

**CHARLWOOD PARISH COUNCIL**  
**MINUTES of THE COUNCIL MEETING**  
**MONDAY, 18<sup>th</sup> JUNE, 2018**  
**IN CHARLWOOD SPORTS & COMMUNITY CENTRE**

**PRESENT**

Mr Martin Needham (in the chair), Ms Carolyn Evans, Mr Nick Hague, Mr Walter Hill, , Mr James O’Neill, Mr Richard Parker , Ms Lisa Scott, Mrs Penny Shoubridge.

**1 APOLOGIES**

Mr Howard Pearson

**2. DECLARATIONS OF INTEREST**

None

**3 APPROVAL OF MINUTES OF PREVIOUS MEETING HELD ON 21<sup>st</sup> May, 2018**

Mr Martin Needham proposed, Mr Nick Hague seconded, that the Minutes of the meeting held on 21<sup>st</sup> May 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**

None

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

**5.1 Planning Comments**

Mr Nick Hague proposed, Ms Carolyn Evans seconded that planning comments as listed be accepted and the council present agreed.

Mr Richard Parker informed the meeting that recent activity behind Kennel Lane and Sideways Lane in Hookwood had been identified as a potential illegal off-airport parking site.

The Clerk confirmed that Mole Valley Planning enforcement were aware of the activity had were prepared to issue appropriate notices if it was used as such.

**5.2 Highways Matters**

**5.2.1 Traffic Calming – update**

Mr Martin Needham stated that members had been circulated with the cost proposals for a Traffic Calming Analysis scheme produced by 2020Consultancy Limited.

Mr Martin Needham proposed, Ms Penny Shoubridge & Mr Richard Parker seconded , that subject to discussion on the final location of the survey points the quotation be accepted and the council present agreed.

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

The Clerk advised that no further information had been received from Mole Valley since March.

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

The Clerk was asked to re-circulate the updated list and the Planning Committee would comment at their next meeting.

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

Mrs Penny Shoubridge reported on the activities of the Services & Amenities Committee and circulated the monthly report (attached to these Minutes).

### **6.1 Withey**

### **6.2 Millennium Field**

### **6.3 Recreation Ground**

### **6.4 Footpath & Town Path Maintenance**

### **6.5 Sports & Community Centre Project**

#### **Proposal for Archive Room Funding for equipment**

The Clerk reported that we still await a formal response from Charlwood Society although had been agreed in principal. Once that had been received the Council could advise JBTMT who would then clarify their decision on our application.

Legionella – the Clerk awaited further information from GWP who were the accredited design authority meanwhile Mr Howard Pearson was pursuing Assurity for quote to carry out a risk assessment if so required.

### **6.6 Car Park & War Memorial**

Church car park – the Clerk advised we awaited drawings to prepare consultation from GWP and detail from Mole Valley as to extent of consultation required.

For the Millennium Field project a formal response was awaited from JBTMT regarding permission to proceed to the next stage.

#### **War memorial.**

Mrs Penny Shoubridge advised that the fete had raised around £4000 to contribute to the refurbishment of the war memorial and its surrounding walls and footpath. She stated there were a number of volunteers ready to become involved in doing the works. The Clerk advised that as there were various owners of each part of war memorial area, care would need to be taken to ensure each was properly notified of intended work and that appropriate insurance was in place.

Mrs Shoubridge proposed a War Memorial sub-committee be established, seconded by Mr Martin Needham and agreed by the council. Mr Howard Pearson and the Clerk were both requested to be members.

## 6.7 Bus Shelter damage

Mole Valley had been asked if they would accept a quote and contract with a local builder capable of doing a repair as suggested by the original builder. The Clerk advised we still awaited their answer.

## 7 REPORT OF THE FINANCE COMMITTEE

### 7.1 Payments Received & Cleared payments

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<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>

### 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.

<b>Payee</b>	<b>Purpose</b>	<b>Ex VAT</b>	<b>VAT</b>	<b>Total</b>
Ecotricity DD	Gas Account Inv 257930	57.92	2.90	60.82
Ecotricity DD	Electricity Account Inv 3539565	74.89	3.74	78.63
Martin Needham	Mileage 9 April Surrey Conference	29.25	0.00	29.25
P Barclay	Purchases May/June	117.59	0.00	117.59
Direct Fabrics	Curtain Tie Back Inv25950	38.33	7.67	47.67
S Renaud	WindowClean Inv 042 19/4 & 30/5	30.00	0.00	30.00
Surrey FA	Pitch Evaluation Inv 0335	100.00	0.00	100.00
SSALC	Councillor Training Inv 12069 22/05	500.00	100.00	600.00
Microshade	Inv 10770 Citirx Hosting	95.40	19.08	114.98
Boardman Gelly	Inv2848 Rope Bridge & Sports Wall repairs	778.75	155.75	934.50
Sell Electrics	Inv 36254 Check Defib wiring Charlwood	420.00	84.00	504.00
Kings	Inv 15424 Withey & Black Ditch	280.00	56.00	336.00
Hookwood MT	Inv5424 Hall hire	45.00	0.00	45.00

