

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

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Draft Minutes of Full Council Meeting held remotely via Zoom on 15th February 2021 at 8pm

Attending	Chairperson Penny Shoubridge (PS), Vice-Chairman Carolyn Evans (CE), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Walter Hill (WH), Trevor Stacey (TS)
Clerk	Trevor Haylett
Also Attending	Hilary Sewill (HS), Jackie Tyrrell, Carole Evans, Davida Hall, Sue Bloom, June Lucas, Chris Lowe (CL)
Item	
1	(1/02/21) Apologies - James O'Neill
2	(2/02/21) Declaration of Interest – None
3	(3/02/21) Minutes – The draft Minutes of the 18 th January meeting had been circulated. The Minutes were duly APPROVED. Penny Shoubridge said that Nick Hague had contacted the chairperson to pass on his thanks to Councillors for their gifts to mark his retirement.
4	(4/02/21) Public Questions – Carole Evans asked about Item 7 (Brickfield Lane) and was told it would be moved to Item 19 (confidential items). She further asked if the public would be made aware of the discussion and any decisions made and was told that as it was a confidential discussion it would not be revealed but when the sale was completed a statement would be made. Chris Lowe asked about Ridgfield House, reminding members that the application for a horse rescue centre had been refused some time ago. Nothing had happened since and he understood that MVDC were now planning an informal chat with the applicant. CL asked the Clerk if he could investigate. Hilary Sewill said on the Norwood Hill road, the footpath on the Manor House side was quite difficult to walk on because of the water that had come down from the trees. There were other tricky areas, including outside Hunts and Elm Cottage in The Street. The Clerk was asked to inform SCC that a number of footpaths needed a sweep.
5	(5/02/21) Report of the Planning and Highways Committee 5.1 Planning Comments on recent applications – The recommendations of the planning committee meeting held on 9 th February had been circulated and Lisa Scott, who had been named chairman of the committee following NH's retirement, proposed they be accepted. The recommendations were APPROVED. LS, Carolyn Evans and Trevor Stacey were booked in for a planning briefing later in the month and PS and the Clerk would attend the same session in March. 5.2 Church path – Discussions had taken place with SCC about the state of the Church footpath and the upshot is that MVDC have to give planning permission for any work because it's a Grade 2 listed path. SCC's footpaths access team will take responsibility for the work and pay for it and their volunteers will be assisted by the parish's own volunteer groups. As a short-term measure, All Seasons have donated some woodchip and volunteers have used it to improve the path. SCC have assured the PC that the work will be done this year when the weather warms up. 5.3 Church hedge – A volunteer had offered to cut the hedge from the Lych Gate to Rectory Lane and this will be done in the spring.

	<p>5.4 Swan Lane parking proposals - Resident Peter Brown had submitted a request to SCC Highways that a junction be created where Swan Lane meets Chapel Road because of the on-going parking problems at the school. He had asked the PC to support the proposal and this was APPROVED.</p> <p>5.5 Future of Transport – Rural Strategy - LS was thanked for putting together the PC's response to this consultation which needed to be submitted before tomorrow's deadline. With the various amendments that had been added, this was APPROVED.</p> <p>5.6 Response to Consultation on Permitted Development Rights – LS was thanked for compiling the response to this consultation.</p> <p>LS raised the subject of the roadworks on the A217 at the Hookwood roundabout, as a result of which two lanes had been reduced to one. However there are no warning signs in place. Richard Parker added that the lane markings coming from the Black Horse pub continued to suggest that there are two lanes rather than one. The Clerk was asked to take it up with the highways authorities.</p>
6	<p>(6/02/21) Report Of The Services and Amenities Committee – The committee had met via Zoom on 10th February and Howard Pearson gave the following update:</p> <p>6.1 The Withey – LS had made the committee aware of the presence of sharp stones on the footpath which had caused a nasty cut on her dog's paw. RP would take a look at the surface and possibly engage with a contractor.</p> <p>6.2 Sports & Community Centre – All sports activities continue to be suspended at the Recreation Field because of the current Lockdown. Following Graham Day's request to donate two cups to the football teams in memory of his late father Bill, the size and location of the proposed cabinet needed to be confirmed.</p> <p>6.3 Recreation Ground – The adult gym equipment had been installed (with the exception of one final piece) and was ready to be used once current restrictions had been lifted. The replacement parts for the Water Fountain had arrived in the UK and the contractor was attempting to find an appropriate date to schedule the work. The opening times for the outside toilet had been checked and were found to be correct. The door was not locking properly and this would be looked at.</p> <p>6.4 Millennium Field & Play Areas – MVDC had carried out inspections of the playgrounds at the Millennium Field and the Withey and their reports would be reviewed by the S&A committee at their March meeting. It appeared that there was nothing requiring urgent attention.</p> <p>6.5 Other – TS raised a question about car parks and whether they could be discussed at this juncture, stating that there was a lot of public interest in the matter. He cited the Mole Valley letter regarding the Charlwood car parks and the fact that they appeared to be quite positive in regard to the Millennium car park, if not the Rectory car park. PS suggested that both car parks were needed and that the discussion should be left until a meeting of the car parks committees. If progress was made on both then it could go out to public consultation.</p> <p>TS asked whether the Rectory car park was a Church responsibility or a PC responsibility to take forward. PS explained that several years ago a meeting had been held between the diocese, the PCC and the PC and it had been decided that the PC would push forward on developing that car park. CE said it did appear that the PC was not doing anything with regard to the Millennium car park and this was a concern to some parishioners. PS explained that there was some confusion about the access to that car park and it needed to be made clear that access would be preferable in Tifters Drive but any solution there would be contentious because of the sight lines.</p>
7	<p>(7/02/21) Land at Brickfield Lane – PS proposed that this discussion be moved to Item 19 and this was APPROVED.</p>
8	<p>(8/02/21) Parish Matters</p> <p>8.1 Farmfields - PS explained that a patient had absconded a couple of weeks ago which highlighted that the protocol previously in place for such an occurrence was no longer being</p>

