

(4) PUBLIC NOTICES AND MEETING DATES

- Community Tree (whip) planting – Saturday 19 April – 10am – Charlwood Pavillion
- Planning Committee – Tuesday 6 May – 7.30pm, Charlwood Pavillion
- Services & Amenities Committee Meeting – Wednesday 7 May -5pm, Charlwood Pavilion
- VE Day celebration – Friday 9 May – 7pm to 10pm – Charlwood Pavillion
- Parish Council Meeting – Monday 19 May - 7.30pm, Charlwood Pavillion
- Annual Parish Assembly – Thursday 22 May - 7pm, Charlwood Pavillion

(6) PLANNING HIGHWAYS AND ENVIRONMENT

To approve planning committee meeting minutes from 1/4/25 – these were sent on 3/4/25

See Appendix C for list of planning applications received since 1/4/25 Committee meeting to be considered and agree responses at full council meeting

To note if any update from LGW DCO and if any action is required

To receive updates and agree if any action required for: -

- Development at Povey Cross – Appeal hearing 18/3/25

Pavements - ATD requested this agenda item – there has been previous discussions but nothing final agreed

Neighbourhood Plan – LS to provide update and gain agreement on next steps and costs

Action by Council

- To approve minutes of planning committee 1/4/25 sent to you 4/4/25
- To review further applications received since 1/4/25 and agree response
- To note if any output from LGW or Minister on LGW DCO expansion and agree if any further action required
- To review update on appeal for Development at Povey Cross
- To receive latest update with Neighbourhood Plan and gain agreement for next steps and any costs

(7) SERVICES AND AMENITIES

A. To approve and sign the minutes of the meeting held on 3/4/25. Minutes sent 8/4/25.

B. To note further updates since committee and agree if any action required

C. Recreation Ground

- A new contractor, NJL, has been secured for grounds maintenance
- Barrier between drive and field to replace red barrier – obtaining costs for presenting at further meeting
- Rates for pitch hire – to confirm when TS/ Clerk meeting with clubs to discuss
- Ensuring compliance with Charity Commission – we need to set up a working party for this. I know Council said for Trevor to be the representative, but it needs work to understand our role as trustees etc and legal responsibility. I can help with this but should be more than one councillor

D. Millennium Field

- Limes and Hornbeams have been planted 3/4/25. TS is exploring costs to obtain more
- To note appointment Stripe Consulting as our planning agent to assist with the application.

E. Glebe Field

- We are requesting a meeting with Cluttons to discuss options for any future lease
- We need to have discussion with farmer - what is the latest?

Action by Council

- To review updates and agree costs and clear actions with timescales and appointed Councillor to take work forward.

(8) STAFFING AND VACANCY UPDATE

Staffing minutes sent to you on 4/4/25

HR policies have been reviewed by staffing committee. These were sent to you on 02/04/25. See Appendix B for full list – these will be covered under agenda item 13.

Councillors to note that the job is being advertised at 30 hours – this is on the assumption that councillor committees are reduced- See agenda item 11.

We have one enquiry since new advert launched.

Action by Council

- To approve and sign the minutes of the meeting held on 1/4/2025
- To note and approve recruitment of new Clerk/ RFO is for 30 hours
- To note HR policies are reviewed and ready for adoption - see agenda item 13
- To receive update on recruitment process

(9) COMMUNITY UPDATES

Council will be holding two community events

- Tree (whip) planting for a hedge on Saturday 19 April – meeting at 10am Charlwood Pavillion.
- VE Day – Friday 9 May – 7pm Charlwood pavilion

CM has prepared risk assessment for tree event.

Councillors need to agree approach for holding the VE Day event, who will be involved, what to do and what budget. CM can prepare a risk assessment for the event based on detail provided

Action by Council

- Who will be the lead Councillor on the tree planting event day?
- Which councillors can attend tree planting?
- Who will purchase/ tea/ coffee/ milk, sugar and sweetener?
- What games will there be for the children to win Easter prizes?
- Who will serve refreshments at tree event?
- What games are there for the children to win prizes?
- Who will lead on planning VE Day event?
- Which councillors can attend VE Day?

