

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 Full Council Meeting held on 17th June 2019 at 8pm

Venue	Charlwood Sports & Community Centre (S&CC)
Attending	Penny Shoubridge (PS), Carolyn Evans (CE), Nick Hague (NH), Walter Hill (WH), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS).
Clerk	Trevor Haylett
Also Attending	Jan Gillespie (JG)
Item	
1	Apologies – James O’Neill (JON).
2	Declaration of Interest – None
3	Minutes – Carolyn Evans proposed and Howard Pearson seconded that the Minutes of the Meeting held on 20 th May 2019 be approved. Richard Parker questioned the cost of the tree work at the Millennium Field and asked whether more than one quote had been sought. He said £5,500 for that work was excessive compared to quotes for tree work that he had had done. Penny Shoubridge referred to the Annual Parish Meeting on 22 nd May and said it was disappointing that more residents had not attended. Ways to encourage more attendees needed to be examined – possibly by sending out posters.
4	Public Questions – Jan Gillespie brought up the subject of the new wooden fence installed at the western side of the Recreation Ground and wondered whether the Historic and Environmental Officer at Mole Valley District Council had been consulted. She said it “stuck out like a sore thumb” and had set a precedent; she didn’t think it suitable in a conservation area. PS replied that there had been complaints from the owner of King’s Whim that children were getting into his garden because the original fence was broken. The hedging was overgrown and it would not have been viable to have re-instated the hedging. She said the fence would “weather down” in time. JG was invited to stay on for the remainder of the meeting and make further comments in item 19.
5	To appoint a Traffic Calming Sub-Committee – PS said former chairman Martin Needham had expressed an interest in being co-opted. PS said three Councillors should be appointed in addition to the Clerk: the Councillors appointed were PS, Lisa Scott and Trevor Stacey.
6	To appoint a representative on the Archive Room Group – PS said it was sensible to have a Parish Councillor appointed to the Archive Room Group and it was also suggested that a Hookwood resident be appointed. PS said she hoped Rosemary Parker would be happy to be co-opted and RP felt she would.
7	Report of the Planning and Highways Committee 7.1 Planning Comments to w/ending 7 th June 2019 – Nick Hague said that he had added

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<p>Action</p>	<p>a codicil to the planning comments made following the Planning Committee meeting on 11th June. It referred to the 64 The Street application and said that regardless of whether the application succeeded or not, the shipping containers stored there should be removed. The Clerk said he would add that to the objection.</p> <p>PS said she also wanted to add some comments to that application – namely that the Parish Council’s original objection to an earlier planning application on the site should be included as well. It should also be mentioned that there was no benefit to the community because the applicant had applied for CIL exemption.</p> <p>In relation to the Coal Yard application PS said it was important to include the need for noise mitigation. However that wouldn’t cover garden areas and children would be subjected to health risks because of the aircraft noise. Also the need for affordable housing had been highlighted before but this proposal didn’t address that issue: three bedroom houses were planned. It also needed stating that the applicant had failed to engage with the PC, neighbours and the Historic and Environmental Officer.</p> <p>In relation to the St Michaels application and the condition that it should not be used for Airbnb and the like, RP wondered whether that was enforceable. It was agreed that if permission was granted it should be said that it should not be used for commercial gain.</p> <p>7.2 Highway Matters – A resident had been written to about the state of his hedge after complaints that mothers with pushchairs were forced to step into the road because the pavement wasn’t accessible. NH said all residents should be encouraged to remember that it’s their duty to cut their hedges. LS said she was concerned about birds nesting but agreed that ensuring that the full width of pavements were available to pedestrians was the priority.</p> <p>7.2.1 Traffic Calming – A deadline had been set of 30th June for the return of the traffic calming responses; that would give a chance for everything to be collated before the July meeting. More responses had been obtained at the Village Fete and more were likely to come in.