

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

e-mail: clerk@charlwoodparishcouncil.gov.uk

Approved Minutes of Full Council Meeting held on 18th May 2020 at 8pm

Venue	Meeting held remotely via Zoom
Attending	Penny Shoubridge (PS), Carolyn Evans (CE), Nick Hague (NH), Walter Hill (WH), James O'Neill (JON), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS).
Clerk	Trevor Haylett
Also Attending	Hilary Sewill (HS)
Item	
1	(Minute 1/05/20) Election of Chairman – The Clerk took the chair for this item and asked for nominations for Chairman for the next 12 months. Nick Hague proposed Penny Shoubridge with Carolyn Evans seconding and PS was duly elected unanimously. She thanked the other Councillors for their support.
2	(2/05/20) Election of Vice- Chairman – PS (now in the chair) proposed that CE be appointed Vice-Chairman and NH seconded. That was also approved unanimously.
3	(3/05/20) Apologies – .None
4	(4/05/20) Declaration of Interest – Richard Parker and James O'Neill declared an Interest in Item 9.
5	(5/05/20) Minutes – NH proposed and Howard Pearson seconded that the Minutes of the Meeting held on 20 th April 2020 be approved. This was agreed and the Minutes duly signed. 5.1 Chairman's Comments – None. The Clerk explained that he had slightly misled Councillors when he mentioned that the Annual Parish Meeting could be deferred for up to a year – he had meant to say that it was the Annual Parish Council Meeting that could be deferred until May 2021 if Councillors so chose. In the event it had been decided to proceed with the APCM tonight.
6	(6/05/20) Appointment of Committees, Working Groups and Council Representatives – The composition of the various committees and working groups was considered. PS proposed that they remain the same, Lisa Scott seconded and the motion was approved. *For the make-up of these groups, see Appendix 2*
7	(7/05/20) Public Questions - None
8	(08/05/20) Planning and Highways 8.1 Report of Planning Committee held on 12 th May – NH explained that the Committee had made comments on a number of applications to the week ending 8 th May and moved that they be accepted and sent to both Mole Valley and Reigate and Banstead Councils. PS seconded and the report was approved. Trevor Stacey recalled that a couple of meetings ago there was discussion about calling an Extraordinary General Meeting to discuss taking forward a Neighbourhood Development Plan. It was NH's suggestion originally and he said it was the only way to tackle Mole Valley over their development

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

e-mail: clerk@charlwoodparishcouncil.gov.uk

Approved Minutes of Full Council Meeting held on 18th May 2020 at 8pm

	<p>plans if the Parish had their own Plan. PS agreed and said it would be better to appoint a Neighbourhood Development Plan sub-committee and that was supported. NH, LS, CE and TS all expressed a wish to be part of the sub-committee along with PS.</p> <p>PS asked for ideas to take the matter forward and TS said he and LS had attended an online presentation about Neighbourhood Planning. A report had been issued by the organisers and the Clerk said he would circulate it again. PS said it would be good to hold an initial meeting, possibly socially-distanced in the Pavilion, as soon as possible.</p>
9	<p>(09/05/20) Land at Brickfield Lane – The Clerk updated Councillors on the latest position with regard to the land sale. There were a number of offers in excess of the £15,000 asking price, including one from a would-be buyer who wanted to ‘sit’ on the land and wait to see if it realised any development potential. Other significant offers had come in from residents of Hookwood.</p> <p>RP explained about the interest of another party but it wouldn’t be known until later in the week if they would make an offer. PS said the Council was happy to wait to see what they decided.</p> <p>Future Mole Valley – no update. The Clerk explained that MVDC were now working on their preferred plan, taking into account the feedback from the consultation held earlier in the year and this would be published around the autumn when it would again be sent out for consultation.</p> <p>PS said the verges had been cut on Horley Road back to the hedge line that day and there had already been criticism of it on Facebook for harming biodiversity.</p> <p>RP asked, in relation to the development at ‘Hamilton’ in Hookwood, whether permission was needed to site a mobile home. NH said it depended on how long it was intended to keep it there while TS said as long as it wasn’t used as a stand-alone residential unit then it was ok.</p>
10	<p>(10/05/20) Services and Amenities</p> <p>HP said that the monthly meeting of the S&A committee had not taken place in May because there had been little progress in many areas.</p> <p>10.1 The Withey – The tree works in The Withey had been agreed and the work completed. LS mentioned that she had picked up around 30 or so balloons containing a polystyrene ball in The Withey and was worried about the danger to animals. It sounded like these were part of the canisters that teenagers used to inhale nitrous oxide and PS asked that people remained vigilant and clear up if they came across them.</p> <p>10.2 The Pavilion – HP said he had organised online training in Legionella and it might be possible that Minnie Speakman, the caretaker, could receive tuition. He had nearly completed the book of maintenance contracts and testing that would be a source of reference in the Pavilion. The Pavilion lights were being looked at and Philip Brinklow might be engaged to help.</p> <p>10.3 Recreation Ground – the outfield and the square had been cut in anticipation of cricket resuming. The future of the Kings Whim fence would be considered when the Parish Council was next able to meet in public.</p> <p>10.4 Play Areas - There was no update on when the playground repairs would be done. The latest information from Playdale was that it wouldn’t be before the 1st June. HP said that the notices explaining that the playgrounds were closed had faded and asked for someone to forward him the wording so he could get laminated notices put up. The Clerk said he would do that.</p>