(10) FINANCE MATTERS

See appendix A below for financial information

- To approve and sign the minutes of the meeting held on 7/4/2025 – Mins sent 8/4/25
- To review and agree the Statements of Income and Expenditure and Lists of cheques /DD/BACS for March 2025
- To note financial policies are reviewed and ready for adoption – agenda item 13
- To approve the CIL reports for 31/3/25
- We need a lockable cupboard to store confidential files for the parish council. The room has been looked at and could accommodate a two drawer cabinet. LB has sourced one from Argos for £85.
- To consider grant request from St Nicholas church for £1000 contribution towards wall repairs – email was sent separately. This is a new request after the request for £10k was rejected in Autumn 2024

- G. Some Councillors consider the hire cost for Hookwood Memorial is high when the Tesco community hall is available for free, Councillors to discuss which is the preferred location and most beneficial to residents for meetings in July and October

Action by Council

- Approve payments made and to be made for March and April 2025
- To note bank balances and reserves and approve
- To receive update on banking signatories and opening of Unity Bank
- Council to approve costs of £85 for lockable cabinet for Archive room
- To consider grant request from St Nicholas re wall repair – request for £1000
- To consider costs for meetings at Hookwood for July and October

(11) COMMITTEE WORKING

At the staffing committee, CM advised that CPC has a lot of committees. Each committee takes a lot of preparation as they need to follow full Standing Orders and have agendas and papers issued 3 clear days before the meeting and need production of full minutes. This takes a lot of Clerk time

Actions from the committees were then being brought to full meeting and re-discussed and agreed. This questions what is the purpose of the committee? It is recommended that Councillors, assigned to committees, still meet but for the Planning and Finance committees they become working parties. The Working Party can still discuss all that they can within a committee structure. They are open to the public but as they are a working party there is no need for the formal agenda and minutes do not need to be produced.

Any decisions and outcomes from these meetings can go to full council as agenda items.

The staffing committee and Services and Amenities committees will remain.

The Council will approve a Scheme of Delegation – see Agenda item 13. This was sent to you on 3/4/25. This enables the Proper Officer/ RFO to conduct business throughout the month without having to go back to full council for decisions. This is all worked within the agreement of financial limits, etc as set in the Standing Orders and Financial Regulations. It also gives the control to enable urgent matters to be processed in the time between meetings.

Action by Council

- Council to agree to have a working party for Planning and Finance.
- Council to approve the Scheme of Delegation

(12) LOCAL GOVERNMENT REORGANISATION DEVOLUTION

LS/LB and CM attended the SALC briefing on 3/4/25 which provided the latest update on the reorganisation. I sent the email on 4/4/25 for anyone to watch the briefing or review the slides.

There are still a lot of unknowns at this stage and we do not know how Surrey is going to be split. Final recommendations to be submitted in May with Government making decision in the Autumn. Surrey County Council and District Borough Councils will then be re-organised to be ready for elections in May 26 with full vesting in May 27.

It should be noted that it is likely that some assets may come to parish councils.

Mulberry is offering bespoke training - £450 for 25 attendees on Zoom or 30 in person. We could amalgamate with other local councils and have joint training.

Action by Council

- Council to consider if they want to be doing anything now in preparation for local government review
- Council to consider and agree whether to have bespoke training on devolution/ local government review

(13) POLICIES

Policies have been reviewed by finance and staffing committee, TS and LS

See appendix B below for full list for approval. They have all been reviewed.
Green is what is to be approved at April council meeting

Action by Council

- To approve all policies highlighted in green on Appendix B

(14) MEETING/ TRAINING REPORTS FROM REPRESENTATIVES

This agenda item is to enable Councillors that make representation on outside organisations to provide updates of any meetings attended. Also to cover any training which is beneficial to report back to full council.

(15) CORRESPONDENCE

To update the Council on key correspondence received in March/ April 2025 and gain agreement on any decision required: -

