

**CHARLWOOD PARISH COUNCIL**  
**MINUTES of THE COUNCIL MEETING**  
**MONDAY, 16<sup>th</sup> APRIL, 2018**  
**IN CHARLWOOD SPORTS & COMMUNITY CENTRE**

**PRESENT**

Mr Martin Needham (in the chair), Ms Carolyn Evans, Mr Nick Hague, Mr Walter Hill, Mr Howard Pearson, Ms Lisa Scott, Mrs Penny Shoubridge.

**1 APOLOGIES**

Mr James O'Neill, Mr Richard Parker,

**2. DECLARATIONS OF INTEREST**

Ms Carolyn Evans & Mr Howard Pearson declared a personal interest in planning matters.

**3 APPROVAL OF MINUTES OF PREVIOUS MEETING HELD ON 19<sup>th</sup> March, 2018**

Mr Martin Needham proposed, Mrs Penny Shoubridge seconded, that the Minutes of the meeting held on 19<sup>th</sup> March be approved. The Council present agreed and the Chairman signed the Minutes as a true record.

**3.1 Chairman's Comments**

None

**4 PUBLIC QUESTIONS**

Mr Bob Edgar, a Charlwood resident, commented on the condition of the hedge along Tifters Drive. The Clerk advised that the undergrowth on the Millennium Field side had been cleared and the hedge contractor had been booked to do a hard cut of the hedge to bring it to the right level.

Mr Edgar also asked if there was any information on the proposed car park to be located in the Millennium Field. The Chairman responded that the project was very much at draft stage and if it were to go ahead, there would be a full consultation with the neighbours and the parish.

**5 REPORT OF THE PLANNING AND HIGHWAYS COMMITTEE**

**5.1 Planning Comments**

Mr Nick Hague proposed, Ms Carolyn Evans seconded, the Planning comments with the exception of those for Application 17/02969F be accepted and the council present agreed.

The Clerk suggested that there were some contradictions in the proposed Planning Comments for Application 17/02969/F Proposed livestock housing and general purpose hay, forage and machinery building at Rowgardens Wood Collendean Lane RH6 0HP. The meeting discussed and agreed suggested amendments to the response but clarification was needed on the location of the bridle path if that was to be included.

Mr Martin Needham proposed, Mr Nick Hague seconded that subject to the amendments discussed that the revised response be submitted and the council present agreed.

Mr Nick Hague proposed, Ms Carolyn Evans & Mrs Penny Shoubridge seconded that the statement on the illegal off airport car parking at Dumbledene currently under enforcement should be submitted to Mole Valley District Council.

## **5.2 Highways Matters**

### **5.2.1 Traffic Calming – update**

The Clerk advised quotes were requested from the consultants and expected by the end of the month. A Rural Highways meeting was expected to be called after the May local elections for further discussions on traffic consultants quotes and the expenditure of the Surrey County Council Rural Highways funds allocation of £5000.

### **5.2.2 Letter from Mrs D Hall**

Members noted the letter received from Mrs D Hall regarding traffic and speeding on the Ifield Road.

Mr Martin Needham proposed, Mr Nick Hague seconded that a response be sent to Mrs Hall advising of the actions currently underway by the Parish Council and thanking her for her interest.

### **5.2.3 HGV Application**

The Clerk advised that the application was for a local tree surgeon company and did not involve multiple HGV movements but rather for vehicles used solely by the applicant for carrying out his work. Members did not wish to object to this application however noted that the general view was to reduce and not encourage HGV traffic through the parish.

Members discussed establishing a policy for HGV traffic and licenced sites.

Mr Martin Needham proposed, Mrs Penny Shoubridge seconded that HGV Policy for Charlwood Parish Council be established and a draft policy be prepared for future discussion. The Council present agreed.

## **5.3 Mole Valley Local Plan Consultation – Future Mole Valley**

The Clerk reported that the Local Plan Newsletter had been circulated and there would be no further publication of actions on the plan until after the May local elections.

## **5.4 Listed Buildings & Buildings of Community Interest**

The Clerk had circulated the latest government publication on Community Asset Transfer circulated. Mr Nick Hague requested that the Black Horse public house in Hookwood be added to the list of buildings of community interest.

## **6 REPORT OF THE SERVICES AND AMENITIES COMMITTEE**

Mrs Penny Shoubridge reported on the activities of the Services & Amenities Committee and circulated the monthly report (attached to these Minutes).

Mrs Shoubridge advised that close liaison was being maintained with the Run Gatwick organisers and they were being chased to ensure that all residents were properly notified of the event.

## 7 REPORT OF THE FINANCE COMMITTEE

### 7.1 Payments Received & Cleared payments

Barclays Deposit Account 29 <sup>th</sup> March, 2018	£ 31,672.70
Barclays Pavilion Account 29 <sup>th</sup> March 2018	£ 2,265.65
Barclays Bank Current Account	
Balance at 29 <sup>th</sup> March 2018	£ 12,886.06
<b>Total Bank Assets</b>	<b>£ 46,824.41</b>

### 7.2 Accounts for Payment & Authorised Transfers

The following payments were proposed by Mr Martin Needham, seconded by Mrs Penny Shoubridge and agreed in accordance with Appendix A of Standing Orders.

