

CHARLWOOD PARISH COUNCIL
Serving the communities of Charlwood, Hookwood and Norwood Hill
DRAFT MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD IN THE TESCO COMMUNITY ROOM, TESCO, HOOKWOOD ON
MONDAY 16TH SEPTEMBER 2024 AT 7:30PM

PRESENT

Cllr– Vice Chair

Councillors: S Bloom, C Evans, Walter Hill, D McCorquodale, A Rawlinson, T Stacey, A Tyson- Davies.

In attendance: Janette Coulthard (Clerk), H Hill (Assistant Clerk), SC Cllr Helyn Clack, 6 X Residents

281/24	1. APOLOGIES FOR ABSENCE	
	Apologies received from Cllr Crofts, D Cllr Van den Bogerd and D Cllr Havard	
282/24	2. DECLARATIONS OF INTEREST	
	None.	
283/24	3. MINUTES	
	3.1 Chairman’s Comments – Cllr Scott mentioned the unusual amounts of rain recently and in Europe. 3.2 The minutes from the full Parish Council meeting held on the 17 th June 2024, the Planning Committee meeting held on the 2 nd July 2024 were approved and signed as a true record of the meeting and will be uploaded to the website.	
284/24	4. PUBLIC QUESTIONS	
	<p>Cllr Scott reminded the members of the public that the Public Questions section would be kept to 15 minutes with members of the public being able to ask one question and speak for a maximum of 3 minutes.</p> <p>4.1 A resident asked about Betchworth works stating that the site was being cleared. Cllr Scott advised that the PC had not yet seen a planning application but keep a watch for one for the site.</p> <p>4.2 Another resident had sent in questions prior to the meeting. The Clerk asked the resident if they could remind the PC of the questions as she did not have access to Wi-Fi so could not see them on the lap top. The resident stated their questions.</p> <p>Why was the meeting being held in the Tesco Community Room and not Hookwood Memorial Hall? – Cllr Scott responded that there was a prior booking at the Hookwood Memorial Hall that clashed with the timing of the full Parish Council meeting and that the PC were trying out different venues.</p> <p>What was happening about the road resurfacing although the resident mentioned she could see that was on the agenda for later in the meeting.</p> <p>Had there been any progress on sorting out the Jean Shelley archive room? – Cllr Scott advised that the details of the name put forward by the resident as someone who wanted to help had been passed to Cllr Tyson-Davies. Cllr Tyson-Davies advised that due to questions over GDPR and the question of personal data held in the archive room no progress had been made. Cllr Scott advised that Cllr Crofts was working on the GDPR policy and this was on the agenda for later in the meeting.</p> <p>Why were the public limited to one question and 3 minutes to each speaker? - Cllr Scott explained that some public questions sessions had lasted 45 minutes, with some residents asking multiple questions. She explained that the PC were trying to be fair to all members of the public and give them a chance to speak while balancing the need to keep the meeting lengths within the time frame set aside.</p> <p>There was no intention to restrict residents’ ability to ask questions.</p> <p>Cllr Scott asked if residents were struggling to hear. Residents confirmed it was difficult to hear due to the air conditioning. The residents confirmed it was difficult to hear and Cllr Hill attempted to turn the air conditioning off again.</p>	