- 17/03/25 - Invitation to Surrey Climate Commission Webinar 26th March 6:30-7:30pm
- 17/03/25 - News Release - Dorking Halls Announces Exciting Plans for 2025
- 18/03/25 - RHS March community gardening update
- 19/03/25 - Press Release - MVDC's Position on Local Government Reorganisation
- 19/03/25 - Statement from Councillor Stephen Cooksey, Leader of MVDC
- 20/03/25 - Let Us Know How Your Town or Parish Council Will Support the GB Spring Clean
- 20/03/25 - News Release - New Leatherhead Housing Development Unveiled
- 20/03/25 - Request from Kent Surrey and Sussex Air Ambulance for a donation £400 or whatever we can afford
- 24/03/25 - Gatwick 2025 Main Runway Closures
- 24/03/25 - Countryside matter
- 26/03/25 - SALC - Save the Date – Surrey ALC AGM & Conference 2025
- 27/03/25 - TRO- Rectory Lane (D323) Charlwood closure
- 28/03/25 - Mulberry LAS Training Update - April 2025
- 30/03/25 - Update from the Leader of Mole Valley District Council on the Local Government Reorganisation
- 31/3/25 - Request from resident for traffic calming scheme like Brockham
- 01/04/25 - Mulberry Spring newsletter
- 03/04/25 - SALC update to standing orders
- Various - GATCOM bulletin
- Various - In The Know Police bulletins
- Various - MVDC updates

Action by Council

- Council to discuss whether to make donation to Kent Surrey and Sussex Air Ambulance
- Council to agree if any action is required from other correspondence received

(16) CLERK REPORT

See Appendix D for update on previous actions from March 25 meeting

Annual Parish Assembly

Woodland Trust, Cllr Clack and GACC are confirmed speakers
Woodland Trust do not charge but welcome a donation

The Council to agree the format for the evening and what is to be on the agenda and discuss set up, approach and refreshments

Action by Council

- To confirm set up for Annual Parish Assembly
- To confirm order and timing of guest speakers
- To discuss and confirm whether to make a donation to Woodland Trust for guest speaker
- To confirm what should be on the agenda
- To confirm if serving refreshments – if yes, what

PART B – Confidential

Councillors agreed at S&A Meeting to tidy up the Millenium Field. The confidential paper was sent on 3 April 2025. There will be two further confidential papers sent for repair to the tarmac which has dipped by the basketball hoop and for the bollards along the track to the pavilion.

APPENDIX A – MARCH 2025 FINANCE – AGENDA ITEM 10
APRIL 2025 COUNCIL MEETING
ADDITIONS TO AGENDA

BANK BALANCES AT 31 MARCH 2025

Barclays Community Account	£5,271.75	
Barclays Legacy Account (Archive Room)	£4,812.49	(Interest Dec-Mar £17.02)
Barclays Charlwood Account	£69,290.08	(Interest Dec-Mar £306.31)
Nationwide Business Savings Account	£80,161.93	
Lloyds Treasurers Account	£73,911.86	
	£233,448.11	

INCOMINGS MARCH (Lloyds a/c)

03-Mar-25	Charlwood Friends		Pavilion Hire	35.00
03-Mar-25	Ifield CC		Pavilion Hire	133.33
04-Mar-25	Elysium Healthcare		Pavilion Hire	1,010.00
04-Mar-25	Jarren Lee Cragg D		Pavilion Hire	80.00
05-Mar-25	Todd KL		Pavilion Hire	17.00
07-Mar-25	Elysium Healthcare		Pavilion Hire	910.00
12-Mar-25	Charlwood Friends		Pavilion Hire	35.00
31-Mar-25	Charlwood Friends		Pavilion Hire	35.00
11-Mar-25	Jarren Cragg Dever		Refund	[50.00]
18-Mar-25	Lloyds Bank		Service Charge	[4.25]

DIRECT DEBITS TO BE PAID IN APRIL

03-Apr-25	Mole Valley DC	Business rates	DD	0	0	83.00
12-Apr-25	Keyholding Co Ltd	Alarm call March, Subs May	DD	69.56	13.91	83.47
17-Apr-25	SES Business Water	Account 5414233	DD	0	0	39.83
23-Apr-25	Ecotricity Ltd	100063963 Electricity	DD	197.45	9.87	207.32
23-Apr-25	Ecotricity Ltd	100066969 Gas	DD	157.07	7.85	164.92
						578.54

