

# CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

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**Draft Minutes of Full Council Meeting held on 15th April 2019 at 8pm**

<b>Venue</b>	Charlwood Sports & Community Centre (S&CC)
<b>Attending</b>	Penny Shoubridge (PS – in the chair), Carolyn Evans (CE), Nick Hague (NH), Walter Hill (WH), James O’Neill (JO), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS).
<b>Clerk</b>	Trevor Haylett
<b>Also Attending</b>	County Councillor Helen Clack (HC)
<b>Item</b>	
1	<b>Apologies</b> – Martin Needham (MN)
2	<b>Declarations of Interest</b> – None
3	<b>Minutes</b> – Penny Shoubridge proposed and Nick Hague seconded that the Minutes of the Meeting held on 18 <sup>th</sup> March 2019 be approved. 3.1 Chairman’s Comments – None.
4	<b>Public Questions</b> – None
5	<b>Planning and Highways Committee -</b> 5.1 The report from the Planning and Highways Committee meeting held on 9 <sup>th</sup> April had been circulated. NH said that Helen Clack had raised the matter of the <b>Sunny View</b> application with him and had said that, if approved, one of the conditions should be that the site was cleared afterwards. PS said it wasn’t the right application to make as it was right on the edge of a settlement and there were many instances of ‘sheds’ being turned into accommodation. NH said he was happy to add that to the reasons for the Parish Council objection along with noise. <b>Action</b> Carolyn Evans proposed and NH seconded that the report be approved and it was <b>agreed</b> .  5.2 Highway Matters - NH said that two months ago Surrey Highways had approached the PC about putting in yellow lines on the corner of Perrylands and The Street in Charlwood and also in Old Reigate Road in Hookwood but since then nothing had happened. HC said that the matter had been out for consultation for the last few months and the process was running its course.  5.2.1 Traffic Calming - PS said that successful public meetings had taken place in Hookwood and Charlwood about possible traffic calming measures and the results had been collated. Lisa Scott said she had some additional responses to add to the list but PS questioned whether these could be accepted because LS had changed the format of the questions. LS proposed that the changes be agreed; PS responded that the first three responses could be taken but was concerned that taking the other three would confuse the overall picture. <b>Action</b> PS proposed and NH seconded that these responses be handed over to Martin Needham who would decide what to do with them. This was <b>approved</b> . Going forward, HC said that her advice would be to ask the 20/20 Consultancy to produce the final report because that would carry more weight. She said some solutions were not financially deliverable,