	<p>4.3 A resident asked if the PC could chase the ROW department regarding fixing the steps on the footpath either side of the gully at Glovers Wood which needed a hand rail as they were very dangerous. The resident advised that the person to contact was Ruth Hill. Cllr Scott suggested this might be something that Gatwick Greenspace could help with. Cllr Stacey suggested a meeting on site with a few Cllrs, Gatwick Greenspace and Surrey CAMs. IT WAS AGREED the Clerk would write to Gatwick Greenspace and Surrey CAMs to try to arrange a meeting.</p> <p>4.4 A resident mentioned that the Village Sign driving into the village needed attention as it was in a terrible state and needed taking down and the rubbish taking away. Cllr Scott advised that it would be dealt with by the S&A Committee.</p> <p>4.5 D Cllr Helyn Clack mentioned the state of the surface on the Charlwood Road. She advised that Highways wanted to check that the repairs to the ditch were effective and would not consider resurfacing it until it could be ascertained that the repairs were effective. She asked if Cllrs and residents could let Highways know if the drainage work was working to stop the road flooding. Cllr Scott and Cllr Stacey advised they had not seen flooding at the location. Cllr Tyson-Davies how long after confirming that there was no flooding would it be before it was resurfaced. D Cllr advised she could not give a time frame as the works was not yet funded or scheduled although it was listed as needing to be done. IT WAS AGREED to put a FB Post up advising residents to keep reporting the issue.</p>	<p>JC</p> <p>JC</p>
285/24	<p>5. PLANNING, HIGHWAYS AND ENVIRONMENT</p>	
	<p>5.1 Report of Planning Committee and recommendations on applications to four weeks ending 26th July – Cllr Scott proposed that the comments submitted by the Planning Committee for applications to the 26th July as detailed in Appendix B be approved and submitted to MVDC. APPROVED.</p> <p>5.2 Proposed reforms to the NPPF Consultation – Cllr Scott advised she had been a call about this but had to leave to attend the meeting. She advised the consultation was open until the 24th September and advised Cllrs to submit their comments if they had any.</p> <p>5.3 Development at Povey Cross – Cllr Scott advised the situation was very confusing what appeared to be an appeal for the planning application for 116 houses had vanished and there was now an application for 126 houses which looked virtually the same.</p> <p>5.4 Neighbourhood Plan – Cllr Scott noted that the Parish area had been confirmed by MVDC and advised that she would aim to set up a meeting to discuss and progress this in the next month or so.</p> <p>5.5 Mole Valley Local Plan – Cllr Scott advised that there had not been any progress and it seemed that things had been pushed back again.</p> <p>5.6 Environmental Matters – No update.</p> <p>5.7 Water Flow Project – Cllr Scott mentioned that she needed to get things moving again and suggested that group get together and identify culverts in the area to look at which ones needed to clearing as well as ditches that needed clearing and once identified the PC could send letters out to property owners to get the work done.</p> <p>5.8 Fly-tipping/Litter – No update. Cllr Scott suggested discussing at 14.2 on the agenda. Cllr McCorquodale asked who was responsible for clearing the fly-tipping. Cllr Scott advised it was MVDC and incidents should be reported on the website. Cllr Tyson-Davies mentioned the ongoing need for more bins. IT WAS AGREED the Clerk would ask MVDC if the PC funded more bins would MVDC empty them.</p>	<p>JC</p>
286/24	<p>6. SERVICES AND AMENITIES</p>	
	<p>6.1 Withey</p> <p>6.1.1 To consider and agree whether to approve the quote for repairs to the Playground equipment £2338.37 excl. VAT. APPROVED. Cllr Scott asked if the repairs would include the swing. Cllr Stacey advised he would check the quote and ask for it to be done if not already included.</p> <p>6.2 Recreation Ground</p> <p>6.2.1 Cllr Stacey asked if the Cllrs and Football team could have more engagement with the contractors to ensure the end of season maintenance work was what the footballers required. IT WAS AGREED that Cllrs and the Footballers would be more involved next year.</p>	

