

**CHARLWOOD PARISH COUNCIL**  
**MINUTES of THE COUNCIL MEETING**  
**MONDAY, 12<sup>th</sup> January, 2019**  
**CHARLWOOD SPORTS & COMMUNITY CENTRE**

**PRESENT**

Mr Martin Needham (in the chair), Ms Carolyn Evans, Mr Nick Hague, Mr Howard Pearson , Ms Lisa Scott, Mrs Penny Shoubridge.

**1. APOLOGIES**

Mr James O'Neill, Mr Richard Parker ,

**2. DECLARATIONS OF INTEREST**

None

**3. APPROVAL OF MINUTES OF PREVIOUS MEETING HELD ON 19<sup>th</sup> November, 2018**

Mr Martin Needham proposed, Mrs Penny Shoubridge seconded, that the Minutes of the meeting held on 19<sup>th</sup> November be approved. The Council present agreed and the Chairman signed the Minutes as a true record.

**APPROVAL OF MIUNUTES of EXTRAORDINARY MEETING HELD on 5<sup>th</sup> December, 2018**

Mr Martin Needham proposed, Mr Nick Hague seconded, that the Minutes of the meeting held on 5<sup>th</sup> December be approved. The Council present agreed and the Chairman signed the Minutes as a true record.

**3.1 Chairman's Comments**

None

**4 PUBLIC QUESTIONS**

A member of the public asked if there was any further developments with the Traffic Calming project. Mr Needham advised that public consultation dates had been set for 2<sup>nd</sup> & 9<sup>th</sup> March for Charlwood and Hookwood respectively. Mr Needham further advised that prior to those meeting members would short list viable projects for comment with a view these be taken forward to Surrey County Council for action. Mr Nick Hague suggested that a notification of these pending meetings be posted on social media.

A request was made from the floor for Agenda Item 10 to be brought forward in view of the number of people present attending for that item. The Chairman agreed that it could be moved to be part of Item 5.

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

### **5.1 Planning Comments to w/ending 11<sup>th</sup> January, 2019**

Mr Nick Hague proposed, Ms Carolyn Evans/Ms Lisa Scott seconded, that the planning comments as listed for December and January be submitted and the council present agreed.

### **5.2 Highways Matters**

#### **5.2.1 Traffic Calming – Public Meetings**

Comment on the next stage for public meetings had been in 4.0 above.

#### **5.2.2 Proposed Parking restrictions – Charlwood & Hookwood**

The Planning and Highways committee fully support the proposals for Charlwood.

The Planning and Highways committee recommended that for Hookwood the parking restrictions are better left as they are at present. With no cars parked it is felt that traffic speed will increase along this stretch of road.

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

The Clerk advised that the next step will be immediately after elections with the publication of a draft full consultation which will include any larger developments. This would be followed by the preparation of a draft document for submission to the inspectorate for approval or otherwise circa end of summer 2020.

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

Work in progress

#### **10.1 New Application for 4 additional wells**

The Clerk advised the meeting that the application had been posted on Reigate & Banstead DC Planning website just before the Christmas break but had not been formally notified to us until 12<sup>th</sup> January, 2019.

The closing date for responses was 20<sup>th</sup> February. However it was not expected that the application would be heard until mid-summer. Draft responses had been received from Horley TC and Norwood Hill Residents. The Salfords & Sidlow response was expected shortly. Mr Howard Pearson suggested that Charlwood PC should co-ordinate with other parishes. Mr Nick Hague advised he considered the response from Horley TC to be the best proposal so far.

It was noted that the new application indicated there would be horizontal drilling out from the well head thus the area affected was far greater than the original test site.

Mr Martin Needham suggested that a working group prepare over the next 14 days a response including the initial document prepared by Ms Lisa Scott and a review of the other draft responses received. The Planning Committee should then prepare a draft response for consideration at the Charlwood PC February meeting for agreement and submission.

## 6 REPORT OF THE SERVICES AND AMENITIES COMMITTEE

Mrs Penny Shoubridge presented the Services & Amenities report (attached).