	<p>adopted. PS had attended a meeting with the Farmfields manager along with Surrey County Councillor Helyn Clack, District Councillor Charles Yarwood and Lizzie Daly, who owns a nearby business. A new protocol has been written whereby all those individuals mentioned (and the Clerk) would be notified of any recurrence with four levels of criteria depending on which category of patient had absconded. Another meeting is scheduled at which the Police would also be involved and Councillors were invited to visit Farmfields once lockdown had eased.</p> <p>HP asked whether the PC should have its own response plan in place and PS said that would happen along with similar plans by SCC and MVDC. LS said it was important that all Councillors were informed of such incidences but PS stressed that the level of risk to the public was low. The new protocol would be circulated.</p> <p>8.2 Appointment of traffic consultants – It appeared that the Hamilton-Baillie consultancy, which Councillors had favoured working with, were no longer in existence. The Clerk had made contact with an alternative company and was awaiting a quote from them.</p> <p>8.3 Your Fund Surrey - This had been discussed at a recent SALC chairs networking forum and PS said the footpath improvements (Charlwood to Hookwood, Russ Hill to Charlwood and Ifield Road to Charlwood) that Councillors wanted should go in as one project. She said there needed to be discussions as to how to apply for funding and asked members to look at the Your Fund page and ‘like’ what was on there already in regards to footpaths and the Parish Hall improvements.</p> <p>8.4 Stile replacement update – SCC had awarded the PC £634 as a grant towards replacing some of the stiles in the parish with kissing gates. The PC needed to map exactly where the stiles are that need replacing and TS said he would investigate. PS suggested that the owners of Greenings Farm be contacted as they had already installed kissing gates.</p> <p>8.5 Traffic Calming – TS said he had gathered more information about what was required to get the SpeedWatch group working again and this would be discussed at the forthcoming Traffic Calming committee meeting.</p> <p>8.6 Countryside Access Forum – This had been attended by PS, CE, LS and the Clerk and the notes had been circulated. One result was that one of the SCC Countryside Access Officers, Mary Ann Edwards, had agreed to attend a site meeting to look at Providence Chapel Lane and also the Pudding Lane and Ringers byways. PS and the Clerk would attend and Chris Lory had also been invited.</p>
9	<p>(9/09/21) Gatwick Matters</p> <p>9.1 To approve the response to the Night Flights consultation – The Clerk was thanked for putting together a draft response to the Department of Transport’s consultation. It was AGREED that it should go forward as the official response with the amendments provided by CE and HS.</p> <p>9.2 Gatcom Meeting of 21st January – CE had attended this meeting and her report had been circulated.</p> <p>9.3 Gatwick ‘Keeping in touch with the Community’ event – HP had attended this meeting on 27th January where it was reported that flight numbers were down to 20 per day. They are pushing ahead with the emergency runway with the public consultation planned for summer 2022. The new route 4 would be published on 25th February - the lack of flights meant that they had not been able to test it but a CAA meeting would look at the details before it was approved. Gatwick had also applied for the South Terminal to be used as a vaccination centre.</p> <p>9.4 GACC briefing for parish councils - PS, CE and the Clerk had attended this briefing which focused on the upcoming DCO to bring the emergency runway into regular use and the planned extensive use of the main runway. GAL intended to launch a public consultation in the summer and the PC needed to be ready to comment.</p> <p>9.5 Red Route proposals – These had been set out by Gatwick which comes in line with their £5 drop-off and pick-up charge which will be brought in on 8th March. There will be a community charge of £50 a year but that is not being brought in immediately. Gatwick had issued a notice in the</p>

