

CHARLWOOD PARISH COUNCIL
Serving the communities of Charlwood, Hookwood and Norwood Hill
DRAFT MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD IN THE PAVILION, CHARLWOOD ON
MONDAY 15th APRIL 2024 AT 7:30PM

PRESENT

Cllr L Scott – Chair

Councillors: S Bloom, C Evans, W Hill, D McCorquodale, A Rawlinson, T Stacey, A Tyson-Davies.

In attendance: Janette Coulthard (Clerk), H Hill (Assistant Clerk), 5 X Residents

114/24	1. APOLOGIES FOR ABSENCE	
	SCC Cllr Helyn Clack, D Cllr Jo Farrar- Astrop	
115/24	2. DECLARATIONS OF INTEREST	
	None.	
116/24	3. MINUTES	
	<p>3.1 Chairman’s Comments – Cllr Scott advised that there had been a meeting with a prospective Cllr, Sue Crofts, last Friday. She would allow the Sue Crofts to observe the meeting and if she still wanted to be a Cllr after observing proceedings, Cllrs would take a vote at the end of the meeting.</p> <p>3.2 The Chair mentioned that Cllr Stacey had a query on the minutes from the full Parish Council (PC) meeting held of the 18th March and therefore she would not sign them until the Clerk had checked the recording of the meeting. IT WAS AGREED to defer the signing of the minutes until the recording could be checked. The minutes from the S&A Committee meeting held on the 2nd April were approved and signed as a true record of the meeting will be uploaded to the website.</p>	
117/24	4. PUBLIC QUESTIONS	
	<p>4.1 A resident asked about the paling fencing down the inside of the hedging at the Millenium Field. The resident had tried to keep it maintained as it was in a terrible state. Cllr Stacey advised that the whole of the Millenium field was being looked at and that included the paling fence.</p> <p>4.2 A resident asked if there was any update on when the additional dog poo bins were going to be installed at Green Lane. The Clerk advised there was no update and IT WAS AGREED the Clerk would chase installation.</p> <p>4.3 A letter and an email were received from the Charlwood Society regarding the proposed car park. A business owner in the Village had already sent an email regarding the car park. IT WAS AGREED that the car park would be discussed under item 7.1 on the agenda.</p> <p>4.4 A resident had emailed the Clerk regarding the pavement opposite the Parish Hall which was partially covered in dirt and overgrowth and could not be used as it was dangerous. The resident asked if the Parish Council had reported it. Cllr Scott advised that the pavement had not been reported however, the resident could report it themselves. Cllr Tyson- Davies mentioned that she thought the PC agreed to report the pavement in the January full Parish Council meeting. The Clerk advised she would check the minutes. Cllr Scott confirmed that keeping the pavements clear was the responsibility of MVDC although the PC was in the process of obtaining a quote for pavement sweeping. The Clerk advised there was a delay because the contractor needed to know the lengths of the pavements.</p> <p>4.5 A resident emailed the Clerk regarding the new Fish & Chip shop as they were concerned that the signage was not in keeping with the Village and the shop was offering a takeaway service and asked if the PC had commented on the planning application. Cllr Evans confirmed the PC had seen a planning application which had been commented on. However, Cllr Scott said the PC could not report the takeaway service as the shop was not open yet, therefore no planning contraventions had happened yet. Cllr Scott advised that if the signage was not in line with the planning</p>	JC

	<p>permission given then someone would need to report it to MVDC planning enforcement.</p> <p>4.6 A resident emailed with concerns about the PC having a Finance Working Group the resident felt that in a council like Charlwood who has substantive sums of money in its accounts they would expect to see a Finance Committee who would monitor and question all financial management, administration and expenditure; who would then report back to the Full Council. Meetings would be minuted with any decisions recorded. i.e. agreement of precept and budget for forthcoming year. The resident felt that if the PC only have working group, they cannot make any decisions and members other than councillors can be a part of that group which is not good practice. The Clerk advised that although Working Groups could include members of the Public, they did not have to. The Clerk also advised that this was an item on the agenda for discussion. IT WAS AGREED that this would be discussed under the relevant agenda item.</p>	
118/24	5. PLANNING, HIGHWAYS AND ENVIRONMENT	