Mrs Penny Shoubridge proposed, Mr Nick Hague seconded, the purchase of the Jacobsen TR20 Mower from Ernest Doe as quoted in their letter of 14<sup>th</sup> December for the agreed price of £19,995.00 net of VAT and the council present agreed. The purchase was to be financed from grant funding with a balance of £4497.00 from Council reserves.

Mrs Penny Shoubridge proposed, Mr Howard Pearson seconded, that the council accept the quote of £295.00 ex VAT from Salvum for carrying out the Legionella risk assessment in the Sports & Community Centre. The council present agreed.

Mrs Penny Shoubridge proposed, Mr Nick Hague seconded, that the council proceed with the purchase of Acorn 2 seater sofa unit from Office Reality at £341.69 EXC. VAT and the council present agreed.

## 7 REPORT OF THE FINANCE COMMITTEE

### 7.1 Payments Received & Cleared payments

Barclays Deposit Account 31 <sup>st</sup> December, 2018	£ 31,720.80
Barclays Pavilion Account 31 <sup>st</sup> December, 2018	£ 2,269.10
Barclays Current Account 31 <sup>st</sup> December, 2018	£ 55,556.95
<b>Total Bank Assets</b>	<b>£ 89,546.85</b>

### 7.2 Accounts for Payment & Authorised Transfers

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

Payee	Purpose	Ex VAT	VAT	Total
December Payments				
Microshade	Offsite backup Inv11271	95.40	19.08	114.48
P Barclay	RBL Wreath & Donation	100.00	0.00	100.00
	<b>Sub Total</b>	<b>195.40</b>	<b>19.08</b>	<b>214.48</b>
Direct Debits				
Ecotricity	Electric 21 Oct-20 Dec	137.69	6.89	144.58
	Gas 28 Oct-27 Dec	181.49	9.08	190.57
SES Water		7.62	0.00	7.62
	<b>Sub Total</b>	<b>326.80</b>	<b>15.97</b>	<b>342.77</b>

Salaries & HMRC	Salaries & HMRC	1030.48	0.00	1030.48
BT Business	Inv Q043CK all lines	521.95	96.39	618.34
Expenses	Martin Needham	24.74	0.00	24.74
	Caroline Evans	18.90	0.00	18.90
HCI Data	Inv 11253 Web Hosting	70.00	14.00	84.00
Kings	Inv 15863	40.00	8.00	48.00
Vinyl Graphics	Inv 35987	54.00	10.80	64.80
Lexis Nexis	Inv 10415038 Local Council Admin 11th	136.99	0.00	136.99
Riverside	Inv J385/1 Railings	4860.00	972.00	5832.00
Boardman Gelly	Inv3001 & 3002	2080.00	416.00	2496.00
	<b>Sub Total</b>	<b>8837.06</b>	<b>1517.19</b>	<b>10354.25</b>
	<b>Total</b>	<b>9359.26</b>	<b>1552.24</b>	<b>10911.50</b>

### **7.3 Future Projects – update**

Work in progress

#### **7.4 Bank accounts proposed change of account name.**

Mr Martin Needham proposed, Mrs Penny Shoubridge seconded, that the funds in the Legacy Account be moved into the Charlwood Account (deposit) and the funding for the Archive Room is transferred into the Legacy account. Any spending for the archive room should be then be funded solely from the Legacy account.

#### **7.5 Finance Meeting, Budget & Precept**

Mr Martin Needham presented the Finance Meeting Minutes and outlined the process followed to achieve the budget figures.

##### **7.5.1 Budget**

Mr Martin Needham proposed, Mrs Penny Shoubridge seconded, that the budget as presented for the 2019/20 financial year be accepted and the council present agreed.

##### **7.5.2 Precept**

Mr Martin Needham proposed, Mr Howard Pearson seconded that the Precept for Charlwood Parish Council for the financial year 2019/20 be set at £68,796.00 and the council present agreed.