</p> <p>NH said that the yellow lines that had been installed on the corner of Perrylands and The Street were working very well and residents were pleased. He said Surrey County Council should be informed that the same were needed down Chalmers Close and Ifield Road. CE added that it should be extended to Rectory Lane as well.</p> <p>7.3 Glovers Wood Bridleway – Councillors were reminded that Mrs Penny Tyson-Davies had addressed the May meeting with a request that the PC pays for a barrier to be installed at the entrance to Glovers Wood off Charlwood Lane to prevent 4x4 vehicles and the like from accessing the bridleway and causing damage. NH said the PC did not have the authority to act; it was down to SCC to intervene if there had been any infringement. CE, who also used the bridleway for horse riding, said that it was overgrown but there was no recent evidence of fly-tipping.</p>
<p>Action</p>	<p>The Clerk would write to PT-D and inform her that the PC could not act in the matter; it was for SCC to get involved.</p> <p>7.4 Mole Valley Local Plan Consultation – Future Mole Valley. This was in abeyance at the moment while the Liberal Democrats, the new ruling party at Mole Valley, decided how to take it</p>

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	<p>forward.</p> <p>7.5 Listed Buildings & Buildings of Community Interest – NH said that the Clerk had forwarded him the relevant forms to be filled in. NH had spoken to one or two of the relevant homeowners but they had shown little interest in the idea.</p>
8	<p>Report Of The Services and Amenities Committee</p> <p>HP said that the Committee had met on 11th June and he totalled 38 ‘actions’ that remained outstanding; he had produced a spreadsheet, prioritising the tasks into Low-Medium-High. Among the ‘High’ items, the priority was to put in place the Legionnaires Assessment and to get the Intruder Alarm operational. TS had looked at the question of security for external storage and had recommended that a timer switch be installed for the roller shutters. PS said there was no legal reason why a Councillor’s company could not be used for the work and she asked the Clerk to write to TS’s firm, Regency Security, and ask him to quote for the work.</p> <p>8.1 Withey - HP said that James O’Neill had supplied a long list of work that needed carrying out at the Withey of which the Storm Drain was uppermost. Officials from Gatwick had recently visited and inspected the Storm Drain – it had been decided to see if they were going to progress any action before the PC took it up with Thames Water. It was suggested that it could be the responsibility of JBTMT who owned the Withey field and RP said he would try and check the deeds.</p> <p>HP said efforts were going to be made to engage with a handyman in Hookwood who could tackle some of these jobs because Carl Manning’s list of tasks awaited</p> <p>was getting quite lengthy. HP would also arrange for an electrician to carry out some jobs needed such as additional power points in the Archive Room. In addition the Clerk would write to Riverside about a number of problems including the water heater - which had never worked - and the fountain which was leaking. The spreadsheet would be circulated to all Councillors.</p> <p>8.2 Millennium Field – the tasks that needed doing had been noted.</p> <p>8.3 Play Areas – the tasks that needed doing had been noted.</p> <p>8.4 Recreation Ground – the School Sports Day would take place on Friday 5th July with a reserve day of 19th July in case of rain.</p> <p>Walter Hill recorded his interest in the new Recreation Ground fence which had been installed to protect his neighbour’s garden. He said he was in an uncomfortable position because he had not received any positive comments and some people assumed it was his fence and had asked if he had paid for it. He said he had been hoping that something more ‘green’ could have been put there. NH said he was sympathetic to that view and wondered whether shrubs could be planted to ‘hide’ the fence.</p> <p>It was agreed the matter would be discussed at the next S&A Committee meeting when various options would be examined.</p> <p>PS explained that a manhole cover had been damaged the previous day and the area had been fenced off. A replacement was being sought. It was the second time in recent weeks that a cover had been damaged and HP said it possibly required a risk assessment on all of them. It was suggested that the requirement to drive on the left-hand side of the path, furthest away from the pitch, could be inserted in the terms and conditions for hirers.</p> <p>8.5 Footpath/town path maintenance – plans were in hand to deal with these areas.</p>