	local press outlining the planned changes to the airport roads, from clearways to red routes through traffic regulation orders. These could be viewed via the Gatwick website and PS would send round the link.										
10	(10/02/21) Councillor Vacancy – PS had sent round some information intended for those applicants wishing to be considered for the vacancy. After discussion it was decided to remove the last sentence (stating that a keen interest and/or knowledge of planning matters would be an advantage) because it was felt it would open it up to everybody. It was decided to set a deadline of 12 th March for people to write to the Clerk and express an interest and then for Councillors to discuss the matter at the following Monday's PC meeting.										
11	(11/02/21) Community Events & Affairs – PS thanked the volunteers for their work in improving the Church path and also All Seasons for providing the woodchip free of charge. It had made a big difference to the path and to the entrance to the Glebe Field in a couple of places. TS asked who co-ordinated the volunteer efforts and was told that information went out on their Facebook page and also by word of mouth.										
12	<p>(12/02/21) Finances</p> <p>12.1 Payments Received & Cleared payments</p> <table> <tr> <td>Barclays Charlwood Account – to 31 January 2021</td> <td>£ 34,083.43</td> </tr> <tr> <td>Barclays Legacy Account - ditto</td> <td>£ 4,148.74*</td> </tr> <tr> <td>Barclays Community Account - ditto</td> <td>£ 58,099.10</td> </tr> <tr> <td>Nationwide Business Savings Account – ditto</td> <td>£ 85,000.00</td> </tr> <tr> <td>Total Bank Assets</td> <td>£ 181,331.27</td> </tr> </table> <p>*For Archive Room **Total Reserves (for special projects) = £84,000</p> <p>12.2 Accounts for payments and authorised transfers - The Clerk had circulated the financial papers (see Appendix A) and PS moved that the proposed payments be accepted with the exception of the payment for the Church clock and it was APPROVED. The Clerk said that another signatory was required for the new Nationwide account to replace Nick Hague and HP said he was happy to as he was also a signatory on the Barclays account</p> <p>12.2.1 Church clock repairs - There had been a discussion at the previous meeting about the PCC request for the PC to pay a bill of £866.62, a retrospective invoice for repairs to the church clock. The PCC had said they would query the size of the bill with nearly £200 claimed for travel and mileage costs but the Clerk had heard nothing more. HP said he was not happy to pay the full amount because of the way the grant request had been made and proposed that the PC pay £500 towards the bill. That was APPROVED. RP said that it should be explained to the PCC that applications like this should not come in after the work has already been done, it was almost a fait accompli.</p> <p>12.2.2 To approve gym equipment maintenance charge – A quote had been received of £465.79 including vat for annual maintenance of the gym equipment and this was APPROVED.</p> <p>12.3 To review the Internal Auditor's Interim Report - PS proposed that the report be accepted and this was APPROVED. The Clerk said it was in the main a positive report but the Auditor had highlighted a couple of matters. He said the insurance policy includes a fidelity guarantee of £100,000 but in view of the fact that the amount of money held by the PC was usually more than that, he suggested that the fidelity guarantee should be higher. He also highlighted the listing of £1,900 in Unallocated Reserves and said that should ideally be in the region of half the precept, in other words around £37,000. PS said this contradicted what Councillors had been told previously and RP agreed, saying the advice was that virtually nothing should be in the Unallocated Reserves. The Clerk said he would check this.</p>	Barclays Charlwood Account – to 31 January 2021	£ 34,083.43	Barclays Legacy Account - ditto	£ 4,148.74*	Barclays Community Account - ditto	£ 58,099.10	Nationwide Business Savings Account – ditto	£ 85,000.00	Total Bank Assets	£ 181,331.27
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13	<p>(13/02/21) Reports From Representatives – PS had sent through some notes following two separate Chairs Networking sessions. She said that the Government had not yet authorised the holding of PC meetings via Zoom beyond 7th May so Councillors should be prepared to return to face-to-face meetings. She added that in that case the PC would have to look at hiring the main room at the Hookwood Memorial Hall for the Hookwood meetings because the alternative room was too small.</p>												