##### **7.1.1 Quarterly Bank reconciliations retrospectively**

The Clerk presented the Bank reconciliation for the quarter ended 31<sup>st</sup> December, 2018 for inspection and these were duly signed by Mr Howard Pearson.

**8 LAND AT BRICKFIELD LANE**

In the absence of any further response from the Valuation Office Mr Nick Hague suggested the council contact Sir Paul Beresford MP and request his assistance in arranging for the Valuation Office to carry out the land valuation.

**9 GATWICK MATTERS**

**9.1 GAL Draft Master Plan – Charlwood PC response**

Mr Nick Hague proposed, Mrs Penny Shoubridge seconded that the response as attached be submitted and the council present agreed.

**9.2 Aviation Strategy Green Paper**

As the closing date was not until April 2019 it was suggested the council await the issue of guidance from GACC.

Mr Nick Hague reminded the meeting that the Gatwick Surface Strategy Group scheduled for 17<sup>th</sup> January had been cancelled and was to be rescheduled.

**10 HORSE HILL OIL EXPLORATION**

See details in Agenda Item 5.

**11 REPORTS FROM REPRESENTATIVES**

None

**12 COMMUNITY EVENTS & AFFAIRS**

**12.1 BT Telephone Box – Hookwood**

The Clerk advised that there was still no contact with either Crawley BC nor the bus company as to who owned the bus shelter in Povey Cross road. Since the telephone box was not considered suitable for locating a defibrillator contact was needed to establish facilities and permissions to place it at the bus shelter.

**12.2 Parish Council forward Strategy Plan**

Dormant

**12.3 Run Gatwick 2019**

To date no further contact had been received from Run Gatwick although the Clerk had been advised the organisers were keen to replicate last year's facilities.

**12.4 Nominee to JBTMT**

Mr Martin Needham proposed, Mr Nick Hague seconded, that Ms Margaret Hensman be nominated for a further term as a trustee for the John Bristow and Thomas Mason Trust and the council present agreed.

**12.5 Newsletter**

Mrs Penny Shoubridge reported that she had located potential companies to provide print and postal distribution services. She proposed the addition of comment on the Traffic calming project and on elections on the 2<sup>nd</sup> May for Parish Councillors.

Mrs Penny Shoubridge proposed, Mr Nick Hague seconded, that budget approval for expenditure up to £1000.00 be given for the preparation, printing and distribution of the news letter and the council present agreed.

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

#### **13.1 Financial Regulations corrected**

#### **13.2 Standing Orders Review and confirm**

The Clerk confirmed that both the above items had been completed.

### **14 EMPLOYMENT MATTERS**

#### **14.1 Clerk Recruitment**

Advertisements had been placed and it was expected interviews would take place mid-February.

### **15 PUBLIC COMMENTS**

A question was asked as to how matters could be included on the Parish Council Agenda. Mr Martin Needham advised that contact should be made with the Clerk to discuss any proposed item.

A member of the public asked how did the letting income for the Sports & Community Centre balance against costs. Mr Martin Needham replied that since the opening of the Centre ad hoc and social lettings and increased significantly in comparison to the previous building thus contributing to the costs. He stated however that costs were subsidised by the council Precept. He also pointed out that the Council had an obligation to provide Sports & Amenity facilities to the community.

### **16 DATES OF FORTHCOMING MEETINGS**

<b>DATE</b>	<b>PURPOSE</b>	<b>VENUE</b>	<b>TIME</b>
12 <sup>th</sup> February	Planning & Highways	6 Sewill Close	7:30pm
13 <sup>th</sup> February	Services & Amenities	Sports & Community Centre	7:30pm
18 <sup>th</sup> February	Charlwood Parish Council	Charlwood Sports & Community Centre	8:00pm
2 <sup>nd</sup> March	Public Consultation – traffic Calming	Charlwood Parish Hall	1000-1400
9 <sup>th</sup> March	Public Consultation – traffic Calming	Hookwood Community Centre	1000-1400

The meeting closed at 2125