



Clerk to the Parish Council: Mrs Claire Minter
Email: Clerk@charlwoodparishcouncil.gov.uk

CHARLWOOD PARISH COUNCIL - AGENDA

Members of Charlwood Parish Council are summoned to attend the meeting to be held on Monday 14 April 2025 at 8.00pm at Hookwood Memorial Hall

Signed: Claire Minter, Locum Clerk to Charlwood Parish Council, 8 April 2025

1.	To receive apologies for absence
2.	Code of Members' Conduct - Declaration of Interest To receive disclosure of any changes to Councillor's Notification of Disclosable Pecuniary & Other Interests Forms and to receive disclosure by Councillors of any Disclosable Pecuniary Interests and/or other interests arising under the Code of Conduct in respect of any items on the agenda.
3.	Public Notices <ul style="list-style-type: none"> ▪ Community Tree (whip) planting for hedge – Saturday 19 April – 10am – Charlwood Pavillion ▪ Planning Committee – Tuesday 6 May – 7.30pm, Charlwood Pavillion ▪ Services & Amenities Committee Meeting – Wednesday 7 May -5pm, Charlwood Pavillion ▪ VE Day celebration – Friday 9 May – 7pm to 10pm – Charlwood Pavillion ▪ Parish Council Meeting – Monday 19 May - 7.30pm, Charlwood Pavillion ▪ Annual Parish Assembly – Thursday 22 May - 7pm, Charlwood Pavillion
4.	Public Session (a maximum of 15 minutes) <ul style="list-style-type: none"> – To answer any questions from residents within Charlwood Parish Council in accordance with Standing Orders
5.	Acceptance of Last Minutes of full council meeting <ul style="list-style-type: none"> – To approve and sign the minutes of the meeting held on 17 March 2025
6.	Planning Highways and Environment – see Clerk update <ul style="list-style-type: none"> A. To approve minutes from planning committee meeting on 1/4/25 B. To review new planning received since 1/4/25 and agree responses C. To note if any output from LGW or Minister on LGW DCO expansion and agree if any further action required D. To receive updates and agree if any action required for development at Povey Cross – appeal hearing 18/3/25 E. To agree approach and costs to tackle clearing pavements in Charlwood and Hookwood F. To review update with neighbourhood plan progression and agree action and costs
7.	Services and Amenities – see Clerk update <ul style="list-style-type: none"> A. To approve and sign the minutes of the meeting held on 2/4/25 and agree actions contained within B. To receive new updates since committee meeting and agree if any action required or costs to be approved including pavilion hire - sessions C. Recreation Ground <ul style="list-style-type: none"> – To note NJL have been appointed as Contractor to maintain Recreation Ground and surrounding hedging

	<ul style="list-style-type: none"> – To appoint Councillors to be on working party for Recreation Ground Charity Commission work <p>D. Millennium Field</p> <ul style="list-style-type: none"> – Limes and Hornbeams have been planted 3/4/25 – To note Stripe Consulting have been appointed for planning advice and submission for car park application <p>E. Glebe Field</p> <ul style="list-style-type: none"> – Requesting meeting with representative of Diocese of Southwark to discuss lease options – Update on tenant farmer requirement for future use
8.	<p>Staffing and Vacancy Update</p> <p>A. To approve and sign the minutes of the meeting held on 1/4/2025</p> <p>B. To note and approve recruitment of new Clerk/ RFO is for 30 hours</p> <p>C. To note HR policies are reviewed and ready for adoption - see agenda item 13</p> <p>D. To receive update on recruitment process</p>
9.	<p>Community Updates</p> <p>A. To note and agree hedge planting (whips) event on Saturday 19 April, 10am and agree planning, costs and any action required</p> <p>B. To note and agree plans for VE Day celebration on Friday 9 May, 7pm to 10pm and agree planning, costs and any action required</p>
10.	<p>Finance Matters – Charlwood Parish Council – see Clerk update</p> <p>A. To approve and sign the minutes of the meeting held on 7/4/2025</p> <p>B. To review and agree the Statements of Income and Expenditure and Lists of cheques /DD/BACS for March 2025</p> <p>C. To note financial policies are reviewed and ready for adoption - see agenda item 13</p> <p>D. To note and approve CIL report for 31/3/25</p> <p>E. To agree purchase of lockable filing cabinet for permanent storage of CPC documents in Archive Room</p> <p>F. To consider grant request from St Nicholas church for £1000 contribution towards wall repairs</p> <p>G. To consider costs for meetings at Hookwood for July and October</p>
11.	<p>Committee working</p> <p>A. To note and approve to change committees to working parties for: -</p> <ul style="list-style-type: none"> – Finance – Planning <p>B. To agree Scheme of Delegation policy</p>
12.	<p>Local Government Reorganisation/ Devolution</p> <p>A. To discuss Local Government re-organisation and agree what action Councillors should take such as mapping current assets in village</p> <p>B. To consider full bespoke council training from Mulberry by merging training with other local councils</p>
13.	<p>Policies</p> <p>A. To agree to adopt new policies</p> <ul style="list-style-type: none"> – Financial Regulations – Mar 25 edition – Standing Orders – April 25 edition – HR Policies – Financial policies – Biodiversity policy – Council process policies

14.	Meeting/ Training reports from Representatives To update the Council on key meetings attended in March/ April 2025 and gain agreement on any decision required
15.	Correspondence – see Clerk update To update the Council on key correspondence received in March/ April 2025 and gain agreement on any decision required
16.	Clerk Report – see Clerk update – To review previous minutes and actions and agree if any outstanding matters to be addressed not included in the agenda
17.	Urgent matters at the discretion of the Chair for noting and for inclusion on a future agenda Please advise Chair prior to the meeting

PART 2 (Closed to members of the public)

Members of the Press and public to be excluded from the meeting for the following agenda items as they contain exempt information as defined in Paragraph 3 of Schedule 12A of the Local Government Act 1972 (amended). The public interest in maintaining the exemption outweighs the public interest in disclosing the information.

1.	Millenium Field – <i>To review tenders for tidying up the Millenium Field and agree to appoint Contractor.</i>
2.	Pavillion – <i>To review tenders for repairing damaged tarmac behind pavilion and agree to appoint Contractor</i> – <i>To review tenders for installing bollards to separate Recreation Ground/ Track and agree to appoint Contractor</i>