

# **CHARLWOOD PARISH COUNCIL**

## **MINUTES of the ANNUAL MEETING of THE COUNCIL**

**MONDAY, 21<sup>st</sup> MAY, 2018**

### **HELD IN THE CHARLWOOD SPORTS & COMMUNITY CENTRE**

#### **1 APOLOGIES**

Mr Walter Hill, Mr James O'Neil

#### **2 ELECTION OF CHAIRMAN OF THE COUNCIL**

Mrs Penny Shoubridge proposed, Mr Howard Pearson seconded, Mr Martin Needham for Chairman and the council present agreed.

#### **3 ELECTION OF VICE CHAIRMAN OF THE COUNCIL**

Mr Martin Needham proposed, Mr Nick Hague seconded, Mrs Penny Shoubridge for Vice-Chairman and the council present agreed.

#### **4 APPOINTMENT OF COMMITTEES, WORKING GROUPS AND COUNCIL REPRESENTATIVES**

Mrs Penny Shoubridge proposed, Mr Martin Needham seconded that the Pavilion Committee be dissolved and a Sports & Community Centre Management Committee be formed consisting of herself, Mr Howard Pearson, Mr Martin Needham and 2 representatives of each group. The Council present agreed.

Mr Martin Needham proposed, MS Carolyn Evans seconded the Committee and Council Representative membership as discussed and shown on the attached list and the council present agreed.

#### **5. DECLARATIONS OF INTEREST**

None.

The Clerk reminded the meeting that the formal Councillors Declarations of Interest should be reviewed individually each year and any amendments notified to the Clark.

#### **6. APPROVAL OF MINUTES OF PREVIOUS MEETINGS HELD ON 16<sup>th</sup> April, 2018**

Mr Martin Needham proposed, Mr Nick Hague seconded, that the Minutes of the meeting held on 16<sup>th</sup> April be approved. The Council present agreed and the Chairman signed the Minutes as a true record.

##### **6.1 Chairman's Comments**

Mr Martin Needham had tabled a paper with suggestions for reviewing the schedule of meetings and their location. The purpose being to establish a more defined pattern of meeting dates between Hookwood and Charlwood. Members discussed the suggestions but suggested their might need to be consideration of a balance to reflect electoral roll numbers in each ward. Further investigation was also needed to establish availability of the large hall at Hookwood.

Mr Martin Needham asked if Tifters' hedge was to be cut as mentioned at the last meeting. The Clerk advised that a request had been made to the contractor but so far no cut had taken place.

Mr Needham further advised that details of the original agreement between the Council and JBTMT could not be located by JBTMT and asked if a copy could be forwarded or new agreement be established.

## **7 PUBLIC QUESTIONS**

None

## **8 REPORT OF THE PLANNING AND HIGHWAYS COMMITTEE**

### **8.1 Planning Comments**

Mr Nick Hague proposed, Ms Lisa Scott seconded , that the Planning comments as shown be submitted and the council present agreed.

### **8.2 Highways Matters**

#### **8.2.1 Traffic Calming**

Mr Martin Needham advised that he had investigated the services provided by the 2020Consultancy who had originally given their presentation at the last Rural Highways Forum. Mr Adam Bunce of 2020Consultancy had indicated approx. costs for a survey and assessment for Charlwood and Hookwood would be in the region of £4500 including data monitoring on specified roads. The Clerk was requested to circulate the 2020Consultancy details to members.

Mr Martin Needham proposed, Mr Nick Hague seconded, that he and Mr Nick Hague lead further consultation with 2020Conultation and the council present agreed.

#### **8.2.1 Public Transport, Footpaths & Cycle Paths Linking Communities**

The Clerk advised that Black Ditch vegetation had been cut and herbicide applied.

### **8.3 Mole Valley Local Plan Consultation – Future Mole Valley**

The Clerk advised that it was expected more information would start to flow by the end of June.

### **8.4 Listed Buildings & Buildings of Community Interest**

Mr Nick Hague suggested that the current list be circulated for discussion at the June meeting.