APRIL PAYMENTS TO BE APPROVED AT MEETING

14-Apr-25	Prime Cleaning	Pavilion Cleaning March	EP	0	0	240.00
14-Apr-25	Paynes	Gas safety certificate & service x 4	EP	740.00	148.00	888.00
14-Apr-25	Viking Office Supplies	Paper, toner cartridges (LS/LB)	EP	172.71	34.55	207.26
14-Apr-25	Lisa Scott	Leaving gifts, water, coffee, tea	EP	0	0	78.46
14-Apr-25	Lesley Bignell	Mileage, keyboard, mouse	EP	0	0	60.29
14-Apr-25	Helen Hill	April Salary	EP	0	0	578.50
14-Apr-25	Claire Minter	April Salary & overtime	EP	0	0	2,829.50
14-Apr-25	Lesley Bignell	April Salary & overtime	EP	0	0	1,866.73
14-Apr-25	HMRC	Tax & NI Contributions	EP	0	0	2,488.05
14-Apr-25	Ann Billinghamurst	March Quarter salary	EP	0	0	195.20
						9,431.99

APPENDIX B – POLICIES – AGENDA ITEM 13

Policies to be approved

	Policy		Comments
1	Standing Orders	April 25	SALC- April 25 edition
2	Financial Regulations	April 25	SALC – Mar 25 edition
	HR		
1	Annual Leave policy	April 25	NALC
2	Bullying and Harassment Policy	April 25	SALC
3	Compassionate leave policy	April 25	NALC
4	Disciplinary Policy	April 25	NALC
5	Emergency/ Dependants Leave	April 25	NALC
6	Employee Conduct Policy	April 25	SALC
7	Grievance Policy	April 25	NALC
8	Home working policy	April 25	NALC
9	Laptop Policy	April 25	S&SPC
10	Lone Working Policy	April 25	NALC
11	Pay Policy	April 25	SALC
12	Performance Management Scheme	April 25	SALC
13	Recruitment Policy	April 25	SALC
14	Sickness and Absence policy	April 25	NALC
15	Staff Expenses Policy	April 25	SALC
16	Training and Development Policy	April 25	NALC
	Finance Policies		
1	Expenses Policy	April 25	NALC
2	Financial Risk Assessment	April 25	SALC
3	Grant Awarding Policy	April 25	
4	Investment Policy	April 25	SALC
5	Reserves Policy	April 25	SLCC
		April 25	
	GDPR Policies		
5	Document Retention & Disposal Policy	April 25	SALC/ SLCC - GDPR
6	FOI Model Publication Scheme	April 25	SALC
10	Privacy Notice – resident	April 25	NALC - GDPR
	Council Policies		
1	Biodiversity Policy	April 25	S&SPC
2	CCTV Policy	April 25	
3	Dispensation Procedure Policy	April 25	SALC
4	Scheme of Delegation	April 25	
5	Vexatious Policy	Nov 24	

Policies still to complete

	HR		
1	Adverse Weather Policy		SALC
2	Carers Policy		NALC
3	Flexible working policy		NALC
4	Maternity leave policy		NALC
5	Paternity leave policy		NALC

	Health and Safety		
1	Charlwood Pavillion Health & Safety		
2	Charlwood Pavillion Risk Assessment		
3	Health and Safety Policy		SALC
	GDPR Policies		
1	Confidential reporting		SALC
2	Consent Form for Data Protection/ GDPR		GDPR
3	Data Protection Breach Reporting		SLCC - GDPR
4	Data Protection Policy		SALC and S&SPC
5	Freedom of Information		SALC
6	Information and Data Protection Policy		SLCC - GDPR
7	Information and technology policy		SALC
8	Privacy Notice – Staff/ Councillors		NALC - GDPR
9	Processing Activity Policy/ Template		SLCC – Standing Orders/ GDPR
11	Removeable Media Policy		SLCC - GDPR
12	Reporting Personal Data Breach Policy		ICO - GDPR
13	Social Media Policy		SLCC - GDPR
14	Subject Access Request (SAR) Policy		ICO - GDPR
15	Subject Access Request (SAR) Form		SLCC- GDPR
16	Transferrable Data Policy		SLCC – GDPR
	Council Policies		
1	Child Protection Policy		SALC
2	Complaints Procedure		SALC
3	Community Awards Policy		SALC
4	Co-option Policy		SALC
5	Correspondence Policy		SLCC
6	Council representation on outside body		SALC
7	Email and Internet Use Policy		SALC
8	Environmental Policy		SALC
9	Equal Opportunities Statement		SALC
10	Equality and Diversity policy		NALC
11	Managing Council as a corporate body		SALC
12	Media and Communications Policy		SALC
13	Member Complaints Code of Conduct		Should be MVDC
14	Member Officer Relations Protocol		SALC
15	Public relations		SLCC
16	Recording of Public Meetings		SALC
17	Risk Management Policy		SALC
18	Statement of Intent to community engagement		SALC
19			
20	Whistle blowing policy	Nov 24	NALC