	<p>5.1 Report of Planning Committee and recommendations on applications to four weeks ending 22nd March – Cllr Scott proposed that the comments submitted by the Planning Committee for applications to the 22nd March as detailed in Appendix B be approved and submitted to MVDC. APPROVED.</p> <p>5.2 Development at land west of Reigate Road (Hookwood) – Cllr Scott advised that all the documents that needed to be submitted were ready for submission on the 16th April.</p> <p>5.3 Neighbourhood Plan – Cllr Scott advised that MVDC had confirmed that the PC could continue with developing the Neighbourhood Plan and did not need to wait for confirmation of the Parish Area, so work would restart on the Neighbourhood Plan.</p> <p>5.4 Mole Valley Local Plan – No further updates and if residents wanted to comment they should put their comments in before the 24th April.</p> <p>5.5 Environmental Matters</p> <p>5.5.1 Cllr Scott advised there were no further updates other than we have had 200% of average rain fall in the last month.</p> <p>5.6 Air Quality project – no update.</p> <p>5.7 Water Flow Project – Project continuing. Cllr Scott advised she had discussed the culverts at the bottom of Norwood Hill Road going up towards Norwood Hill and another at Russ Hill, she had had discussions with someone working with SCC on their current plans. Cllr Scott advised that the person she spoke to confirmed that SCC were aware of the issue of the culvert and repeated flooding along the Horley Road and had confirmed that this one was the responsibility of the householder and landowner. The landowner had advised Cllr Scott they were waiting for the water level to go down to check it. Cllr Scott has offered support in investigating the option of a temporary dam so the culvert can be cleared. The SCC contact also mentioned that there was a possibility that there was a Y shaped culvert under the road and if that was the case it was the responsibility of Surrey Highways.</p> <p>5.8 Fly-tipping/Litter – no update. There was a discussion about Litter Picking. Cllrs thought that one of the local residents was arranging a litter pick and that the PC would happy to work in association with the resident concerned. IT WAS AGREED that the Clerk would contact the resident. Cllr Scott suggested the Clerk find out the judging dates for S&SEiB and a litter pick could be scheduled before the judging took place. IT WAS AGREED that the Clerk would find out and communicate the date to Cllrs.</p>	<p>JC</p> <p>JC</p> <p>JC</p>
119/24	6. SERVICES AND AMENITIES	
	<p>6.1 Withey</p> <p>6.1.1 Cllr Stacey reported that the PC had received a request from Hookwood Memorial Hall to have some trees that were close to the Hall pruned because they had received their annual insurance assessment and it was deemed that the roots would spread as the crown spreads and could damage the Hall in future. Cllr Stacey advised that he felt that Hookwood Memorial Hall should be more accommodating to PC requests regarding the hire of the Hall for PC meetings with a view to having more meetings in Hookwood and that it was a</p>	

<p>two-way thing. IT WAS AGREED that Cllr Stacey would obtain a quote for the tree work. This quote to be separate for other quotes already obtained for tree work at the Withey.</p>	<p>TS</p>
<p>6.1.2 To consider and agree whether to install the cycle racks for Hookwood Memorial Hall, Two trustees had been contacted but there seemed to have been no progress regarding any suggestions for location they may have. Cllr Stacey suggested the PC obtain a copy of the Title Deeds to check the boundaries of the land. IT WAS AGREED that the Clerk would obtain a quote for getting a concrete base put in at the Withey for the cycle racks.</p>	<p>JC</p>
<p>6.1.3 To consider and agree whether to install the key safe at the location permitted and suggested by the Hookwood Memorial Hall Trustees Hookwood IT WAS AGREED that the Clerk would ask Alan Knight to fit the Key Safe. Cllr Bloom asked why the PC needed to have a Key Safe at the Withey. Cllr Stacey explained that it was for ease of access and to avoid having to contact Hookwood Memorial Hall to get a key. Cllr Evans asked why the PC was paying for Cycle Racks for the Hookwood Memorial Hall. Cllr Scott explained that the cycle racks were for the Withey and there was some thought that it might be a way of bridge building. Although the Trustees had advised that they did not feel that they were needed. Cllr Scott reminded Cllr Stacey she had made some suggestions for the location on a map she had emailed to him. It was felt they might be best placed close to the Hall as they had CCTV which might pick up anyone trying to interfere with bicycles.</p>	<p>JC</p>