## **9 REPORT OF THE SERVICES AND AMENITIES COMMITTEE**

Mrs Penny Shoubridge advised that the Services & Amenities had been unable to meet in May however she had issued her report which reflected the general status.

### **9.3 Recreation Ground**

Mrs Penny Shoubridge had opened dialogue with a junior football coach who had indicated interest in establishing junior training at Charlwood and would bring his current team, Ferngate, with him. Whilst details need to be finalised with involvement of the Charlwood Village Football Club and formation of a joint committee the team were keen to commence as soon a possible.

Mrs Penny Shoubridge proposed, Mr Nick Hague seconded, that the new group be authorised to commence training on the Recreation on Thursday 24<sup>th</sup> May pending formal establishment of the appropriate committee and the council present agreed.

## 9.5 Sports & Community Centre.

### Risk Assessment for Legionnaires Disease management

The Clerk reported that following the recommendation from Mr Howard Pearson that we may need to carry out a risk assessment for control of Legionnaire's disease he had contacted various bodies such as Mole Valley Dc, Riverside, checked the HSE website and spoken with Assurity , a risk assessment company recommended by Mr Pearson.

Assurity had advised the Clerk they considered it was unlikely that we would need an assessment and in any event it was likely we were too small a building for them to consider.

The Clerk had sent a query to GWP Architects who were the design authority for the building and awaited a reply.

Mr Howard Pearson considered professionally that the building did require an assessment and he would contact Assurity to obtain a confirmation and a cost estimate.

Mr Nick Hague asked if there was nay development on the funding of the Archive Room. Mr Martin Needham informed the meeting that no news had been received on the funding applications.

### 9.7 Bus Shelter

The Clerk advised that District Councillor Charles Yarwood had elicited a statement from the assets team. In their opinion the shelter was safe. If it was to be taken down a new one would cost in the region of £20,000- which sum was not currently available in their budgets. The Clerk has asked whether if Charlwood Parish Council secure the services of a competent contractor to realign and secure the shelter for a reasonable sum would Mole Valley consider using that contractor. The suggestion is under consideration.

## 10 REPORT OF THE FINANCE COMMITTEE

### REPORT OF THE FINANCE COMMITTEE

#### 10.1 Payments Received & Cleared payments

<b>Barclays Deposit Account 31<sup>st</sup> May 2018</b>	<b>£ 31678.43</b>
<b>Barclays Pavilion Account 31<sup>st</sup> May 2018</b>	<b>£ 2266.06</b>
<b>Barclays Bank Current Account</b>	
<b>Balance at 31<sup>st</sup> May 2018</b>	<b>£ 49248.44</b>
<b>Uncleared items</b>	<b>£ (735.65)</b>
<b>Total Bank Assets</b>	<b>£ 82457.28</b>

## 10.2 Accounts for Payment & Authorised Transfers

The following payments were proposed by Mr Martin Needham, seconded by Mr Nick Hague and agreed in accordance with Appendix A of Standing Orders.

Payee	Purpose	Ex VAT	VAT	Total
Dianne Carpenter	Catering Annual Parish Meeting	165.00	0.00	165.00
Ecotricity	Gas Account Inv 3483515	110.79	5.54	116.33
Ecotricity	Electricity Account Inv 3386438	124.81	6.24	131.05
Mole Valley	Business Rates 2018/9	2544.00	0.00	2544.00
Mulberry & Co	Inv 3832 Internal Audit fees	181.95	36.39	218.34
RB Graphics	Inv4337 Web updating & maintenance	1000.00	200.00	1200.00
Active Maintenance	Inv 909 & Inv 915 Pitch & Rec works	4400.00	880.00	5280.00
BT	Inv Q04142 Broadband & Tel	296.86	59.37	356.23
Penny Shoubridge	Purchase Labels - APM	8.33	1.67	9.99
P Barclay	Refreshments purchased 24 April – APM	78.92	0.00	78.92
P Barclay	Salary Apr 2018	tba	tba	tba
HMRC	PAYE Apr 2018	tba	tba	tba
	<b>Total</b>	<b>8910.66</b>	<b>1189.21</b>	<b>10099.86</b>

## 10.3 Annual Accounts 2017-8

Mr Martin Needham proposed, Mrs Penny Shoubridge seconded that the Annual Accounts presented be accepted and the council present agreed. The annual accounts were then signed by the Chairman

## 10.4 Annual Governance Statement Section 1

### Annual Governance Statement 2017/18

The Clerk read to the meeting the Annual Governance Statement and the meeting agreed the responses.

