

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

e-mail: clerk@charlwoodparishcouncil.gov.uk

Draft Minutes of Annual Parish Council Meeting held in the Pavilion, Charlwood on 20th September 2021 at 8pm

Attending	Penny Shoubridge (PS – Chairman, via Zoom) Carolyn Evans (CE – Vice-Chairman), Sue Bloom (SB), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS). Attending via Zoom: Walter Hill (WH), James O’Neill (JON)
Clerk	Trevor Haylett
Also Attending	Jan Gillespie, Nick Hague (NH) (Via Zoom): Hilary Sewill (HS), Jackie Tyrrell (JT), Davida Hall, Angela Tyson-Davies
Item	
1	(Minute 1/09/21) Apologies – None
2	(2/09/21) Declarations of Interest – None
3	(3/09/21) Minutes – PS proposed that the Minutes of the Meeting held on 19 th July 2021 be accepted, seconded by Richard Parker. The Minutes were APPROVED.
4	(4/09/21) Public Questions – Nick Hague asked whether the Parish Council had given consideration to setting up a Climate Change committee. PS said there was a Climate Change statement on the website and the PC subscribed to the Surrey County Council and Mole Valley District Council Climate Change actions. NH suggested it should be discussed and ought to go on the agenda for the next meeting. He then asked when another Newsletter would be published as there were many items that could be included. PS said it was a time-consuming exercise and asked if anyone else would be able to help – Howard Pearson and Jackie Tyrrell said they could. There was a discussion about making it a digital item as some residents had said they had not received the previous one. Trevor Stacey suggested it could be produced in both forms with the hard copies left in suitable places such as the shop and the café.
5 ACTION	(5/09/21) Planning and Highways 5.1 Planning Comments on Applications to w/ending 10th September – LS proposed that the title of the committee be expanded to include the word ‘Environment’. An alternative would be to call it ‘Planning, Highways & Rural Affairs (Environment)’. It was agreed to discuss it again at the October meeting and LS said she would draw up a formal proposal. LS asked that the recommendations of the planning committee meeting held on 14 th September be accepted and this was APPROVED. They can be viewed on the Parish Council website by using this link ... http://www.charlwoodparishcouncil.gov.uk/community/charlwood-parish-council-15729/planning--co-latest/ . 5.2 Footpaths update – LS said there had been a few recent requests by landowners to re-route public footpaths and it was something to keep an eye on. TS said footpaths had to be registered on O.S. maps by 2026 or they would be lost and LS said it could be an item for the next Newsletter. PS said the Green Lane footpath needed to be cut back from Glebe Fields to where it meets Ifield Road. As for the works to improve Pudding Lane and the Providence Chapel footpath, the Clerk said the latest

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ACTION	<p>information from SCC was that they would start in the middle of October. The Clerk later asked about the proposed diversion of Footpath 321 and was told that Councillors had no objections.</p> <p>5.3 Happy Acres Appeal – the owners were appealing against the refusal of planning permission to build a two-bedroom bungalow in place of two agricultural barns. PS said that while it wasn't a massive build in itself, it was impossible to separate the application from all the other development which had taken place on the site without planning permission. She said it was a very unhappy environment there and neighbours were up in arms at the amount of development which had taken place – recently a huge steel-framed barn had sprung up even though planning permission had twice been refused. The PC will urge the Planning Inspectorate to dismiss the appeal and insist that no more development be permitted until all the buildings that have been erected illegally are removed. MVDC will also be asked to provide a report on the site meeting that took place between them and the owner and owner's agent in July.</p>
ACTION	<p>5.4 Homes England development at West of Ifield – LS said the group fighting the proposals to build 10,000 homes had been really active and there might be pointers as to how to fight the Hookwood plans. Following the appointment of Michael Gove as the new Housing Secretary of State, LS suggested the PC write to him and stress how much the villages were being impacted by inappropriate volumes of new housing. LS will draft something and deliver it to the Clerk to circulate.</p>
ACTION	<p>5.5 Surrey Future Transport Policy – LS was putting together a response to the consultation which closes on 8th October and would feed it into the Clerk.</p>
6	<p>(6/09/21) Services and Amenities - The committee had met via Zoom the previous week and chairman Howard Pearson gave an update on work that had been completed.</p> <p>6.1 Withey – Some of the horizontal beams and uprights in the playground were showing signs of their age and advice would be sought from playground companies.</p> <p>6.2 Pavilion – A User Group meeting had been held on 7th September and a partnership service and letting agreement had been signed by all the sports groups and the PC. Additional bins were required for the dressing-rooms while a fixed loft ladder would be installed in the storage areas. An additional defibrillator would be put up on one of the outside walls.</p> <p>6.3 Recreation Ground – A productive meeting had been held with Ifield Cricket Club and it was agreed that the proposed increase in hire charges would be frozen until the following season. A new system would operate whereby the club would pay on a per-game basis which would give the PC more flexibility as regards other hirers. With the addition of a CVFC Vets team, the football pitch would be used by five teams during the season but a limit of three games per week would still apply.</p> <p>6.4 Millennium Field – CSM Property had tackled a lot of the untidy growth in the middle of the field and the area adjacent to the main road. They would next look at the fenced-off area alongside Tifters Drive. All the playground uprights, along with the Pavilion uprights, had now been treated, for the first time in a long while.</p> <p>Contractors had also been engaged to deal with three footpaths in Charlwood that had become seriously overgrown – the one behind Brook Cottage, the one behind Bristow Cottage and the one in Glovers Road. This is a Surrey County Council responsibility but they have agreed to contribute 50% if the PC got the work done.</p>