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	<p>8.6 Sports & Community Centre – the pressing jobs had been covered earlier.</p> <p>8.7 Car Parks – Rectory Spinney and Millennium Field. An Arborial report was needed for the Rectory Spinney.</p> <p>8.8 Junior Sports</p> <p>8.8.1 Dorking Wanderers U-14s – Officials had visited the Village Fete and had talked to the Chairman, Clerk and Bookings Clerk and seemed happy with the arrangements for hiring the pitch on Saturday mornings. The Clerk said he was concerned that they were placing a large emphasis on car parking and he felt – particularly in view of the damaged manhole cover – that this was potentially a difficult area.</p> <p>8.9 Other Items – None.</p>																																											
9	<p>Finances -</p> <p>The Clerk explained that he, Peter Barclay (PB), the former Clerk, and Martin Needham, the former chairman, had met with the Internal Auditor to finalise the Accounts for the 2018/19 financial year. As a result the Annual Governance and Accountancy Return (AGAR) was ready to be submitted to the External Auditor and he sought approval for the following documents.</p> <p>Action 9.1 Approve Section 1 of the 2018/19 AGAR - Annual Governance Statement. Section 1 was approved and signed by the Chairman and Clerk.</p> <p>Action 9.2 Approve Section 2 of the 2018/19 AGAR - Accounting Statements. Section 2 was approved and signed by the Chairman and Clerk.</p> <p>Action 9.3 Approve Draft Accounts – the Draft Accounts had been drawn up by PB and circulated. The Draft Accounts were approved.</p> <p>Action 9.4 Approve Internal Auditor’s Report – following the Audit, the Internal Auditor had produced a report which had been circulated. The Internal Auditor’s Report was approved.</p> <p>9.5 Payments Received & Cleared payments</p> <p>Payments Received & Cleared Payments</p> <table> <tr> <td>Barclays Charlwood Account – to 31st May 2019</td> <td>£ 34,005.89</td> </tr> <tr> <td>Barclays Legacy Account - to 31st May 2019</td> <td>£ 6,001.42*</td> </tr> <tr> <td>Barclays Community Account - to 31st May 2019</td> <td>£ 62,684.15</td> </tr> <tr> <td>Total Bank Assets</td> <td>£ 102,691.46</td> </tr> </table> <p>*For Archive Room **Total Reserves are around £38,000</p> <p>Action PS proposed, and NH seconded, that the following payments be approved and this was agreed.</p> <table> <thead> <tr> <th>Direct Debits</th> <th></th> <th>Ex VAT</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Ecotricity</td> <td>Gas Inv 74571</td> <td>58.32</td> <td>2.92</td> <td>61.24 (*1,772 Credit*)</td> </tr> <tr> <td></td> <td>Electricity Inv 41413</td> <td>67.72</td> <td>3.39</td> <td>71.11</td> </tr> <tr> <td>SES Water</td> <td>Inv No 21</td> <td>17.70</td> <td>0.00</td> <td>17.70 (*1.80 Credit*)</td> </tr> <tr> <td></td> <td>Sub Total</td> <td>143.74</td> <td>6.31</td> <td>150.05</td> </tr> </tbody> </table> <p>Accounts paid in June</p> <table> <tr> <td>Printmates</td> <td>Dog Posters</td> <td>150.00</td> <td>30.00</td> <td>180.00</td> </tr> <tr> <td>Martin Needham</td> <td>‘No Smoking’ Signs, PB gift etc</td> <td>77.74</td> <td>0.00</td> <td>77.74</td> </tr> </table>	Barclays Charlwood Account – to 31 st May 2019	£ 34,005.89	Barclays Legacy Account - to 31 st May 2019	£ 6,001.42*	Barclays Community Account - to 31 st May 2019	£ 62,684.15	Total Bank Assets	£ 102,691.46	Direct Debits		Ex VAT	VAT	TOTAL	Ecotricity	Gas Inv 74571	58.32	2.92	61.24 (*1,772 Credit*)		Electricity Inv 41413	67.72	3.39	71.11	SES Water	Inv No 21	17.70	0.00	17.70 (*1.80 Credit*)		Sub Total	143.74	6.31	150.05	Printmates	Dog Posters	150.00	30.00	180.00	Martin Needham	‘No Smoking’ Signs, PB gift etc	77.74	0.00	77.74
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	HMRC	May payment	183.62	0.00	183.62
		Sub Total	411.36	30.00	441.36
	Salaries		4422.17	0.00	4422.17
	Mark Mulberry	Internal Audit	242.40	48.48	290.88
	Mark Mulberry	VAT work to 31/03/2019	60.00	12.00	72.00
		Sub Total	4724.57	60.48	4784.05
	<p>9.7 Sports & Community Centre Rating Appeal – this will stay on the Agenda.</p> <p>9.8 Future Projects – this will be picked up at the end of the year.</p>				
10	Land at Brickfield Lane – No update				
11	Gatwick Matters - Gatwick had embarked on a project to support the Route 4 airspace redesign and were seeking feedback to help them further develop the shortlist of Design Principles. CE was responding to a questionnaire about it and would submit the response before 28 th June.				
