

# CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

[www.charlwoodparishcouncil.gov.uk](http://www.charlwoodparishcouncil.gov.uk)

e-mail: [clerk@charlwoodparishcouncil.gov.uk](mailto:clerk@charlwoodparishcouncil.gov.uk)

## Draft Minutes of Annual Parish Council Meeting held in the Pavilion, Charlwood on 21<sup>st</sup> June 2021 at 8pm

<b>Attending</b>	Carolyn Evans (CE - Chairman), Sue Bloom (SB), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS). Attending via Zoom: Walter Hill (WH), James O'Neill (JON)
<b>Clerk</b>	Trevor Haylett
<b>Also Attending</b>	Bob Edgar Following via Zoom: Davida Hall, Rosemary Parker, Hilary Sewill, Jackie Tyrrell, Angela Tyson-Davies
<b>Item</b>	
<b>1</b>	(Minute 1/06/21) <b>Apologies</b> – Penny Shoubridge (PS)  Carolyn Evans took the Chair in the absence of Penny Shoubridge and explained that two Councillors were following the meeting remotely. CE said that while they could participate in discussions they were not allowed to take part in a meaningful vote.
<b>2</b>	(2/06/21) <b>Declarations of Interest</b> – None
<b>3</b>	(3/06/21) <b>Minutes</b> – CE proposed that the Minutes of the Meeting held on 17 <sup>th</sup> May 2021 be accepted and they were APPROVED.  Chairman's Comments – At the May meeting, Nick Hague had volunteered to be part of a Trees Group looking at where new trees could be planted in the parish. CE asked who else wanted to be included. Howard Pearson said he was involved as the S&A chairman and Lisa Scott also volunteered.
<b>4</b>	(4/06/21) <b>Public Questions</b> -
<b>5</b>	(5/06/21) <b>Planning and Highways</b> 5.1 Planning Comments on Applications to w/ending 11 <sup>th</sup> June – LS outlined the recommendations of the recent planning committee. These were APPROVED and can be viewed on the Parish Council website or by using this link ... <a href="http://www.charlwoodparishcouncil.gov.uk/community/charlwood-parish-council-15729/planning--co-latest/">http://www.charlwoodparishcouncil.gov.uk/community/charlwood-parish-council-15729/planning--co-latest/</a> . 5.2 Footpaths improvements and Parish Council contributions – SCC will pay for the improvements to Pudding Lane as they consider it a priority because of safety concerns. Chapel Lane (total cost £7,255) is not considered a priority and the work would only be done in the short term if the PC made a contribution. It was agreed to offer 30%. The D Road (Green Lane) improvements will cost £4,915 of which Highways will only contribute £1500 because it is a low priority. Councillors asked to see the job spec for this project before they committed to an outlay.
<b>6</b>	(6/06/21) <b>Services and Amenities</b> - The committee had not been able to meet since the last Parish Council meeting. HP gave an update on work that remained outstanding.

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	<p>6.1 Withey – A quote had come in to improve the footpath where sharp stones had been exposed but was considered excessive. HP will engage with an alternative contractor and seek a cheaper quote.</p> <p>6.2 Pavilion – There was limited access to the Pavilion while restrictions continued but the situation should improve soon. HP would have a look at the partnership service and letting agreement that had been drafted for hirers and send out to Councillors for approval.</p> <p>6.3 Recreation Ground - Ifield Cricket Club had been asked to come up with some dates to meet Councillors to discuss the new charging policy.</p> <p>6.4 Millennium Field – A great deal of clearance work was required and it was likely that the contractors who had done a good job tackling the Black Ditch path would be engaged. Another task was to treat the wooden posts and rails around the playground area.</p>
7	<p>(7/06/21) <b>Sale Of Land at Brickfield Lane</b> – The Clerk explained that he had spoken to the PC’s solicitor that afternoon and was told that the money from the sale had been received and that to all intents and purposes the sale had completed. The Clerk had been asked by the buyer to see if Councillors were interested in any kind of lease-back arrangement but there was no support for the idea. RP complained that the sale had gone on too long and claimed “it was a disaster about to happen”. He said he would be interested to see the completion statement to discern the PC’s overall profit. The Clerk said, yes, there had been challenges caused by the fact that the buyer lived in Australia but the legal advice was that the PC had to sell to the highest bidder. Nevertheless it was a good deal for the PC, realising a sale price which was three times what had been anticipated at the outset. CE said the Clerk should be commended for his perseverance during the long drawn-out saga.</p>
8	<p>(8/06/21) <b>Parish Matters</b></p> <p>8.1 To consider initial report from the Traffic/Car Parks Consultant – Mark Baker had put together an initial report following his first visit and it had been well received. Trevor Stacey said a meeting of the Traffic Calming and Car Parks committee would be held to consider it in more detail. There was a comment that the possible car park location near the Church could be in doubt because of plans to sell off the Rectory.</p> <p>8.2 Speedwatch/VAS Signs update – a decision on funding was awaited following the recent application to the Gatwick Area Community Trust.</p>
9	<p>(9/06/21) <b>Gatwick Matters</b></p> <p>9.1 To report on Gatwick response to drop-off charges – PS had written to Gatwick to challenge the new £5 drop-off charge and request a free permit for local residents. The reply was disappointing – the charge would remain but those with a local address could purchase an annual permit for £50 which would cover two visits a day. RP pointed out that some of the double red lines that had been imposed were not enforceable because they weren’t on Gatwick’s land.</p>
10	<p>(10/06/21) <b>Community Events &amp; Affairs</b> - None</p>