<p>6.1.4 Moving the Playboards – Cllr Stacey advised he would like to see the Title Deeds before agreeing location so we could be sure they were on PC land. Cllr Scott advised there was some urgency as the boards needed to be moved so the air conditioning engineers could service the air conditioning. IT WAS AGREED that the Clerk would ask Alan Knight for a quote to move the Playboards.</p>	<p>JC</p>
<p>6.2 Pavilion</p>	
<p>6.2.1 Cllr Stacey reported that the boilers at the Pavilion had now been serviced and repaired and the heating should now be working better than it was previously. The Clerk advised the work would improve the speed of the water heating up in the Pavilion Kitchen. The engineers advised an electric pump would need to be fitted. The contractor advised the PC that it would be cheaper to get a domestic boiler engineer to fit it. Cllr Stacey asked if the hot water was an issue. The Asst. Clerk advised that there had only been a few complaints. Cllr Scott asked if the heating system had been flushed as radiators were showing evidence of sludge build up. The Clerk advised that the engineers had not been asked to flush the heating system. IT WAS AGREED that this needed to be done but it was not urgent and could wait until later in the year. The Clerk to arrange.</p>	<p>JC</p>
<p>6.3 Recreation Ground</p>	
<p>Cllr Stacey mentioned that the annual maintenance for the Football Pitch was needed soon. Cllr Scott mentioned the pitch seemed to hold the water in the centre and she was concerned that perhaps when it was created something was not done properly. Cllr Stacey advised that the centre seemed to be a low spot and the maintenance contractor to take a look and raise the level if needed and reseeded.</p>	
<p>Cllr Stacey reported that there were two lime trees along the edge of the parking area that were in a very poor condition and needed to be removed. Cllr Stacey recommended that these be removed. He had received a quote for £800 and one for £900 to remove the trees. He also mentioned that over the years there had been several lime trees removed and he said we should investigate purchasing some mature lime trees to fill the gap and get a quote. Cllr Scott commented that replacement of lime trees had been positively discussed a number of times in the past but no replacement scheme had yet been put in place. IT WAS AGREED to remove the Lime trees and use the contractor who quoted £800, the Clerk to give the go ahead to the Contractor. IT WAS ALSO</p>	<p>JC</p>
	<p>JC</p>

	<p>AGREED that the Clerk would obtain a quote for some Lime Trees of suitable age, as replacements for those which have been removed over the years.</p> <p>6.4 Millennium Field</p> <p>6.4.1 Cllr Stacey recommended that the S&A Committee take a look at the Millenium Field in more detail as it was in a state with old rubbish piled in one area and Cllrs could look at the hedging and fencing at the same time. Cllr Scott asked if the rubbish could be put in the same skip as the ivy removed from the hedge. Cllrs Stacey and Tyson-Davies advised that they thought there would be too much rubbish and ivy for one skip. IT WAS AGREED that Cllr Stacey would obtain a quote for a skip and a budget of £400 was preapproved.</p> <p>6.5 Millenium Field & Withey new leases:</p> <p>6.5.1 Cllr Stacey advised he had emailed the JBTMT for an update on Sunday but had not received anything.</p> <p>6.6 Glebe Field – no update from the Diocese regarding the lease.</p> <p>6.7 The Hovel</p> <p>6.7.1 Cllr Stacey reported that the condition of the building had worsened. He advised he had contacted MVDC to find out if planning permission was required for the emergency work but was unable to get a clear answer. Cllr Stacey advised that the Heras fencing had been removed and asked if the PC would approve the use of some of the red barriers at the Recreation Ground to close of the entrance to stop the public entering. APPROVED. IT WAS ALSO AGREED that Cllr Stacey would draft an email for the Clerk to send to the Diocese. Cllr Scott asked if all the answers to MVDC’s questions about the application of Asset of Community Value for the Glebe and the Hovel had been answered. The Clerk confirmed they were although some of the information was a little sketchy. Cllr Stacey confirmed that all the available information was provided.