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	<p>either for the PC or Surrey County Council (SCC) and added that the aim should be to ask SCC and 20/20 to find solutions which are relatively inexpensive. That would ensure that Highways would be more likely to listen to the Parish Council (PC). It was important she said that the approach was collaborative and that opportunities were provided that were actually deliverable.</p> <p>5.3 Mole Valley Local Plan – The forthcoming elections meant that this had not moved on since the last meeting.</p> <p>5.3.1 Request from Capel PC – the PC had expressed their support for Capel’s suggestion of a joint approach by parish councils to Mole Valley with regard to obtaining more information on proposed larger developments but since then there had been no reply. Because of the current ‘purdah’ period nothing would happen until after the local elections.</p> <p>5.4 Listed Buildings &amp; Buildings of Community Interest – a work in progress. NH said it was important that it be taken forward after the elections.</p>												
6	<p><b>Services and Amenities Committee</b> – PS said that for various reasons it had not been possible to meet in April but there was a lot that needed to be done and it was important the tasks be condensed into a smaller document before it went to the S&amp;A Committee. She added that a quote had been received from Riverside for certain tasks and that would be discussed at the next meeting.</p> <p>PS explained that a successful User Group meeting had been held at which a number of valid points were made.</p> <p>It had been decided to take part in the Parishes In Bloom competition – judging day was 12<sup>th</sup> July. The WI had agreed to make the area in front of the Parish Hall neat and tidy and PS sent a plea to all homeowners throughout the parish with hanging baskets and the like to ensure they looked smart on the day. She said she would put a post on Facebook with the details but James O’Neill said a lot of Hookwood residents were not on social media and suggested that a leaflet be produced advertising the event. PS said in response that perhaps the Charlwood and Hookwood Community website could be developed to include items like this; it was paid for by the PC and full use should be made of it.</p> <p>The Charlwood Spring Clean had been well attended with the roads up Russ Hill, Stan Hill etc worked on. A huge amount of rubbish had been collected.</p>												
7	<p><b>Finance Committee –</b></p> <p>7.1 Payments Received &amp; Cleared payments</p> <table data-bbox="459 1697 1302 1841"> <tr> <td>Barclays Deposit Account</td> <td>31<sup>st</sup> March 2019</td> <td>£ 34,005.89</td> </tr> <tr> <td>Barclays Pavilion Account</td> <td>31<sup>st</sup> March 2019</td> <td>£ 6,001.42</td> </tr> <tr> <td>Barclays Current Account</td> <td>31<sup>st</sup> March 2019</td> <td>£ 23,762.74</td> </tr> <tr> <td colspan="2" style="text-align: right;"><u>Total Bank Assets</u></td> <td><u>£ 63,770.05</u></td> </tr> </table> <p><b>Action</b> Richard Parker asked whether the figures could also include how much of the total in the bank had been allocated to Reserves. He said it was important to know what the working balance was when the Reserves had been taken off the bank total. RP proposed the addition, seconded by NH and it was <b>approved.</b></p>	Barclays Deposit Account	31 <sup>st</sup> March 2019	£ 34,005.89	Barclays Pavilion Account	31 <sup>st</sup> March 2019	£ 6,001.42	Barclays Current Account	31 <sup>st</sup> March 2019	£ 23,762.74	<u>Total Bank Assets</u>		<u>£ 63,770.05</u>
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	7.2 Accounts for Payment & Authorised Transfers				
	PS proposed, and NH seconded, that the following payments be approved and this was <b>agreed</b> .				
	<b>Payee</b>	<b>Purpose</b>	<b>Ex VAT</b>	<b>VAT</b>	<b>Total</b>
	Direct Debits				
	Ecotricity	Inv 7960 Gas	85.40	4.27	89.67
		Inv 3520 Electricity	63.20	3.16	66.36
		<b>Sub Total</b>	<b>148.60</b>	<b>7.43</b>	<b>156.03</b>
	Accounts paid in April				
	All Seasons	Chippings: Hookwood Community Centre	110.00	22.00	132.00
	All Seasons	Pollarding & Felling Limes	1800.00	360.00	2160.00
		<b>Sub Total</b>	<b>1910.00</b>	<b>382.00</b>	<b>2292.00</b>
	Salaries & HMRC	Salaries tba			
	<b>Payee</b>	<b>Purpose</b>	<b>Ex VAT</b>	<b>VAT</b>	<b>Total</b>
	British Telecom	10 <sup>th</sup> April bill Ref: Q046 OR	304.28	60.85	365.13
	Mulberry & Co	Payroll for Quarter ending 31/12/2018	105.00	21.00	<b>126.00</b>
	Mulberry & Co	Payroll for Quarter ending 31/03/2019	105.00	21.00	<b>126.00</b>
	S. Renaud	Invoice: 73 Window cl: Feb & Mar	30.00	0.00	<b>30.00</b>
	RB Graphics	Inv: 4380 Website work, hosting renewal	1095.00	219.00	1314.00
	Charlwood Copiers	Inv: 2767	31.39	6.27	37.66
	Charlwood Copiers	Inv: 2782	56.11	11.22	67.33
	Lisa Scott	Expenses	38.80	0.00	38.80
		<b>Sub Total</b>	<b>1765.58</b>	<b>339.34</b>	<b>2104.92</b>
		<b>Total</b>	<b>8215.35</b>	<b>226.04</b>	<b>4552.95</b>
<b>Action</b>	The Clerk said the BT bill seemed very high and PS outlined the different facilities provided with internet and phone lines. The Clerk said he would look at trying to get that figure down.				
<b>Action</b>	JO brought up the question of the VAT reclaim and suggested that monies should be reclaimed more than twice a year. It was agreed that the next finance committee meeting would look at that.				
	7.3 Quarterly bank reconciliations - The Clerk presented the Bank reconciliation for the quarter ended 31 <sup>st</sup> March 2019 for inspection and these were duly signed by James O'Neill.				
	7.4 Sports & Community Centre Rating Appeal - The PC had been informed at the March meeting that a discount of 33.33% had been achieved for the 2019/20 financial year. A rebate for the past two years had not yet been achieved though Peter Barclay (PB), the previous Clerk, said he would attempt to secure this through an online system. RP said that Hookwood Memorial Hall paid only 10% and wondered why the discount wasn't higher – he said it was difficult to understand why the PC was being charged almost 70%. The Clerk said that with the previous Clerk's help he would continue to try and obtain a satisfactory solution.				
	7.5 Future Projects – No discussion				
8	<b>Land at Brickfield Lane</b> – Attempts to obtain a valuation continued to prove frustrating, a recent email had been received from DVS, the property services arm of the Valuation Office Agency, to say that they were unable to help “as our regional team are at full capacity delivering contractual obligations.”				