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11	<p>(11/06/21) <b>Financial Matters</b></p> <p>11.1 Payments received and cleared payments</p> <table border="0"> <tr> <td>Barclays Community Account – to 28th May 2021</td> <td style="text-align: right;">£104,122.74</td> </tr> <tr> <td>Barclays Legacy Account - ditto</td> <td style="text-align: right;">£ 4,148.84*</td> </tr> <tr> <td>Barclays Charlwood Account - ditto</td> <td style="text-align: right;">£ 34,084.28</td> </tr> <tr> <td>Nationwide Business Savings Account – ditto</td> <td style="text-align: right;">£ 85,029.34</td> </tr> <tr> <td colspan="2" style="text-align: right;"><u>Total Bank Assets</u> £227,385.20</td> </tr> </table> <p>*For Archive Room **Total Reserves (for special projects) = £84,000</p> <p>11.2 Accounts for payments and authorised transfers - These had been circulated (see Appendix B) and were APPROVED. Following a question from the previous meeting about whether PC funds were protected by the £85,000 Financial Services Compensation Scheme, the Clerk said he had sought clarification from the Internal Auditor and was told that the PC was covered.</p> <p>11.3 To approve Internal Auditor’s year-end report – This had been circulated and was APPROVED.</p> <p>11.4 To approve AGAR Section 1, Annual Governance Statement – This had been circulated and was APPROVED and duly signed.</p> <p>11.5 To approve AGAR Section 2, Accounting Statements – This had been circulated and was APPROVED and duly signed.</p> <p>11.6 To report on the period for the exercise of public rights – The Clerk explained that as part of the Annual Return process, there was a period when the public were permitted, on request, to look at the accounts and ask questions of the External Auditor. This lasted for a period of 30 working days and would begin later in the week.</p>	Barclays Community Account – to 28th May 2021	£104,122.74	Barclays Legacy Account - ditto	£ 4,148.84*	Barclays Charlwood Account - ditto	£ 34,084.28	Nationwide Business Savings Account – ditto	£ 85,029.34	<u>Total Bank Assets</u> £227,385.20	
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12	(12/06/21) <b>Reports from Representatives</b> – None										
13	(13/06/21) <b>Parish Council Communications</b> – The PC was being charged around £70 a month by their email host, HCI Data, because it was regularly exceeding its storage allowance. Other options were considered but it was felt, for simplicity, that Councillors switch to a new G-mail account. The Clerk said he would set it up and in the meantime advised Councillors to download emails from their existing PC account that they wanted to keep.										
14	(14/06/21) <b>Procedures and Standing Orders</b> – Nothing to report.										
15	(15/06/21) <b>Employment Matters</b> - A meeting with Sandy Bowling to discuss her interest in the new role of a Facilities Supervisor had been delayed because PS was away.										
16	(16/06/21) <b>Public Comments</b> – Jackie Tyrrell asked if all the money had been received from the Brickfield Lane sale and the Clerk explained that £15,800 had been paid now with another £4,200 due in a year’s time. The remaining £15,800 would be paid off in individual sums over the next nine years.										

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	JT also asked where she could see details of incomings and outgoings from the bank account. The Clerk said they were now being included with the Minutes and suggested that if any weren't there to contact him. JT suggested that, in the interests of transparency, the example of some Parish Councils who included staff payments in their list of payments should be followed.
17	<p><b>Forthcoming Meetings –</b></p> <p>13<sup>th</sup> July Planning &amp; Highways venue tbc 7:30pm  13<sup>th</sup> July S&amp;A Committee tbc 8:00pm  19<sup>th</sup> July Charlwood PC Pavilion 8:00pm</p>
18	<b>Remaining 2021 PC Meetings</b> (All Mondays): 20 <sup>th</sup> September; 18 <sup>th</sup> October; 15 <sup>th</sup> November.

**The meeting closed at 21:25 pm**

### \*Appendix 1

#### Payments Received & Cleared Payments

Barclays Community Account – to 28th May 2021	£104,122.74
Barclays Legacy Account - ditto	£ 4,148.84*
Barclays Charlwood Account - ditto	£ 34,084.28
Nationwide Business Savings Account – ditto	£ 85,029.34

Total Bank Assets £227,385.20

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

#### Accounts showing Incomings/Payments & Authorised Transfers

Incomings between 1 <sup>st</sup> May and	31 <sup>st</sup> May 2021			Total
		<b>TOTAL</b>		<b>0.00</b>

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Payee	Purpose	Ex VAT	VAT	Total
<b><u>Direct Debits</u></b>				
Ecotricity	Electricity Inv 28 <sup>th</sup> May (for period 21/04 -20/05)			230.20
Ecotricity	Gas Inv 4 <sup>th</sup> June (for period 28/04 – 27/05)			70.83** (minus 38.85 credit) **
SES Water	21st May bill (for period 30/04 – 31/05)			27.61
Nest Pensions	Clerk's pension taken out 4 <sup>th</sup> May			156.99
Chevron Alarms	Quarterly payment taken out 5 <sup>th</sup> May			118.71
<b><u>Payments to be approved tonight</u></b>				
Information Commissioner	Data protection Licence fee			40.00
Trevor Haylett	Reimburse for additional DHL charge for Fountain (173.42); for Jean Shelley sign (38.49); Printing traffic calming letters (48); Zoom payments (Dec-May incl. – 86.34)			346.25
SALC	SALC & NALC annual subs			794.21
Mark Baker Traffic Consultant	1 <sup>st</sup> quarter payment for road safety and parking studies		449.50	2,697.00
Mark Mulberry	Internal Audit		30.00	180.00
<b><u>Retrospective payments</u></b>				
Active Grounds Maintenance	Annual pitch maintenance		414.00	2,484.00
White & Sons	For surveyor work on B.Lane boundary		100.00	600.00
Microshade	Quarterly charge for host services		43.80	262.80
S. Renaud	Window cleaning (April & May)			30.00