</p> <p>6.8 The Cage</p> <p>6.8.1 Cllr Stacey reported that the S&A Committee had been looking at the maintenance work needed to the Cage, the mortar jointing, guttering and the door. Cllr Stacey advised he had obtained a quote for £600 to rake out the mortar jointing and repoint with Lime Mortar. The quote did not include the work required to the door but it did include the guttering work. Cllr Bloom ask if the PC could do some fund raising for the repairs. Cllr Stacey advised that that the PC had more income than expected from the hire of the Pavilion and therefore proposed that the PC give the go ahead with the repairs. The quote for the mortar and lime and guttering was APPROVED. IT WAS AGREED that Cllr Stacey would obtain a separate quote for the work required to the door.</p> <p>6.9 Pavement cleaning</p> <p>6.9.1 The Clerk confirmed she was still waiting for a quote. Cllr Tyson -Davies asked if the PC could put a working group together to clear the pavement on the junction at the Manor House. Cllr Scott suggested perhaps using the contractor who had cleared the path at the Pavilion might be better. IT WAS AGREED that the Cllr Stacey would contact the Contractor for a quote. There was a discussion around various blocked culverts in the area. Cllr Scott mentioned a particular culvert on Stan Hill which was causing more water to run down to Rectory Lane which was causing the problem highlighted by Cllr Tyson-Davies. Cllr Rawlinson mentioned that there was a broken pipe at the location that was scheduled to be fixed on the 19th April and IT WAS AGREED to wait to clean the pavement until after the pipe was fixed.</p> <p>6.10 Asset Register</p> <p>Cllr Stacey reported he had updated the Asset Register as far as he could and emailed it back to the Clerk for the final updates. Cllr Stacey mentioned he did not think the last version was accurate and the Clerk advised she would have to adjust last year’s figure on the AGAR.</p> <p>To consider and agree if the PC wishes to purchase the Title Deeds and Maps for all the land owned or leased by the PC £39.90 for each piece of land – IT WAS AGREED that the Clerk would purchase the Title Deeds.</p>	<p>TS</p> <p>TS/JC</p> <p>TS</p> <p>TS</p> <p>TS</p> <p>JC</p>
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	<p>Cllr Bloom mentioned an email that had been sent to Cllrs by the Clerk regarding the late filings for a PC Charity. The Clerk advised that this was a very important thing to investigate as it would be included for review in the internal and external audits. Cllr Scott mentioned whether investigation was needed into the PCs status as a Trustee of the Parish Hall. IT WAS AGREED that the Clerk would investigate and contact the previous Clerks.</p>	
120/24	<p>7. PARISH MATTERS</p>	
	<p>7.1 Traffic Calming & Car Parks</p> <p>7.1.1. <u>Traffic Calming</u> - Cllr Stacey reported that SCC had responded to his letter and suggested he contacted SC Cllr Clack as all budget for the coming year had been allocated and no money was available. Cllr Stacey had written to SC Cllr Clack but had not received a reply. Cllr Scott asked about a VAS sign for Horley Road, near Farm Field Cottages that she and Cllr Stacey had discussed. Cllr Stacey advised that the sign would be c. £4,500 and that it should go on the agenda for the next meeting so that the PC could vote on whether to go ahead with it. He would also get a quote from a Contractor to provide a quote for installation. IT WAS AGREED to put this on the agenda for the next meeting.</p> <p>7.1.2 <u>Car Park</u> - Cllr Stacey reported that he did not have a personal preference on the siting of the car park but wanted to find a solution that would best serve the community. He briefed the PC on three different siting options for the car park and talked through the pros and cons of each option giving the number of parking spaces each would create and the number of trees that would need to be removed. He felt the PC needed to agree on the solution and get on with it. Cllr Scott asked if Cllr Stacey could provide drawings of each option. Cllr Stacey advised that getting the drawings done was not cheap. He urged the PC to make a decision as the proposal for a car park had been around for at least 10 years. Cllr Scott referred back to the community and the importance of consulting with them. Cllr Tyson-Davies mentioned that consultations had already taken place 18 months again before she became a Cllr. Cllr Scott mentioned there had been changes to the plan since then. A discussion was had regarding the number of car parking spaces. Cllr Bloom suggested getting drawings and costs for each option and having them on display and available for residents to review at the Annual Parish Meeting in May. Further pros