APPENDIX C – PLANNING APPLICATIONS TO BE CONSIDERED AT 14/4/25 COUNCIL MEETING

Ref	Date	Address	Proposal	Parish Council Decision
MO/2025/0255/PLAH Link	24/03/25	Oak Lodge, Reigate Road, Hookwood, Horley, Surrey, RH6 0HH	Demolition of detached garages and erection of detached double garage. Rebuild of first floor to main house including erection of 3 No. dormer windows to western elevation, erection of single storey rear infill extension, garden steps and retaining wall, changes to fenestration including render and parapet walls.	
MO/2025/0292/PLA Link	24/03/25	Land rear of Long Acre, 42, Reigate Road, Hookwood, Surrey, RH6 0HJ	Extension to existing commercial unit/workshop (Use Class Sui Generis: building of bespoke horse boxes) and creation of staff and HGV parking area on the site (Site partly in Reigate and Banstead)	
MO/2025/0293/LBC Link		43, Tifters, The Street, Charlwood, Horley, Surrey, RH6 0BY	Alterations to a previously approved listed building application, MO/2014/1185/LBC: Bedroom 2: Additional window added to the west elevation, original window on the south elevation to be moved up 650mm, Bedroom 3: Change the doorway into a window. Bedroom 4: Reinstate the original doorway into the east elevation, insert new window and move the approved window across. New kitchen extension: Change a window on the south elevation to bi-folding doors, west elevation window move by 490mm, east elevation add 1 No. window and 2 No. rooflight. Barn doors east elevation: Adjust the high windows by 465mm, Plant store and Utility Roof: to include the addition of a plant store to the north of the existing barn, roof over the utility area.	

APPENDIX D – ACTION LIST FROM MARCH COUNCIL MEETING

Ref	Date	Action	Who	Update	Complete
25/03-005	17/03/25	Clerk to write to MVDC enforcement, cc: MVDC/SCC Cllrs re action on Happy Acres	CM	Awaiting info to send from LS/ CE	
25/03-007	17/03/25	Clerk to submit further planning comments	CM	Submitted	2/4/25
25/03-007	17/03/25	Clerk to write to MVDC, cc MP Chris Coghlan, seeking clarification on enforcement at Glovers Wood.	CM	Awaiting info to send from LS/ CE	
25/03-007	17/03/25	Clerk /RFO to prepare a press release on LGW DCO	CM/ LB	No detail to send at this stage	
25/03-008	17/03/25	TS/ Clerk TS getting a contractor to cost emergency tree work at The Withey	TS/CM	Included in S&A meeting	2/4/25
25/03-008	17/03/25	TS/ Clerk to arrange for hot water system to be installed in Kitchen pavilion if within budget	TS/CM	New proposal for solution – meeting contractors	
25/03-008	17/03/25	TS/ Clerk to arrange for toilet alarm to be repaired	TS/CM		
25/03-008	17/03/25	TS to provide Clerk with estimates for confidential paper to be prepared for Grasscrete work	TS/CM	Awaiting final estimate and clarification on spec	
25/03-008	17/03/25	TS/ Clerk to inform Pitch Power they are authorised to carry out survey at cost of £266 + VAT	TS/CM	Submitted – site visit 27/3. Awaiting report	27/3/25
25/03-008	17/03/25	Clerk to arrange presentations/ information on options for drainage pitch improvement with sand-banding and biochar to enable Councillors to make informed decision	CM	TBD	
25/03-008	17/03/25	TS/ Clerk to prepare confidential paper for options for Grounds Contractor for the Recreation Ground for April council meeting	TS/CM	Included in S&A meeting. Appointed NJL	2/4/25
25/03-008	17/03/25	TS/ Clerk to arrange for Contractor to carry out essential works in March/ April, within budget to grounds and hedging of Recreation Ground	TS/CM	Grass cutting was scheduled	2/4/25

