

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 15th June 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	Various members of the public
Item	
1	(Minute 1/1506/20) Apologies – None.
2	(2/1506/20) Declarations of Interest – None.
3	(3/1506/20) Minutes of Previous Meeting held on 18th May 2020 – Trevor Stacey proposed that they be approved with Howard Pearson seconding. The Minutes were approved. 3.1 Chairman's Comments – None.
4	(4/1506/20) Public Questions – None.
5	(5/1506/20) Planning & Highways – The planning committee had met on 9 th June to consider planning applications up to the week ending 5 th June. The Happy Acres and 5G applications were to be dealt with separately and first Nick Hague proposed that the committee's report (excluding those two applications) which had been circulated, be approved. TS seconded and the report was accepted. NH thanked Penny Shoubridge for her input into the Happy Acres objections and PS said there was a slight amendment that needed to be made, the word 'not' should be inserted at the foot of page 2. PS said it was important that the objection to each of the four planning applications should be considered for all applications and this should be stressed to Mole Valley. NH proposed that the objections be approved, Carolyn Evans seconded, and the motion was carried. There was an enforcement order on Happy Acres and the Clerk had been in contact with the Enforcement Officer about the property. On the proposed 5G Telecommunications Installation application in Hookwood, Lisa Scott said that the matter was contentious and residents needed to be consulted. She suggested that something be posted on the website and Facebook. TS said the proposal was out of keeping in that location (adjacent to Bluebird House, Povey Cross Road) and it should be re-sited on the airport side of the road. PS asked that a letter be drawn up and sent out to the Hookwood residents for comment and LS said she would draft it.
6	(6/1506/20) Sale of Land at Brickfield Lane - the Clerk said there had been further developments. A sub-committee had been formed and had met/spoken to via Zoom all the most serious prospective buyers. To go to the next step, the Clerk explained that it would need to be discussed in a confidential session for the following reasons: (i) if held in an open session there was a danger of commercially

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	<p>sensitive information being aired; (ii) there was a danger of contravening GDPR regulations if a discussion was held in the open and (iii) Councillors should be free to give their honest opinion without feeling the pressure or influence of members of the public listening in. PS proposed that the matter be taken at Item 19 and this was approved.</p>
7	<p>(7/1506/20) Services and Amenities - HP provided an update following a meeting of the S&A committee via Zoom.</p> <p>7.1 Withey – work on the Tesco fence was still awaited and there was an issue of the emptying of the bins.</p> <p>7.2 Pavilion – HP will put together a training document on Legionella for the caretaker. The canopy lights were working again and attention would now turn to finding a better solution to the walkway lights. Hire fees for the 20/21 season had been considered again and it was decided it wasn't appropriate to increase the fees as originally intended so the charges for the new year would be the same as for 2019.</p> <p>7.3 Recreation Ground – the cricket pitch and outfield had been cut. Regarding the King's Whim fence – another option had surfaced, that of reducing the height by 50%. The Clerk was investigating the cost.</p> <p>7.4 Millennium Field – the suggested start date for the repairs to the playground equipment – 1st of June – had come and gone and they would not be happening in the short term. A new date was awaited from the playground company.</p> <p>7.5 Charlwood Car Parks - no update.</p> <p>7.6 Junior Sports - no update.</p> <p>7.7 Other Items – HP was going to look at drawing up a Grounds Maintenance contract which would make it clear what work was needed on an annual basis. The Church footpath needed cutting and the Clerk said he had been in touch with Alan Knight and he intended to tackle the job in the next few days. Peter Brown had asked the PC to purchase a hedgetrimmer which he could then use to trim the hedges in Rosemary Lane and this had been approved. LS mentioned two problems at The Withey – the black bin was overflowing and had still not been emptied. PS said she had used the online form to draw attention to it and HP said he would also go online and take a look at what to do. The Clerk said he had asked Joint Waste Solutions – the company that looked after bin collection duties on behalf of several of the local district councils – for a schedule of which bins were emptied, when and by whom. LS added that the willow, the fifth tree in from the first pedestrian gate at The Withey, had lost a branch in the rain and asked if the tree surgeon could have a look at it.</p>
8	<p>(8/1506/20) Gatwick Matters – Flights have resumed as from this day from 6am until 10pm. All flights were operating out of the North Terminal. The Gatcom meeting in April was cancelled.</p>
9	<p>(9/1506/20) Horse Hill - LS said there was some extinction rebellion activity at the site about three weeks ago. There was a "lock-on" at the gate and protestors managed to enter the site but eventually left after a few hours.</p>

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10	<p>(10/1506/20) Traffic Calming – A meeting of the sub-committee would be held fairly soon. LS said there was additional funding from the government to encourage cycling and she was asked to check the precise details with County Councillor Helyn Clack. TS said he had received a response from Helyn Clack re: traffic signs and he would pass that on to Councillors and the Clerk.</p>
11	<p>(11/1506/20) Community Events & Affairs - None.</p>
12	<p>(12/1506/20) Finances -</p> <p>12.1 Accounts for Payment & Authorised Transfers – see Appendix A.</p> <p>The Clerk said he had applied for the Small Business Grant that was available for the Cage and had received an acknowledgment. He had heard nothing to suggest the money wouldn't be paid. As regards the insurance renewal, he had managed to reduce roughly two-thirds of the quote received by the existing insurers by going with an alternative company. PS proposed that the payments detailed in Appendix 2 be accepted and NH seconded. PS thanked the Clerk for his work on sourcing a cheaper insurance quote.</p> <p>The Clerk would meet the Internal Auditor the following week and he intended to send the relevant documents to Councillors for approval at the July meeting.</p> <p>HP asked for any update on online banking. The Clerk said that moves had been started to open a new account which Sandy Bowling could use for Pavilion bookings but the Lockdown meant that the bank was not taking on any new business for the moment.</p>
13	<p>(13/1506/20) Reports from Representatives – None</p>
14	<p>(14/1506/20) Parish Council Communications – PS was looking at getting a newsletter published in mid-July and asked for suggestions as to what could be included. Ideas so far: A list of what the Parish Council duties are as there was some confusion about this. People often referred to 'the Council' and didn't differentiate between the Parish Council and the District Council, for example. The banners thanking key workers for their efforts during the Lockdown had been well received.</p>
15	<p>(15/1506/20) Procedures and Standing Orders – Nothing to report.</p>
16	<p>(16/1506/20) Employment Matters - PS had suggested to Ann Billingham that she delays her return to carrying out her duties at The Withey. The Clerk said Sandy Bowling (SB) had asked whether she should arrange her own furlough. That would not be necessary but SB did stress that she should not receive the additional allowance during the restrictions. PS thanked her for that suggestion.</p>
17	<p>(17/1506/20) Public Comments – Ben Duffy asked for an update on the offers for the land in Brickfield Lane. PS said it had been decided to discuss this in private and she couldn't provide any more information. Three offers had been shortlisted but that was as far as she could go.</p> <p>Hilary Sewell (HS) said in relation to the Recreation Ground fence that it was important to establish the boundary between the Parish Council land and King's Whim land. HS also asked in relation to Brickfield Lane, when a decision would be released to the public and the Clerk said he imagined that a statement</p>

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	<p>would be released on the website and a short paragraph on Facebook. All prospective buyers would be informed of the decision.</p> <p>Carole Evans asked if a decision would be made that evening and the Clerk said it was certainly the intention but he couldn't give a 100% guarantee because there were nine Councillors with differing opinions and it was difficult to predict what the outcome of the discussions would be.</p>												
18	<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
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The meeting closed at 20:42pm