and cons of the options were discussed which focused on whether the PC wanted to present an option with only 18 car park spaces. Cllr Tyson-Davies asked if she could have confirmation that this would be the last public consultation. IT WAS AGREED that this was to be the last consultation. IT WAS ALSO AGREED to have the options available for review and comment at the Annual Parish Meeting on the 23rd May. Pending Cllr Crofts suggested a leaflet drop with tick boxes for the options which residents could drop off at the PC post box. Cllr Scott advised that she would include this in the Newsletter but a leaflet drop should be delivered simultaneously. Cllr Tyson-Davies requested that the PC ensure that outlying areas of the parish were included in the leaflet drop as these were the residents most likely to want to use the car park. Cllr Scott requested approval for a budget of £150 to get a black and white leaflet/consultation document printed. APPROVED. A discussion took place about what to do with the Millenium Field after the car park installation in terms of improving it for users.</p> <p>7.2 Parish Council Communications</p> <p>7.2.1 To re-consider the new position for the noticeboard due to vans parking in front of agreed position – Cllr Stacey reported that the original site agreed previously was not suitable as he had seen a van routinely parking in front of the area, which would mean residents would not be able to access the noticeboard. He proposed reverting to the location proposed in front of the very large tree adjacent to the Fish and Chip Shop, facing the lfield Road. IT WAS AGREED to use this location instead. Cllr Stacey also proposed that the PC get a cost for new composite posts, use the existing noticeboard and ask the contractor who does the door for the Cage to renovate the noticeboard. Cllr Rawlinson asked if the noticeboard could be painted in country green colour with lettering picked out</p>	<p>JC</p> <p>LS</p>

	<p>in black to make the board stand out. IT WAS AGREED to ask the contractor who would be chosen to do the work on the cage door and to paint the noticeboard in the colours requested by Cllr Rawlinson. Cllr Scott proposed pre-approving a budget in advance and Cllr Stacey said the work needed to be done soon as the noticeboard posts were rotten, Cllr Stacey suggested a budget of £500. APPROVED.</p> <p>Cllr Stacey referred back to 6.3 and mentioned the lights in the path at the Recreation Ground, he explained why they were not in use which was because they kept failing and root cause could not be found. This had driven the decision to hang the lights in the trees. However, the lights in the trees were not hung high enough to be safe from being pulled down. He stated that he would be getting a quote to reinstate the lights in the trees and that he had checked the health and safety requirements and they would be compliant as long as the cable was earthed at both ends. IT WAS AGREED that the lights needed to be reinstated as soon as possible but the PC must be in possession of part P certificate of other confirmation of compliance prior to being turned on. Cllr Stacey suggested a budget of £500 be approved in advance to avoid delaying the work. APPROVED.</p> <p>7.3 Community Events and Affairs</p> <p>7.3.1 Cllr Scott reiterated that the Annual Parish Meeting was on the 23rd of May. She also mentioned she had heard that there were not enough volunteers to put on the Village Fete this year. A resident indicated they wanted to speak and Cllr Scott suspended standing orders to allow them to speak. The resident advised that the Community Group had organised a Skittles tournament instead. Cllr Stacey asked if that could be integrated with an evening event for music. The resident confirmed that they were intending to have music in the evening. Cllr Stacey directed Cllrs on how to register if they wanted to enter a team in the Skittles competition. The resident advised that there was a charge for each team to enter which was raising money for good causes.</p> <p>Cllr Tyson-Davies advised she was talking to another resident who was very concerned about the Jean Shelley Archive Room. This resident thought that the contents would be gone through and catalogued but nothing seemed to be happening. Cllr Stacey mentioned that the PC had a need for some storage space in the room for PC documents. Cllr McCorquodale mentioned the potential breach of GDPR. Cllr Scott advised that as the room was kept locked with restricted access it was not a major issue while that remained in place. IT WAS AGREED that Cllr Tyson-Davies would take the lead on moving forward with the Archive Room. Cllr Scott asked for a budget of £200 be pre-approved so she could purchase some boxes for the PC documents, currently in the Cage, so they could be moved and stored in the Archive Room. IT WAS AGREED that Cllr Scott would purchase the boxes and a budget of £200 was APPROVED.