

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

e-mail: clerk@charlwoodparishcouncil.gov.uk

NOTICE OF MEETING OF PARISH COUNCIL

Notice is hereby given that

Councillors are summoned to a Meeting of the Parish Council for the Charlwood Parish to be held on Monday 15th January 2024 at the Pavilion, Charlwood at 7:30pm.

THE PUBLIC AND PRESS HAVE A RIGHT AND ARE CORDIALLY INVITED TO BE PRESENT AND AN OPPORTUNITY WILL BE GIVEN TO ASK QUESTIONS OR MAKE STATEMENTS

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST** – *All members present are required to declare, at this point in the meeting or as soon as possible thereafter: (i) any Disclosable Pecuniary Interests (DPI) and/or (ii) other interests arising under the Code of Conduct; in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If I doubt, advice should be sought from the Parish Clerk of Monitoring Officer prior to the meeting.*
3. **MINUTES OF PREVIOUS MEETINGS**
 - 3.1 Chairman's Comments
 - 3.2 Minutes of the previous Full Parish Council meeting held on the 20th November 2023 and minutes from the S&A Committee meetings held on 13th November 2023 and 11th December 2023 be agreed and signed as a true record. (LGA 1972 Sch.12 s41).
4. **PUBLIC QUESTIONS**
5. **PLANNING, HIGHWAYS AND ENVIRONMENT**
 - 6.1 Report of Planning Committee and recommendations on applications to four weeks ending 29th December 2023.
 - 6.2 Neighbourhood Plan
 - 6.3 Mole Valley Local Plan
 - 6.4 Environmental Matters
 - 6.4.1 Air Quality project - To consider and agree how to fund the Air Quality project.
 - 6.4.2 Water Flow Project – update

Copies of non-confidential meeting papers can be obtained by contacting the Parish Clerk via email at clerk@charlwoodparishcouncil.gov.uk and Approved Minutes of previous meetings are available for viewing on the website www.charlwoodparishcouncil.gov.uk or by contacting the Clerk.

- 6.6 Fly-tipping/Litter
- 6.7 Air Quality Project - update
- 6.8 Historic Water Flow – update

7. SERVICES AND AMENITIES

- 7.1 Withey
- 7.2 Pavilion
- 7.3 Recreation Ground
- 7.4 Millennium Field
- 7.5 New leases: Millennium Field and The Withey
- 7.6 Glebe Field - Consider and agree if the PC would like to renew the lease for the Glebe Field
- 7.7 The Hovel – Consider and agree whether the PC want to engage with the Diocese to discuss a way forward and understand expectations regarding any contribution to costs from the PC
- 7.8 Pavement cleaning – to consider and agree whether to contract with a company to carry out bi-annual pavement sweeping throughout the Parish and whether to add this to the list of ‘regular activities’.

8. PARISH MATTERS

- 8.1 Traffic Calming & Car Parks
- 8.2 Parish Council Communications
- 8.3 Community Events and Affairs
- 8.4 Wickens Orchard
- 8.5 Russ Hill Hotel
- 8.6 Community Resilience & Emergency Plan

9. GATWICK MATTERS

10. REPORT OF THE FINANCE COMMITTEE

- 10.1 New Accounts Format – to consider and agree whether to use the Payments tab on the new Accounts Spreadsheet instead of additions document for approving payments.
- 10.2 Budget - consider and agree the budget for 24/25
- 10.3 Payments received and cleared payments
- 10.4 Accounts for payments and authorised transfers

11. REPORTS FROM REPRESENTATIVES

12. PROCEDURES AND STANDING ORDERS OF THE COUNCIL

- 12.1 To consider and agree if the Parish Council wants to adopt the rule for smaller authorities requiring them to publish draft minutes within 20 days of the relevant meetings.

Copies of non-confidential meeting papers can be obtained by contacting the Parish Clerk via email at clerk@charlwoodparishcouncil.gov.uk and Approved Minutes of previous meetings are available for viewing on the website www.charlwoodparishcouncil.gov.uk or by contacting the Clerk.

12.2 To consider and agree if the Parish Council would like all Cllrs to have read only access for Citrix to enable them to access Parish Council documents.

12.3 To consider and agree if the Parish Council would like the Clerk to draft a 'Persistent or Vexatious Members of the Public Policy' for review and adoption.

13. GOVERNANCE

14. EMPLOYMENT MATTERS

15. PUBLIC COMMENTS

16. DATES OF FORTHCOMING MEETINGS

- Planning Committee meeting – 13th February 2024 at 7:30pm, The Pavilion, Charlwood
- Full Parish Council Meeting – 19th February 2024 at 7:30pm, The Pavilion
- Services & Amenities Committee Meeting – TBC

17. CLOSED DISCUSSION

(Items that Councillors consider should be taken in private)

Janette Coulthard
Clerk to the Council

Janette Coulthard

Issued 10th January 2024

Copies of non-confidential meeting papers can be obtained by contacting the Parish Clerk via email at clerk@charlwoodparishcouncil.gov.uk and Approved Minutes of previous meetings are available for viewing on the website www.charlwoodparishcouncil.gov.uk or by contacting the Clerk.