	<p>6.2.2 Cllr Hill asked about the hedge boarding Tain Cottage. IT WAS AGREED that the Asst. Clerk would ask the Groundsman if he could cut the hedge.</p> <p>6.3 Millennium Field</p> <p>6.3.1 To consider and agree whether to approve the quote for repairs to the Playground and equipment £3518.76 excl. VAT. APPROVED</p> <p>6.4 Millenium Field & Withey new leases:</p> <p>6.5.1 Cllr Stacey advised he been invited to a meeting on Wednesday at 7:30pm by JBTMT to discuss the lease and the car park.</p> <p>6.5 Glebe Field</p> <p>6.5.1 No update from the Diocese. Cllr Stacey reported he had written to the Diocese and had an acknowledgement but no progress.</p> <p>6.6 The Hovel</p> <p>6.6.1 Cllr Stacey advised the emergency stabilising work would start soon.</p> <p>6.7 The Cage</p> <p>6.7.1 Cllr Stacey advised the gutter repairs and pointing work had been completed. The work required to fix to the door is outstanding.</p> <p>Cllr Stacey mentioned tree work and the difficulty in getting matching quotes due to the tree numbering. The Clerk asked if Cllrs wanted her to get a quote for surveying all PC land given the difficulties in getting matching surveys. IT WAS AGREED that the Clerk would obtain a quote for a Survey.</p> <p>Cllr Stacey also mentioned the pathway lights on the recreation ground. He advised that one electrician had let him down and he was still working on getting quotes.</p> <p>6.8 Footpaths & R.O.W.</p> <p>6.8.1 To consider and agree whether to purchase an additional self-closing gate £306.72 excl. VAT and decide which budget line to use. APPROVED and IT WAS AGREED that the Footpath budget line would use for the cost.</p> <p>Cllr Bloom asked what was happening with the hot water at the Pavilion. Cllr Stacey advised that the current system needed to be enhanced to ensure the water was hot enough. The Kitchen, outside toilets and internal toilets were a concern.</p>	<p>HH</p> <p>JC</p>
287/24	<p>7. PARISH MATTERS</p>	
	<p>7.1 Traffic Calming & Car Parks</p> <p>Cllr Stacey mentioned that he had a meeting date of the 24th September with SC Cllr Clack. Cllr Stacey asked if the clerk could attend, she confirmed she could.</p> <p>7.1.1 To consider and agree whether to ask CG (a local) and pay him to help deliver the Car Park Consultation documents and Newsletters that Cllrs are unable to deliver themselves – Cllrs confirmed that the Consultation papers had gone out but some still needed delivering. Cllrs Stacey and Bloom volunteered to delivering the remaining papers. IT WAS AGREED that Cllrs Stacey and Bloom would deliver the remaining papers.</p> <p>7.1.2 Status update on Consultation: agree that clerks / additional neutral person from outside the Parish will perform the results count. IT WAS AGREED that the Asst. Clerk would hold the keys for the post boxes and collect the completed papers weekly. IT WAS ALSO AGREED that the Asst. Clerk would note which papers came from Charlwood and which came from Hookwood. The method of counting was not agreed.</p> <p>7.2 Parish Council Communications</p> <p>Cllr Stacey asked if the PC should consider whether a newsletter was needed and should communications should be via the Parish Pump. Cllr Scott advised that there was still a concern that not all residents would not get the information. Cllr Bloom advised she thought the cost of the newsletter was high when other options were available. Cllr Evans advised she had some concerns over confining communications to the Parish Pump as articles were often edited without the author being informed and used again when the information was not relevant but the magazine was short of content.</p> <p>7.3 Community Events and Affairs</p> <p>Cllr Stacey advised he was asked to contact the Charlwood Group to see if they had any plans for celebrations for VE Day. He advised that the Charlwood Group were not currently considering or discussing this. Cllr Stacey suggested that PC try to work with the Charlwood Group to organise something.</p>	<p>HH</p> <p>HH</p>

	<p>There was a discussion regarding the sand bags holding the barriers at the recreation ground. S Cllr Clack agreed to speak to Surrey Highways to find out what they use.</p> <p>7.4 Wickens Orchard Clarion Housing had confirmed they are planning to continue with the protocol for managing the orchard. Cllr Stacey asked what was the protocol. Cllr Scott explained the protocol. Cllr Stacey asked if the protocol had been driven by the PC or by Clarion. Cllr Scott confirmed it was Clarion's protocol. Cllr Bloom mentioned that the PC had agreed to send a survey to residents to find out what they would like to see done at Wickens Orchard but it had not been sent. Cllr Scott advised that was because Clarion had done their own surveys. Cllr Bloom mentioned that the Clerk had suggested that Residents form a group and engage with Clarion themselves and she thought it was a good idea. Cllr Bloom advised the residents would be writing to Clarion themselves.</p> <p>7.5 Community Resilience & Emergency Plan Cllr Scott advised that she needed Cllrs to input and feedback on the draft document she had circulated earlier in the year. The Clerk mentioned there was a programme to set up Community Resilience hubs in Surrey and the PC are likely to be asked about a location. S Cllr Clack confirmed this was the case. IT WAS AGREED the Clerk would try to find out more and contact SCC.</p> <p>7.6 To consider whether the PC wants to help create awareness of Brockwood Medical Practices Mental Health Services. NOT APPROVED</p> <p>7.7 Parish Council web site, request for Cllr. bio and picture – Cllr Bloom advised it had been done previously. Cllr Scott asked Cllrs to send again. IT WAS AGREED Cllrs would send again to the Clerk.</p> <p>7.8 Bus Service Cllr Scott advised that she was trying to organise a meeting for residents and the bus company. Cllr Tyson-Davies advised the hedges needed cutting back at Russ Hill to allow a bus to access the road. S Cllr Clack advised that Surrey Highways would assess whether the road was suitable for a bus. Cllr Hill emphasised the need for a bus and the PC should support the efforts to reinstate a bus service.</p> <p>S Cllr Clack asked to be allowed to mention the Ragwort. She had received a lot of complaints about Ragwort. She asked if the PC could put a reminder to resident on FB to pull the Ragwort when possible.</p>	<p>JC</p> <p>ALL</p>
288/24	<p>8. REPORT OF THE RFO/FINANCE COMMITTEE</p>	
	<p>8.1 To approve the accounts for August/September 2024 – APPROVED</p> <p>8.2 To note payments received and cleared payments August/September '24 – Cllr Tyson-Davies advised she had nearly finished checking the payments but had not finished. She queried the salary payments to staff. The Clerk answered the questions and said she would check one of the queries.</p> <p>8.3 To note authorised transfers for August/September '24 - NOTED</p> <p>8.4 To approve Accounts for payments for September '24 - APPROVED</p> <p>8.5 To approve the movement of any excess funds from the Barclays Community Account to the Barclays Savings Account as and when appropriate to maximise interest earned. APPROVED the Clerk to email Cllr Evans the amount to keep in the bank account.</p> <p>8.6 To consider and agree whether to approve the request for a grant of £10K from the PCC for repairing the Church Wall – IT WAS AGREED to defer discussion to the Finance Committee meeting.</p> <p>8.7 To consider and agree whether to provide a donation to Surrey Marie Curie (no specific amount requested). NOT APPROVED</p> <p>8.8 BUDGET – items for consideration for 2025/26 budget – Cllr Scott reminded Cllrs to feed in their input prior to the meeting. IT WAS AGREED to rearrange the meeting date as two Cllrs could not attend and the meeting on the 3rd of October might not be quorate. Cllr Tyson-Davies to send notes on what was agreed at S&A to the Clerk.</p> <p>Cllr Evans advised she had noted that the PC had charged for the Picnic in the Park and the Skittles day and asked if that was correct. It was confirmed that this was correct.</p>	