14	<p>(14/02/21) Parish Council Communications – PS and the Clerk met with Richard Bowling (RB) to discuss websites and it was felt that the community website was not attracting a lot of users. It seemed advantageous to merge it with the PC website to provide a hub of information. RB had quoted £1,500 to build the website and an annual charge of £500 to maintain it. PS said it would be a lot clearer for residents if everything was on one website and advised members to look at the Brockham village website which was a good example of what the PC wanted to achieve. PS proposed that the quotation be accepted and this was APPROVED. CE wondered whether a second quote should be sought but PS said she felt it was a reasonable quote. PS said she would send round the information that she was suggesting should be included on the new website.</p>												
15	<p>(15/02/21) Procedures and Standing Orders of the Council – The Clerk has sent round an updated Risk Register which included provisions related to Covid-19. PS proposed that it be accepted and this was APPROVED.</p> <p>With regards to the Asset Register, PS said this needed some work doing to bring it up-to-date. She suggested that the caretaker and groundsman produce a full inventory of the equipment available to them at the Pavilion. The Bookings Clerk had agreed to walk round the parish and update on assets held elsewhere.</p>												
16	<p>(16/02/21) Employment Matters - It had been discussed at the last finance committee meeting that some money had been set aside for a new staffing role, a Facilities Manager who would take over the duties currently undertaken by the Bookings Clerk and also some of the duties undertaken by the Clerk. PS would send round some suggested dates for a staffing meeting and it was agreed that HP should also be involved.</p>												
17	<p>(17/02/21) Public Comments – Sue Bloom said that some of the repairs to the footpath in The Street that followed the gasworks in had sunk and during the cold snap the water had frozen, making it quite dangerous. The Clerk would add that to his query about the state of the verges.</p> <p>HS asked when the public would be told about the discussion on Brickfield Lane that was to be taken under Item 19. PS said it would remain confidential but once there was information to share, the public would be informed. PS added that the sale was progressing, the buyer was still on board, and a conclusion was in reach.</p> <p>HS added that she was closely involved with the set-up of Farmfields and for several years the relationship and communications with the authorities there had been good and she was delighted that they would be restored.</p>												
18	<p>(18/02/21) Forthcoming Meetings -</p> <table data-bbox="454 1736 1292 1848" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">9th March</td> <td style="padding-right: 20px;">Planning & Highways</td> <td style="padding-right: 20px;">tbc</td> <td>7:30pm</td> </tr> <tr> <td>9th March</td> <td>S&A Committee</td> <td>tbc</td> <td>8pm</td> </tr> <tr> <td>15th March</td> <td>Charlwood PC</td> <td>tbc</td> <td>8pm</td> </tr> </table> <p>Dates of 2021 Meetings (All Mondays): 17th May (Annual Parish Council Meeting); 21st June; 19th July; 20th September; 18th October; 15th November. Annual Parish Meeting – (provisional) Thursday 20th May.</p>	9th March	Planning & Highways	tbc	7:30pm	9th March	S&A Committee	tbc	8pm	15th March	Charlwood PC	tbc	8pm
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15th March	Charlwood PC	tbc	8pm										

19	(19/02/21) Confidential Items - The meeting was closed to the members of the public at that point and they were thanked for their attendance.
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The meeting closed at 21:30pm

Appendix A

Accounts showing Incomings/Payments & Authorised Transfers

Incomings between 31st Dec and	31st Jan 2021			Total
MVDC	Additional Grants for current Lockdown			6,859.00
		TOTAL		6,859.00

Payee	Purpose	Ex VAT	VAT	Total
<u>Direct Debits</u>				
Ecotricity	Electricity Inv 28 th January (for period 21/12 -20/01)			74.55
Ecotricity	Gas Inv 4 th February (for period 28/12 – 27/01)			118.18 ** now 357.06 in cr **
SES Water	22 nd January bill (for period 31/12 – 31/01)	24.95		24.95
Nest Pensions	Payment taken 14 th January	141.54		141.54
<u>Payments to be approved tonight</u>				
Richard Bowling	Community website maintenance Oct '19 – Oct '20			1118.00
Mulberry & Co	Interim Audit fee			216.00
Kings Landscapes	Withey – bed work & leaf clearing			51.00