

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

e-mail: clerk@charlwoodparishcouncil.gov.uk

NOTICE OF MEETING OF PARISH COUNCIL

Notice is hereby given that

Councillors are summoned to a Meeting of the Parish Council for the Charlwood Parish to be held on Monday 20th November 2023 at the Hookwood Memorial Hall, Hookwood at 8:00pm.

THE PUBLIC AND PRESS HAVE A RIGHT AND ARE CORDIALLY INVITED TO BE PRESENT AND AN OPPORTUNITY WILL BE GIVEN TO ASK QUESTIONS OR MAKE STATEMENTS

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST** – *All members present are required to declare, at this point in the meeting or as soon as possible thereafter: (i) any Disclosable Pecuniary Interests (DPI) and/or (ii) other interests arising under the Code of Conduct; in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If I doubt, advice should be sought from the Parish Clerk of Monitoring Officer prior to the meeting.*
3. **MINUTES OF PREVIOUS MEETING HELD ON 16th OCTOBER 2023**
 - 3.1 Chairman's Comments
 - 3.2 Minutes of the previous Full Parish Council meeting held on the 16th October 2023 and minutes from the S&A Committee also held on the 16th October 2023 to be agreed and signed as a true record. (LGA 1972 Sch.12 s41).
4. **PUBLIC QUESTIONS**
 - 4.1 Several residents have contacted the Clerk asking to be emailed the meeting agendas and minutes for the full Parish Council meeting. The Parish Council to consider if it wants to offer this service.
 - 4.2 A resident has written to the Clerk twice asking the PC to help with an issue at Hamble House, Russ Hill Rd. During the heavy rain and recent storm, they put sandbags along the front of their house as it was flooding due to overflowing ditches in Glovers Road. This continued after the rain stopped due to run off from sloping land. Whilst positioning sand bags, the resident found that speeding cars forced waves of water up to the front door and over them, (on the edge of 30 mph sign--- mostly ignored). The resident has reported the issue twice to SCC with no response. (Pipe work (done 2023) along Glovers road solved SCC's problems but has pushed them to the residents property.

Copies of non-confidential meeting papers can be obtained by contacting the Parish Clerk via email at clerk@charlwoodparishcouncil.gov.uk and Approved Minutes of previous meetings are available for viewing on the website www.charlwoodparishcouncil.gov.uk or by contacting the Clerk.

5. CRIME

5.1 To discuss actions that can be taken in the wake of the multiple work Van break-ins experienced in the Parish.

6. PLANNING, HIGHWAYS AND ENVIRONMENT

6.1 Report of Planning Committee and recommendations on applications to four weeks ending 27th October 2023.

6.2 Neighbourhood Plan

6.3 Mole Valley Local Plan

6.4 Environmental Matters

6.6 Fly-tipping/Litter

6.7 Air Quality Project

6.8 Historic Water Flow

7. SERVICES AND AMENITIES

7.1 Withey

7.2 Pavilion

7.3 Recreation Ground

7.3.1 Maintenance Contract Quote for Outdoor Gym Equipment

7.4 Millennium Field

7.5 New leases: Millennium Field and The Withey

7.6 Other Items

8. PARISH MATTERS

8.1 Traffic Calming & Car Parks

8.2 Parish Council Communications

8.2.1 ERTA Voluntary Transport – Guildford, Cranleigh, Horsham, Shoreham rail line.

8.3 Community Events and Affairs

8.4 Wickens Orchard

8.5 Russ Hill Hotel

8.6 Parish Hall – refurbishment and drainage of the forecourt of the hall

8.7 Community Resilience & Emergency Plan

9. GATWICK MATTERS

10. REPORT OF THE FINANCE COMMITTEE

10.1 Payments received and cleared payments

10.2 Accounts for payments and authorised transfers

11. REPORTS FROM REPRESENTATIVES

12. PROCEDURES AND STANDING ORDERS OF THE COUNCIL

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12.1 To review and consider meeting dates and times for the S&A Committee.

12.2 To consider if the Clerk should keep a record of Cllr related training undertaken by Cllrs.

13. GOVERNANCE

14. EMPLOYMENT MATTERS

14.1 To approve the SALC/NALC Salary increases for 2023/24 for the Asst. Clerk

14.2 To approve the SALC/NAL Salary increase for 2023/24 for the Clerk

15. PUBLIC COMMENTS

16. DATES OF FORTHCOMING MEETINGS

Planning Committee meeting – 11th December 2023 7:30pm, The Pavilion
Services & Amenities Committee meeting – **TBC**

17. CLOSED DISCUSSION

(Items that Councillors consider should be taken in private)

Janette Coulthard
Clerk to the Council

Janette Coulthard

Issued 15th November 2023

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