289/24	9. REPORTS FROM REPRESENTATIVES	
	Cllr Scott advised she had a meeting with MVDC and S Cllr Clack regarding the parking at Povey Cross and were trying to get parking restrictions imposed.	
290/24	10. PROCEDURES AND STANDING ORDERS OF THE COUNCIL	
	10.1 Social Media Policy and GDPR policy update – Cllr Scott reported that Cllr Crofts is working on both of these policies. 10.2 To agree to set up policy working group – Cllr Scott raised the issue of setting up a working group. Cllr Bloom advised she wanted to Chair the group.	
291/24	11. GOVERNANCE	
	11.1 External Audit 2023/24 ‘Except for matters....’ The Clerk advised the PC of the ‘Except for matters’ that would appear on the External Audit report. She reported that these were minor matters and would be noted so they could be avoided next year. <ul style="list-style-type: none"> • One of the forms was signed in a box where a date should have been. • Notice of publication of notice of exercising of public rights posted a day late. 	
292/24	12. EMPLOYMENT MATTERS	
	13.1 To approve the recommendations of the staffing committee – Cllrs stated they had not received the recommendations or any associated information and some Cllrs felt they could not approve something they had not read. IT WAS AGREED to move the discussion to a closed session at the end of the meeting due to the confidential nature of the discussion.	
293/24	13. AOB	
	13.1 MVDC Community Fund – To consider and agree whether the PC wants to help promote the MVDC Community Fund in creating awareness with local community groups and charities. - APPROVED 13.2 Evaluate what action the Parish Council can or should take to ensure the future safety of resident and visitors from being bitten by a dog not on a lead on land owned by the Parish Council. – IT WAS AGREED to put the discussion on hold and Cllr Hill would feedback at another meeting.	
294/24	14. PUBLIC COMMENTS	
	A resident mentioned the issue of parking at the junction with Ifield Road and the Street. Cllr Scott mentioned the issues had been raised to MVDC planning as part of planning comments. However, it was a matter for Surrey Highways. At this point the Clerk left the meeting as she was feeling unwell.	
295/24	15. DATES OF FORTHCOMING MEETINGS	
	<ul style="list-style-type: none"> • 1st October 2024 - Services & Amenities Committee Meeting – at the Pavilion 6:30pm • 1st October 2024 - Planning Committee Meeting at the Pavilion – 7:30pm • Finance Committee Meeting - TBC • 21st October 2024 - Full Parish Council Meeting – at the Pavilion, 7:30pm 	

There being no other business the Chair closed the meeting at 9:39pm

Signed as a true record of the meeting, and approved at the Full Parish Council Meeting of the 21st October 2024

Signed.....