12	Horse Hill Oil Exploration - PS said the original objection had been submitted in February and the intention had been to send additional information the following month. That had not happened. PS thanked LS for producing the recent document but said there was no reference to the sub-committee meeting she had held with MN and PB and suggested it could be included. LS explained that the document amalgamated comments from that committee and the original objections. PS said she had made some amendments and corrections and the report would be sent back to LS for approval before being circulated to members.				
13	Climate Change Policy – This was a subject being considered by local authorities nationwide and PS said the first step was to decide if it was something the PC wanted to adopt in principle. If so a sub-committee would be set up and prepare a document to be put before the full council. LS spoke in favour of the Policy while other Councillors wondered what impact they could realistically make as adopting the Policy came with no powers to impose anything on individuals or organisations. WH pointed to the number of trees which had been removed in recent years and not replaced although PS said planting new lime trees was on the list of possible future projects. A vote was taken among members as to whether the Policy should be adopted in principle and it ended 4-4.				
	Action It was decided to leave the matter on the Agenda until the next meeting by which time more information would be made available to Councillors, including a report from the only Parish Council in the South East which had declared a Climate Change Policy to date.				
14	Reports From Representatives - None				
15	Community Events & Affairs				
	<p>15.1 Annual Parish Meeting - this had been covered earlier.</p> <p>15.2 Village Fete – PS said this had been very successful and she was pleased to announce that the Village Fete committee would donate £3,000 to purchase a piece of outdoor gym equipment for the Recreation Ground. She asked for her thanks to the Village Fete committee to be recorded.</p> <p>15.3 BT Telephone Box (Hookwood) – LS said she wanted to propose that it be offered to</p>				

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<p>Action</p> <p>Action</p>	<p>MVDC in response to the appeal for more car charging points. TS said it should be checked to see if the ampage was sufficient while CE said the bulb should be taken out because the light was permanently on.</p> <p>LS proposed and HP seconded that it be offered to MVDC and this was agreed.</p> <p>The Clerk raised the subject of the defibrillator at Hookwood and explained that MVDC has said that if it could not be sited anywhere that it should be returned to the authority. It was suggested that it could be installed inside the Hookwood Memorial Hall – RP proposed that he look into that with a view to installing it there. It was seconded by HP and approved.</p> <p>15.4 Parish Council Forward Strategy Plan - This would remain on the Agenda.</p> <p>15.5 Newsletter – PS said she would be working on the next newsletter in August; traffic calming and a Gatwick update were items that could be included.</p> <p>15.6 Parishes in Bloom – Judging day was 10th July and CE would accompany PS in showing the judges around.</p>												
<p>16</p>	<p>Procedures and Standing Orders – Nothing to report.</p>												
<p>17</p>	<p>Employment Matters - PS asked the Clerk to investigate setting up his pension. The previous Clerk had information from NEST about it.</p>												
<p>18</p>	<p>Public Comments – there was a question about the Millennium Field car park project and where it would be installed exactly. PS explained that it was in the bottom third of the field, beyond the Queen’s Head. Hard standing tarmac was not being contemplated; it would be ‘green’ parking as on the Recreation Ground.</p> <p>JG returned to the new fence and repeated her earlier comments; specifically what consultation there had been between the PC and the householder and why the Historic Buildings and Environment Officer had not been consulted. PS said her comments were noted and if she had further questions she should put them in writing to the Clerk.</p>												
<p>19</p>	<p>Forthcoming Meetings -</p> <table data-bbox="279 1440 1364 1547"> <tr> <td>9th July</td> <td>Planning & Highways</td> <td>6 Sewill Close</td> <td>7:30pm</td> </tr> <tr> <td>9th July</td> <td>S&A Committee</td> <td>Charlwood S&CC</td> <td>8pm</td> </tr> <tr> <td>15th July</td> <td>Charlwood Parish Council</td> <td>Hookwood Memorial Hall</td> <td>8pm</td> </tr> </table>	9 th July	Planning & Highways	6 Sewill Close	7:30pm	9 th July	S&A Committee	Charlwood S&CC	8pm	15 th July	Charlwood Parish Council	Hookwood Memorial Hall	8pm
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The meeting closed at 21:45pm