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	<p>This followed a pattern of other replies and the Clerk was asked to write to MP Paul Beresford and include all the correspondence between the PC and the District Valuer's Office. HC asked that she be cc'd into the correspondence.</p>
9	<p><b>Gatwick Matters</b> - CE said that a very useful meeting had been held with Tom Crowley, the new chairman of GATCOM, and the PC's concerns over Gatwick were passed on, particular the lack of any bus service from the village to the airport. Following that there had been a follow-up from the Transport Group and a meeting had been set for 17<sup>th</sup> May in the South Terminal. CE will inform Gatwick who will be attending from the PC.</p> <p>9.1 Aviation Strategy Green Paper - Carolyn Evans said she had almost completed the response, it just needed to be transferred to the computer. Submissions needed to be delivered by 20<sup>th</sup> June.</p> <p>NH mentioned the next GATCOM meeting on 25<sup>th</sup> April and said it would be a good meeting to go to as it was an opportunity to meet with representatives of neighbouring County Councils, District Councils and other Parish Councils. HC asked whether Gatwick would provide car park exit tickets, otherwise it would be expensive.</p> <p>9.2 Public Transport Strategy – This had been covered earlier (see above)</p>
10	<p><b>Horse Hill Oil Exploration</b> - the submission was still a draft working paper.</p>
11	<p><b>Reports from Representatives</b> – None</p>
12	<p><b>Community Events &amp; Affairs</b></p> <p>12.1 BT Telephone Box (Hookwood) - The search was continuing for someone to remove the box.</p> <p>12.2 Parish Council forward Strategy Plan - There was nothing to add to this.</p> <p>12.3 Run Gatwick 2019 - PS had been to a meeting with Lisa Moloney who is responsible for the sponsorship of the event. The water station will be called the Charlwood Water Station. Howard Pearson had agreed to take on the team leader role and had a team of 8 or 9 people to help him on the day. The Stan Hill Hotel will provide tea and coffee for spectators for free. PS had given the organisers a lot of information about Charlwood and the things for the runners to look out for and it was hoped that Charlwood would be featured a bit more this year in the race publicity.</p> <p>12.4 Newsletter - PS said the plan was to produce another newsletter in the summer which would include items such as traffic calming. Two editions a year was seen as ideal and the item would be kept on the Agenda.</p>
13	<p><b>Procedures and Standing Orders</b> – At this point, NH, who declared an interest, gave a short statement referring to the complaint that had been received from a resident following the Providence chapel the previous weekend during which he said his dog had become frightened by the gun shots and had</p>

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	damaged a leg. NH said that the complainant had been informed that it was nothing to do with the PC and that he should forward his complaint to the Chapel Trustees.
14	<b>Employment Matters</b> - PS welcomed the new Clerk, Trevor Haylett, who had taken over from PB on 1 <sup>st</sup> April
15	<b>Open Discussion</b> - The Annual Parish Meeting will be held on 22 <sup>nd</sup> May and there was approval for a similar event to last year with refreshments available and reports from various community groups available to be read rather than being read out at the meeting. Invitations would go out to various groups and the event would be publicised in the usual places. It was thought that name badges would again be useful - PB would have kept those that were not used 12 months ago.  There was a reminder about the Planning & Highways Committee meeting on 14 <sup>th</sup> May.
16	<b>Forthcoming Meetings -</b>  14 <sup>th</sup> May                      Planning & Highways                      6 Sewill Close                      7:30pm  20 <sup>th</sup> May                      Charlwood Parish Council                      Charlwood S&CC                      8pm Annual Meeting  22 <sup>nd</sup> May                      Charlwood Annual                      Hookwood                      8pm Parish Meeting                      Memorial Hall

**The meeting closed at 20:55pm**