Payee	Purpose	Ex VAT	VAT	Total
Ecotricity	Gas Account Inv 3396629	295.39	59.08	354.47
Ecotricity	Electricity Account Inv 3386438	124.81	6.24	131.05
SSALC	Annual Subscription 2018-9	704.64	0.00	704.64
SES	Business & Waste Water	361.33	0.00	361.33
Mole Valley	Business Rates 2018/9	2544.00	0.00	2544.00
Charlwood Copiers	Stationary Supplies Inv 2445	21.38	4.27	25.65
P Barclay	Picture Frames & Protective fencing items	236.74	0.00	236.74
Carl Manning	Inv	1097.04	0.00	1097.04
P Barclay	Salary Apr 2018	Tba	Tba	Tba
HMRC	PAYE Apr 2018	Tba	Tba	Tba
	<b>Total</b>	<b>5385.33</b>	<b>69.59</b>	<b>5454.92</b>

### 7.3 Future Projects

Mrs Penny Shoubridge suggested that with regard to maintaining and refurbishing the war memorial the council should liaise with recently formed Church History Group. Mr Walter Hill suggested that all proposed new projects should be consulted on with the community. Mr Martin Needham noted that this was covered in Item 6 of the Finance Committee Minutes.

#### **7.4 Finance Committee Meeting Minutes**

Mr Martin Needham presented the Minutes from the Finance Meeting held on Monday 26<sup>th</sup> March.

The meeting noted that the hire rates for the Sports & Community Centre and the Recreation Ground needed to be reviewed before the next football season in September.

Mr Martin Needham proposed, Mrs Penny Shoubridge seconded that the proposed increase in contract rates for Kings Landscapes of 2% be accepted for the financial year ending 31<sup>st</sup> March 2019.

Mr Martin Needham proposed, Mrs Penny Shoubridge/Mr Nick Hague seconded that Grastex be instructed to proceed with the maintenance programme for the football pitch from 30<sup>th</sup> April and the council present agreed.

#### **7.5 Junior Football Debt write off**

Although the Finance Committee had recommended that the Junior Football Club debt be written off, it was agreed that it be delayed for one more month as there was the possibility of contacting the debtor via their Crawley operations.

#### **7.6 Churchyard Mowing grant**

Mr Martin Needham proposed, Mr Nick Hague seconded the Mower Grant of £500 to St Nicholas PCC as requested in their letter 11<sup>th</sup> April 2018. The council present agreed.

### **8 LAND AT BRICKFIELD LANE**

The Clerk awaited a response from the valuation office who had now been written to.

### **9 GATWICK MATTERS**

#### **Aviation Strategy Timetable**

The meeting noted the government's recently published Aviation Strategy and the need to monitor possible consultations that had a bearing on Charlwood Parish.

### **10 HORSE HILL OIL EXPLORATION**

Ms Lisa Scott advised that virtually all the planning conditions have been submitted and passed. She had carried out an assessment on the recent earthquake in the area and its possible relationship to the Horse Hill site. Ms Scott would issue a draft paper and requested this be discussed at the next meeting.

### **11 REPORTS FROM REPRESENTATIVES**

#### **11.1 Rural Traffic Management & HGV Workshop**

Mr Martin Needham had attended the event and circulated the report and notes.

### **12 COMMUNITY EVENTS & AFFAIRS**

#### **12.1 BT Telephone Box – Hookwood**

The Clerk advised he had written direct to Npower in an effort to resolve the access to the power supply.

### **12.2 Parish Council forward Strategy Plan**

Members noted the status of the Mole Valley Local Plan in 5.3 and recognised little could be done until the Local Plan consultation was re-started.

### **12.3 Blue Bird House Hookwood Planning & Anti- Social Behaviour**

The Clerk reported that there had been no further meetings however local residents were keeping Mole Valley apprised of any perceived breaches of permissions.

### **12.4 Gatwick Run and Road closures**

Mrs Shoubridge advised she regretted she was away for the event. Ms Lisa Scott and Mr Howard Pearson volunteered to take over the liaison and manage the Charlwood involvement on the day.

## **13 PROCEDURES AND STANDING ORDERS OF THE COUNCIL**

### **13.1 Child & Vulnerable Adult Protection Policy**

Nil report

### **13.2 Data Protection matters**

The Clerk advised that Mole Valley were holding briefing seminars for members. A copy of the presentation for circulation has been requested from Mole Valley.

As at the date of the meeting there was no further advice on the appointment of a Data Protection Officer.

### **13.3 The Structure of Charlwood Parish Council Meetings?**

Mr Nick Hague suggested there was a need for making the Parish Council meetings more user friendly in an effort to attract more public attendance. The Clerk reminded members there were certain legal protocols to be adhered to in the way meetings were structured.

Mr Martin Needham suggested the meetings should be fixed by month for each of Charlwood and Hookwood to give certainty for residents instead of variation each calendar year and he would draft a proposal for consideration at the next meeting.

### **13.4 Section 107 Payment 2018-19**

Members noted that the 2018-19 S107 payment was set at £7.86/elector.

## **14 EMPLOYMENT MATTERS**

The Clerk advised that the Booking Clerk draft contract had been prepared and needed the approval of the Staffing Committee.

The meeting noted that the NALC pay rises for Council employees had been agreed and would be published in the next week.

## **15 PUBLIC COMMENTS**

None

## 16 DATES OF FORTHCOMING MEETINGS

### Annual Parish Meeting 2018- arrangements

The Clerk confirmed arrangements for the Annual Parish Meeting on the 24<sup>th</sup> April were completed.

DATE	PURPOSE	VENUE	TIME
24 <sup>th</sup> April	Annual Parish Meeting	Sports & Community Centre	8:00pm
14 <sup>th</sup> May	Planning & Highways	6 Sewill Close	7:30pm
16 <sup>th</sup> May	Services & Amenities	Sports & Community Centre	7:30pm
21 <sup>st</sup> May	Charlwood Parish Council	Sports & Community Centre	8:00pm
9 <sup>th</sup> June	Charlwood Village Fete	Recreation Ground	

The meeting closed at 2150