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	October.								
8	<p>(8/09/21) Gatwick Matters</p> <p>8.1 Gatwick Tour – This was happening later in the week.</p> <p>8.2 DCO Consultation – It was disappointing that Charlwood had not initially been chosen as a location either for the Mobile Project Office (MPO) or a Deposit Location (DL) to give residents more information about Gatwick’s expansion plans. After a meeting held between PS and the Clerk and GAL representatives, that had been remedied. One disappointing outcome from the meeting was that there would be no change in the £5 drop-off charge for Charlwood residents at the Airport and railway station.</p> <p>The MPO would visit the Recreation Ground on Saturday 9th October. It would be staffed by an agent who would hand out information but would not be able to answer questions. USB sticks containing all the consultation documentation were available by emailing info@gatwickfutureplans.com. The ring binders containing information and available to the public to view, were huge and the PC was still seeking an appropriate venue to display them.</p> <p>PS said that a meeting of the Gatwick Working Group needed to be arranged to prepare the PC’s response to the DCO. She said they would be guided by the GACC response. A public meeting would be held, probably in mid-November, and GAL and GACC would be invited to attend.</p> <p>8.3 Gatcom Extraordinary Meeting (Night Flights) – PS had attended this meeting which had made several amendments to the original Night Flights submission and was now more robust.</p>								
9	(9/09/21) Community Events & Affairs - None								
10	<p>(10/09/21) Financial Matters</p> <p>10.1 Payments received and cleared payments</p> <table><tr><td>Barclays Community Account – to 31st August 2021</td><td>£95,362.24</td></tr><tr><td>Barclays Legacy Account - ditto</td><td>£ 4,148.94*</td></tr><tr><td>Barclays Charlwood Account - ditto</td><td>£ 34,085.13</td></tr><tr><td>Nationwide Business Savings Account – ditto</td><td>£ 85,029.34</td></tr></table> <p style="text-align: right;"><u>Total Bank Assets</u> £218,625.65</p> <p>*For Archive Room **Total Reserves (for special projects) = £84,000</p> <p>PS mentioned that the reference to the Brickfield Lane sale should make it clear that the payment was only the first of a number of staggered payments.</p> <p>10.2 Accounts for payments and authorised transfers - These had been circulated (see Appendix A). The Clerk mentioned that for the last two or three months he had been claiming an extra 10 hours per month overtime and in September he would claim 15 hours overtime because the workload was excessive. PS proposed they be accepted with HP seconding. The accounts were APPROVED. The Clerk added that he had renegotiated the contract with BT and that would result in a decent saving each quarter.</p> <p>10.3 AGAR report & Financial Statements – The Clerk had circulated the Report and Certificate from the External Auditor to conclude the 2020/21 Accounts as well as the Financial</p>	Barclays Community Account – to 31st August 2021	£95,362.24	Barclays Legacy Account - ditto	£ 4,148.94*	Barclays Charlwood Account - ditto	£ 34,085.13	Nationwide Business Savings Account – ditto	£ 85,029.34
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	Statements for the 1 st Quarter of the 2021/22 financial year. PS proposed that they were all accepted with HP seconding. They were APPROVED.
11	(11/09/21) Reports from Representatives – None
12	(12/09/21) Parish Council Communications – The Clerk asked if Councillors were happy with their new email addresses – they were. Walter Hill said he had a problem with gmail but would get it sorted.
13	(13/09/21) Procedures and Standing Orders – None
14	(14/09/21) Employment Matters 14.1 Facilities Supervisor – the Bookings Secretary had been asked whether she would be interested in the new role but had decided it wasn't for her. The job would now be advertised. 14.2 Cleaner role – Minnie Speakman retired from the role last month and a temporary replacement had taken over. Another candidate had since been approached and if things worked out well he would take on the position permanently.
15	(15/09/21) Public Comments – Jan Gillespie asked about the proposed developments at West Ifield and Hookwood and how they would affect access in and out of Charlwood. It was said that they were matters that would become clearer nearer the time. TS asked about the Church car park and who would fund it. PS said it was always accepted that the cost would fall on the PC (because it would be an asset for the parish) together with funding. JT asked whether the Diocese were aware of the PC's interest in the Rectory land - they are. She also commented that if the PC was aware that asylum seekers were being housed in Russ Hill then it was prudent to have let parishioners know.
16	(16/09/21) Other Matters - The Clerk said that Dick Johnson's family had asked if they could place a bench in the Recreation Ground in his memory. The family of the late Bill Day had made a similar request and it had been agreed that his bench would be sited near the bus shelter behind the goal. HP said he would have a look at where another bench could be situated. The Clerk reminded Councillors that the Platinum Jubilee would be celebrated next June with beacons being lit on 2 nd June. There was also a tree planting initiative starting next month. HP would lead on the tree-planting while TS would sort out the beacon.
ACTION	
17	Forthcoming Meetings – 12 th October Planning & Highways tbc 7:30pm 12 th October S&A Committee tbc 8pm 18 th October Charlwood PC Pavilion, Charlwood 8pm
18	Remaining 2021 PC Meeting (Monday): 15th November