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

e-mail: clerk@charlwoodparishcouncil.gov.uk

Approved Minutes of Full Council Meeting held on 18th May 2020 at 8pm

	<p>Two positive pieces of news concerned the fact that all three banners had been put up, thanking the NHS, carers and other key workers for their work during the pandemic.</p> <p>And regarding the Chapel Lane path, HP said that the response from the Lorys was quite promising and it was hoped that this work would be done.</p> <p>PS said the signs that had been put up by the footpaths advising visitors to the area that they shouldn't be there, could now be removed because the rules on minimal travel had changed. She asked Councillors to take them down if they came across them.</p> <p>PS had contacted MVDC about the bins in various locations that needed emptying. It couldn't include the ones in the Recreation Ground because they weren't included in the "street works" but HP said their situation did not appear to be too bad.</p>								
11	Gatwick Matters – PS asked that the recent GACC Newsletter be sent out to all Councillors.								
12	Horse Hill - LS had put together an objection to an application to store crude oil for the retention of the wellsite and production of hydrocarbons. PS proposed that it be sent off to Surrey County Council and NH seconded. This was approved. NH said a huge debt of thanks was owed to LS for her work and the research she had undertaken.								
13	Traffic Calming – TS had looked into signage and electronic speed reactive signs were available at a cost from £2,200 each. He had approached both County Councillor Helyn Clack and District Councillor Charles Yarwood and Surrey County Council was waiting for replies. PS said that it might be an idea to hold a socially-distanced meeting of the Traffic Calming committee in the near future.								
14	Community Events & Affairs - LS mentioned how well the Thursday evening 'Clap for the NHS, Carers and Key Workers' was being supported in Hookwood and how it was helping to bring the community together. PS said it would be good if it would lead to a Volunteer Group in Hookwood on the lines of the Charlwood one. <p>LS also mentioned the number of traffic signs that had been knocked down and said she could supply something to go on the Facebook page, urging residents to contact Surrey County Council and asking that they be reinstated.</p>								
15	<p>Finances -</p> <p>14.1 Payments Received & Cleared payments</p> <table style="margin-left: 40px;"> <tr> <td>Barclays Charlwood Account – to 30 April 2020</td> <td style="text-align: right;">£ 34,068.72</td> </tr> <tr> <td>Barclays Legacy Account - to 30 April 2020</td> <td style="text-align: right;">£ 4,146.96*</td> </tr> <tr> <td>Barclays Community Account - to 30 April 2020</td> <td style="text-align: right;">£ 140,647.77</td> </tr> <tr> <td style="text-align: right;"><u>Total Bank Assets</u></td> <td style="text-align: right;"><u>£ 178,863.45</u></td> </tr> </table> <p>*For Archive Room **Total Reserves are around £38,000</p> <p>14.2 Accounts for Payment & Authorised Transfers – see Appendix A</p>	Barclays Charlwood Account – to 30 April 2020	£ 34,068.72	Barclays Legacy Account - to 30 April 2020	£ 4,146.96*	Barclays Community Account - to 30 April 2020	£ 140,647.77	<u>Total Bank Assets</u>	<u>£ 178,863.45</u>
Barclays Charlwood Account – to 30 April 2020	£ 34,068.72								
Barclays Legacy Account - to 30 April 2020	£ 4,146.96*								
Barclays Community Account - to 30 April 2020	£ 140,647.77								
<u>Total Bank Assets</u>	<u>£ 178,863.45</u>								

