and the Clerk would facilitate that.								
17	(17/11/20) Forthcoming Meetings - <table style="margin-left: auto; margin-right: auto;"> <tr> <td>8th December</td> <td>Planning & Highways</td> <td>via Zoom</td> <td>7:30pm</td> </tr> <tr> <td>18th January</td> <td>Charlwood PC</td> <td>tbc</td> <td>8pm</td> </tr> </table>	8th December	Planning & Highways	via Zoom	7:30pm	18th January	Charlwood PC	tbc	8pm
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The meeting closed at 21:03pm