The meeting closed at 21:11 pm

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*Appendix 1

Incomings between 1 st July and	31 st August 2021			Total
Wellers Hedleys Solicitors	Proceeds from sale of Brickfield Lane1 st payment of several over the next 10 years			15,065.60
Ifield CC	S/O x 2			212.50
Elysium Healthcare	Inv. 195			620.00
	TOTAL			15,898.10

Payee	Purpose	Ex VAT	VAT	Total
<u>Direct Debits</u>				
Ecotricity	Electricity Inv 28 th July (for period 21/06 -20/07)			89.61
	Electricity Inv 3 rd Aug (for period 21/07-02/08)			29.81
Ecotricity	Gas Inv 3 rd August (for period 28/06 – 02/08)			121.45 (*now 235.61 in credit*)

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	Gas Inv 4 th Sept (for period 03/08 – 27/08)			23.60 (*now 293.46 in credit*)
SES Water	23 rd July bill (for period 30/06 – 31/07) 25 th August bill (for period 31/07 – 31/08)			00.00 (*68.17 in credit*) 18.70 (*49.47 in credit)
Nest Pensions	Clerk's pension paid on July earnings Clerk's pension paid on August earnings			376.08 311.08
Chevron Alarms	Quarterly payment taken out 5 th August			118.71
<u>Payments to be approved tonight</u>				
CSM Property	Work on Brook Cottage footpath (SCC to pay 50%)			105.00
CSM Property	Work continuing on Millennium Field clearance and herbiciding paths			120.00
CSM Property	Cleaning Charlwood MUGA and cutting Recreation Ground hedge			130.00
Nigel Jeffries	Withey cut – August	49.50	9.90	59.40
Microshade	Email Hosting for Quarter ending December 2021	219.00	43.80	262.80
Penny Shoubridge	Cleaner gift (32.50) + tennis balls			37.50
Dianne Carpenter	Cleaning – September 2021			90.00
Trevor Haylett	Zoom payments (June – Sept, 4 mths @ 14.39 = 57.56); Drinks + nibbles for Parish Meeting (40.50); Café bills for Mark Baker visit and GAL visit (63.80); Wheelie Bin stickers (199.99 + 99.99)			461.84
Retrospective Payments				

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Nigel Jeffries	Withey cuts (2) in July			118.80
MVDC	Rates for Pavilion 2021/22			675.02
Alan Knight	Various works on Pavilion and Charlwood Playground. Includes materials (£296).			926.00
Hardy Gardeners	Clearing Glovers Road & Bristow Cottage footpaths (SCC to pay 50%)			370.00
Charlwood Pre-School	Re-payment of Invoice 193			70.00