Mr Martin Needham proposed, Mrs Penny Shoubridge seconded, that the Annual Governance Statement for 2017/8 be approved and the council present agreed.

## 10.5 Annual Return Accounting Statement Section 2

Mr Martin Needham proposed, Mr Nick Hague seconded, that the accounting statements for the year ended 31<sup>st</sup> March 2018 present fairly the financial position of Charlwood Parish

Council as stated in Section 2 Annual Return and thus be approved and the council present agreed.

### **10.6 Future Projects**

Mr Martin Needham reminded the meeting the need to review and prioritise the Future Projects list at the next Finance Meeting.

## **11 LAND AT BRICKFIELD LANE**

The Clerk advised that he had received a response informing us that the Valuation was still overwhelmed with requests but we would be contacted shortly.

## **12 GATWICK MATTERS**

### **Gatcom Report**

Ms Carolyn Evans stated the Gatcom meeting was as per the attached report.

Several members commented on their recent experiences in attending Gatwick Open Day sessions and how useful and informative they had found the sessions.

## **13 HORSE HILL OIL EXPLORATION**

### **Earthquake Evaluation**

Ms Lisa Scott proposed, Mr Nick Hague seconded that the formal request for evaluation of earthquake impact be forwarded to Surrey County Council Planning, Environment Agency, Secretary of State for the Environment, and Sir Paul Beresford MP., and the council present agreed.

## **14 REPORTS FROM REPRESENTATIVES**

Members noted that the Surrey rural economy conference delayed from 2<sup>nd</sup> March was held on 11<sup>th</sup> May.

## **15 COMMUNITY EVENTS & AFFAIRS**

### **15.1 BT Telephone Box – Hookwood**

The Clerk advised that Npower had issued an application for service which would be completed and returned.

Mrs Penny Shoubridge asked if a more distinctive sign in a visible location could be installed for the Charlwood defibrillator.

### **15.2 Parish Council forward Strategy Plan**

See Item 8.3

### **15.3 Gatwick Run and Road closures**

The meeting recorded thanks to Mr Howard Pearson and Ms Lisa Scott for their efforts in co-ordinating the volunteer teams on the day and to all the residents who participated in the water station and support on the Recreation Ground.

Mr Howard Pearson was asked to provide a feedback report.

#### **15.4 Blue Bird House Hookwood Planning & Anti- Social Behaviour**

The Clerk advised that residents are continuing to keep Mole Valley advised of incidents and breaches of planning permissions. Local residents had also commenced a petition for submission to the Mole Valley Local Committee.

#### **15.5 Charlwood Village Fete**

Mrs Penny Shoubridge advised that more volunteers would be welcome but all plans were well established for the day.

### **16 PROCEDURES AND STANDING ORDERS OF THE COUNCIL**

#### **16.1 Child & Vulnerable Adult Protection Policy**

No information

#### **16.2 GDPR – Data Protection**

The Clerk advised this was work in progress however an announcement had been made in the past week stating that Parish Councils did not need to appoint a Data Controller.

### **17 EMPLOYMENT MATTERS**

Mr Martin Needham noted that the Booking Clerk contract needed completion.

### **18 PUBLIC COMMENTS**

None

### **19 DATES OF FORTHCOMING MEETINGS**

**Meeting closed at 2210.**

<b>DATE</b>	<b>PURPOSE</b>	<b>VENUE</b>	<b>TIME</b>
9 <sup>th</sup> June	Charlwood Village Fete	Recreation Ground	Midday onwards
14 <sup>th</sup> June	Planning & Highways	Sewill Close	7:30 pm
13 <sup>th</sup> June	Services & Amenities	Community Centre	8:00 pm
18 <sup>th</sup> June	Charlwood Parish Council	Hookwood Memorial Hall	8:00 pm