25/03-008	17/03/25	TS/ Clerk to review Pavillion and pitch hire rates and make proposals for 2025/26 season	TS/CM	Paper prepared and reviewed at S&A. Further discussions required with clubs	
25/03-00	17/03/25	TS/ Clerk to ascertain charity trust requirements for Charlwood Pavillion and make recommendations to council	TS/CM	Need a working party – Agenda item	Closed
25/03-008	17/03/25	Clerk to write to JBMT regarding lease renewal for Millenium Field	CM	Requested infor –	
25/03-008	17/03/25	Clerk to engage with Cluttons solicitors, Diocese representative, regarding lease renewal and options for the Glebe	CM	Reviewed at S&A, requested a meeting with Cluttons	Closed
25/03-008	17/03/25	Clerk to engage with tenant farmer for the Glebe to ascertain his requirements for the future	CM	Linked to above	
25/03-010	17/03/25	RFO to prepare accounts and all paperwork for Internal Audit and financial year end including AGAR	LB	Ongoing	
25/03-010	17/03/25	RFO/CE to ensure bank mandates updated to have 4 Councillor signatures and RFO access to bank accounts	LB/CE	Mandates requested to be printed for signing	
25/03-010	17/03/25	RFO/CE to open new bank account with Unity Trust and transfer funds accordingly	LB/CE	May not use due to £6/ mth charge	
25/03-010	17/03/25	RFO to make available funds of £250 for Charlwood and £250 for Hookwood for Parish in Bloom	LB	Ongoing	Ongoing
25/03-011	17/03/25	RFO to review historic costs for provision of Charlwood Parish in Bloom and confirm funding provision which can be utilized in Hookwood	LB	Info confirmed in emails	4/4/25
25/03-011	17/03/25	Clerk/ RFO to prepare article for Parish Pump on analogue devices in houses like fixed lines and people with Economy 7 on two meters	CM/LB	LB written and sent to PP	4/4/25
25/03-011	17/03/25	Clerk/ TS to explore options for email access and MS365 package for Councillors and provision of new laptop for deputy Clerk	TS/CM	TBD	
25/03-011	17/03/25	Clerk to inform MVDC re confirmation of Councillor representation for PC on Standards committee	CM	Confirmed	20/3/25
25/03-011	17/03/25	Clerk to advise resident who requested allotments of Council situation	CM	Confirmed	20/3/25
25/03-011	17/03/25	Clerk/TS to contact Black Horse pub to understand use of land for potential allotments	TS/CM		
25/03-011	17/03/25	Clerk to inform Cllr Van den Bogerd, of Council decision on meeting dates	CM	Confirmed	20/3/25
25/03-011	17/03/25	Clerk to look to set electronic invites on outlook to HC and MVDC Cllrs	CM	Confirmed	20/3/25
25/03-012	17/03/25	Clerk to arrange meeting with Council - review projects and agree how taking forward with ownership	CM	TBD	
25/03-012	17/03/25	Clerk to invite Woodland Trust, Cllr H Clack and GACC to Annual Parish Assembly on 22 May	CM	Confirmed	20/3/25
25/03-C1	17/03/25	Clerk to email Stripe confirming acceptance of tender for assistance with planning application for the Millenium Field car park	CM	Confirmed 21/3/25	21/3/25
25/03-C1	17/03/25	Clerk to advise other Contractors of Council decision on tender process for planning application	CM	Confirmed	21/3/25
25/03-C2	17/03/25	Clerk to progress recommendations in paper	CM	Actions progressed	21/3/25
25/03-C2	17/03/25	Clerk to prepare a CCTV policy for the pavilion	CM	Sent to LS/TS 1/4 for review	
25/03-C2	17/03/25	Clerk to obtain estimate for building a new website	CM	TBD	
25/03-C2	17/03/25	Clerk to arrange to set up gov.uk emails for councillors, confirm costings, set up and training	CM	TBD	
25/03-C2	17/03/25	Clerk to review and update and create new policies	CM	Started – 50% complete	Ongoing
25/03-C2	17/03/25	Clerk to obtain estimates for playground inspections to align with annual checks by MVDC	CM	TBD	
25/03-C2	17/03/25	Clerk/TS to obtain three contractor estimates for tree survey for Charlwood and Hookwood and present at future council meeting	TS/CM	TBD	
25/03-C2	17/03/25	Clerk to provide information on charitable trusts and TS/SB to consider if training required	CM	Need working party – see above	Closed