All Seasons	Inv 1906 Withey overhangs	450.00	90.00	540.00
M Billinghamurst	Q1 Salary	111.18	0.00	111.18
D Speakman	Q1 Salary	801.83	0.00	801.83
N Speakman	Q1 Salary	676.03	0.00	676.03
S Bowling	Q1 Salary	337.66	0.00	337.66
P Barclay	Salary May 2018	797.65	0.00	797.65
HMRC	PAYE May 2018	625.11	0.00	625.11
	<b>Total</b>	<b>6366.59</b>	<b>519.14</b>	<b>6885.73</b>

### **7.3 Future Projects**

Mr Martin Needham emphasised the need for Future Projects to be clearly defined and presented to the Finance Committee.

### **7.4 Finance Committee Meeting**

A Finance Committee meeting was proposed before the next full council meeting if possible and Mr Martin Needham had circulated possible dates.

### **7.5 Junior Football Debt write off**

Mrs Penny Shoubridge proposed, Mr Martin Needham seconded that the outstanding debt to the council from the Charlwood Junior Football Club (Invoice 085 Value £515:00) be written off as the club no longer existed as a Charlwood based Club and the previous organisers accepted no responsibility. The council present agreed.

The Clerk was requested to notify JBTMT to ensure the club made no further applications for funding assistance as a Charlwood based club.

## **8 LAND AT BRICKFIELD LANE**

The Clerk still awaited a response from the valuation office who had now been written to.

## **9 GATWICK MATTERS**

The Clerk advised that the House of Commons vote on the National Planning Policy Statement recommending Heathrow was expect in the following week.

## **10 HORSE HILL OIL EXPLORATION**

The Clerk advised that there had been no response to any of our correspondence concerning the impact of earthquake activity. A new share issue by the operating company had caused a blip in the company's share values and questions on the validity of the claims made of the original find.

## **11 REPORTS FROM REPRESENTATIVES**

None

## **12 COMMUNITY EVENTS & AFFAIRS**

### **12.1 BT Telephone Box – Hookwood**

The Clerk advised that BT & Npower appear to have finished works but we have not anything in writing.

### **12.2 Parish Council forward Strategy Plan**

The Clerk advised little could be achieved until the Mole Valley Forward Strategy Plan moved forward.

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

The occupants had appealed against a number of the planning enforcement notices all of which had failed. There was no further information on other activities on the site.

### **12.4 Defibrillator**

Mr James O'Neill advised that in discussion with NHS professionals who were acquaintances of his that in their opinion the defibrillators were located in the wrong sites. The Clerk advised that he had cross checked the locations as advised by Mole Valley District Council and the British Red Cross and the current locations complied with their instructions. The meeting suggested that Mr O'Neill ask the NHS members to contact both the British Red Cross and Mole Valley if it was considered there were errors.

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

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

Nil report

### **13.2 Data Protection – Draft Privacy Notice**

Mr Martin Needham proposed, Mrs Penny Shoubridge seconded, that the draft Privacy Notice be accepted as published and the council present agreed.

Mrs Penny Shoubridge asked who controlled the charlwoodparishcouncil.gov.uk email addresses and the Clerk advised that a company called HCI managed them on behalf of the government.

### **13.3 Re-organisation of meeting dates**

Following the discussion at the last meeting on proposed amendments to meeting dates and confirmation of the elector numbers in each ward, Mr Martin Needham proposed, Mrs Penny Shoubridge seconded, that the changes published at the May meeting be Incorporated and the council present agreed. (details attached)

## **14 EMPLOYMENT MATTERS**

### **Approve Purchase Tablets for Booking Clerk & Clerk**

Mr Martin Needham proposed, Mrs Penny Shoubridge seconded, that the council purchase tablets to the value of a maximum of £200.00 each to facilitate the Clerk and the Booking Clerk carrying out their tasks and the council present agreed.

**15 PUBLIC COMMENTS**

None

**16 DATES OF FORTHCOMING MEETINGS**

<b>DATE</b>	<b>PURPOSE</b>	<b>VENUE</b>	<b>TIME</b>
10 <sup>th</sup> July	Planning & Highways	6 Sewill Close	7:30pm
11 <sup>th</sup> July	Services & Amenities	Sports & Community Centre	7:30pm
16 <sup>th</sup> July	Charlwood Parish Council	Sports & Community Centre	8:00pm
21 <sup>st</sup> /22 <sup>nd</sup> July	Charlwood Music Festival	Churchyard	12-1800

The meeting closed at 2115