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

e-mail: clerk@charlwoodparishcouncil.gov.uk

Approved Minutes of Full Council Meeting held on 18th May 2020 at 8pm

	<p>PS proposed that the recent CIL payment of £26,000 be moved into the Reserves to be used for a specific project. She also said that because of the pandemic, the Government were awarding small business grants for locations which were unable to earn income through lettings and that £10,000 had been received. It was also likely that a similar amount would be granted because of the rates paid on The Cage. PS suggested that the £10,000 should also be moved into the Reserves and this was accepted.</p> <p>The Clerk said that the total bank accounts amounted to £178,000 and wondered whether the PC should be looking at moving the money into areas which would earn more in interest. He had checked with SSALC and parish councils were able to invest in bonds or dabble in the stock market if they chose. NH questioned whether Premium Bonds could be purchased and the Clerk said he would investigate.</p> <p>PS proposed that the payments detailed in Appendix A be approved, HP seconded, and that was agreed. RP explained that the invoice from Old Mill Care was slightly bigger than the original estimate because there was additional tree work that needed doing.</p> <p>14.3 Insurance Premium – the Insurance came up for renewal on 1st June. The final year of a three-year fixed term with Zurich would end at the end of May and the renewal quote was over £3,000. There was the opportunity to look at alternative quotes and initial investigations suggested that there could be a saving of around 50%.</p> <p>14.4 Audit Update – Parish Councils had been granted an extension to the deadline for submitting the 2019/20 Accounts and the Clerk said he wanted to make use of that. It meant that whereas the documents would come to this meeting for approval, that would now happen at the June or more likely the July meetings.</p>												
15	Reports from Representatives – None												
16	Parish Council Communications – There was discussion about a new Newsletter and HP suggested that a deadline at the end of June would still enable two to be published in 2020.												
17	Procedures and Standing Orders – Nothing to report.												
18	Employment Matters - PS asked whether the Pavilion should start to be marketed again for bookings but it was felt it was still too early. HP suggested that the next Newsletter could be used to spread the word about any reopening.												
19	Public Comments – Hilary Sewell said how well the VE Day commemoration had gone on 8 th May and it was a great moment to have shared it with everyone.												
20	<p>Forthcoming Meetings -</p> <table> <tr> <td>14th July</td> <td>Planning & Highways</td> <td>venue tbc</td> <td>7:30pm</td> </tr> <tr> <td>14th July</td> <td>S&A Committee</td> <td>tbc</td> <td>8pm</td> </tr> <tr> <td>20th July</td> <td>Charlwood Parish Council</td> <td>tbc</td> <td>8pm</td> </tr> </table>	14 th July	Planning & Highways	venue tbc	7:30pm	14 th July	S&A Committee	tbc	8pm	20 th July	Charlwood Parish Council	tbc	8pm
14 th July	Planning & Highways	venue tbc	7:30pm										
14 th July	S&A Committee	tbc	8pm										
20 th July	Charlwood Parish Council	tbc	8pm										

The meeting closed at 20:53pm

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

e-mail: clerk@charlwoodparishcouncil.gov.uk

Approved Minutes of Full Council Meeting held on 18th May 2020 at 8pm

Appendix 1

11.1 Payments Received & Cleared Payments

Barclays Charlwood Account – to 30 April 2020	£ 34,068.72
Barclays Legacy Account - to 30 April 2020	£ 4,146.96*
Barclays Community Account - to 30 April 2020	£ 140,647.77
Total Bank Assets	£ 178,863.45

*For Archive Room **Total Reserves are around £38,000

11.2 Accounts showing Incomings/Payments & Authorised Transfers

Incomings between 1 st April to	30th April			Total
MVDC	Precept & Other Grants			42,838.00
MVDC	CIL Payment			26,002.68
MVDC	Small Business Grant			10,000
Various	Hall hire payments			92.50
		TOTAL		78,933.18

Payee	Purpose	Ex VAT	VAT	Total
<u>Direct Debits</u>				
Ecotricity	Gas Inv 5 th May Balance	88.08	4.40	92.48 *934.41 Cr*
Ecotricity	Electricity Inv 28 th April	82.24	4.11	86.35
	Sub Total	170.32	8.51	178.83
<u>Payments to be approved tonight</u>				
Penny Shoubridge	Reimbursing for Banners payment	109.11		109.11
HMRC	April Month	tbc		tbc
Kings Landscapes	Withey mowing x2 in April	99.00	19.80	118.80
Trevor Haylett	May salary	tbc		tbc
Grasstex	Pitch Maintenance	3940.00	788.00	4728.00
Strutt & Parker	Glebe Field rent: Dec'18-Nov'19	400.00		400.00
Power Bespoke	Work on Brickfield Lane	472.00	86.00	558.00
Old Mill Tree Care	Tree work at The Withey	2610.00	522.00	3132.00
	Sub Total	7630.11	1415.80	9045.91
	TOTAL	7800.43	1424.31	9224.74

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

e-mail: clerk@charlwoodparishcouncil.gov.uk

Approved Minutes of Full Council Meeting held on 18th May 2020 at 8pm

Appendix 2

Appointment of committees, working groups and council representatives – the following members were appointed to serve on the following committees:-

Planning & Highways – NH, CE, LS, TS, PS

Services & Amenities – HP, WH, JON, RP, PS, the Clerk

Neighbourhood Development Plan – NH, CE, LS, TS, PS

Millennium Field Car Park – WH, JON, RP, PS

Financial Committee – CE, JON, RP, PS, the Clerk

Staffing Committee – CE, NH, JON, RP, PS

Gatcom – NH, CE

Gatwick Working Group and GACC advisor – Hilary Sewill

Hookwood Memorial Hall Trust – RP

Forum of Local Parish Councils – Councillors will rotate this role

Parish Hall Committee – PS and Tony Hills

Joint Car Park Committee – HP, PS and the Clerk

Horse Hill Action Group – the Clerk has delegated authority to attend as an observer.