</p> <p>Cllr Scott reinstated standing orders.</p> <p>7.4 Wickens Orchard</p> <p>7.4.1 Cllr Scott mentioned that Clarion Housing had not scarified the meadow area as promised. Cllr Scott volunteered to contact Clarion Housing to chase this up. Cllr Tyson-Davies mentioned a resident asked when the hedge near his gate would be cut. Cllr Scott advised that the resident needed to contact Clarion Housing as it was their responsibility. Cllr Bloom asked if anything could be done to improve the hedge at the front of Wickens Orchard and could the PC do something similar to what had been done at the recreation ground. Cllr Scott advised that if Cllrs wanted to volunteer it could be done and Clarion Housing would probably be pleased as it would mean they would not have to do it but it would be need to be done in the Autumn. IT WAS AGREED that Cllr Scott would write to Clarion Housing about the scarifying and ask about the hedge work.</p> <p>Cllr Stacey asked if he could refer back to agenda items on the Withey and the Millenium field to discuss tree work. Cllr Scott agreed and mentioned it would be good to have maps. Cllr Stacey advised the quotes for work at the Withey £2,400, £1,800, £1,940. Cllr Stacey recommended the contractor who quoted</p>	<p>JC</p> <p>TS</p> <p>ATD</p> <p>LS</p> <p>LS</p>
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	<p>£1,940 as he felt that they would do the best job and the contractor had done work for the PC previously.</p> <p>For the Millenium Field quotes received were £5318, £5,500, £5780. Cllr Stacey recommended going with the contractor who quoted £5,500 as they had previously done the work for the PC.</p> <p>Cllr Scott advised that the quotes she had seen were not for the same work and she was concerned that some of the contractors had missed trees that others had identified as needing work and the quotes were not like for like therefore the PC were not in a position yet to approve the work. IT WAS AGREED the Clerk or Cllr Stacey would share the map of tree work received previously from a contractor.</p> <p>7.5 Parish Hall – no update.</p> <p>7.6 Community Resilience & Emergency Plan – no update</p> <p>7.7 Kings Portrait – to retrospectively approve the ordering of the free King’s Portrait and agree where it is to be located – Cllr scott mentioned that the Clerk had tried to order the Portrait but it had been ordered by someone else and so the website would not let her order it. IT WAS AGREED that the Clerk would investigate.</p> <p>7.7 Kissing Gates – to agree which type to order – Cllr Scott advised that self-closing gates were £233 vs £510 for Kissing Gates. IT WAS AGREED to purchase 4 x self-closing gates and that the Asst. Clerk would place the order.</p> <p>7.8 S&SEiB – No update</p>	<p>JC/TS</p> <p>JC</p> <p>HH</p>
121/24	8. GATWICK MATTERS	
	<p>Cllr Scott mentioned that there was a deadline today for additional speakers to enter a slot for the open hearings. Cllr Scott confirmed that slots had been registered for the PC to speak at the hearings for Climate Change and Other Environmental Matters.</p> <p>Cllr Tyson-Davies mentioned there were still no signs up about Gatwick. Cllr Stacey confirmed that he had seen two. IT WAS AGREED that Cllr Scott would message GACC to ask what they had in terms of posters.</p>	LS
122/24	9. REPORT OF THE RFO/FINANCE COMMITTEE	
	<p>9.1 To approve 2023/24 End of Year Accounts – The Clerk/RFO had circulated the year end accounts workbook to Cllrs prior to the meeting. She gave an overview of year end finances and the status of the reserves. APPROVED</p> <p>9.2 Accounts 2024/25 YTD – The Clerk had circulated the 2024/25 accounts work book to Cllrs prior to the meeting. She gave an overview of status of the finances for year start and confirmed that the first half of the Precept had been received.</p> <p>9.3 To note payments received and cleared payments March '24. NOTED</p> <p>9.4 To note authorised transfers for April '24. NOTED</p> <p>9.5 To approve Accounts for payments for April '24. APPROVED</p> <p>Cllr Scott note that the balance in the Nationwide account was above the protected threshold of £85,000 and the PC would need to move £3,000 to another account. IT WAS AGREED this would done as soon as possible.</p>	JC
123/24	9 REPORTS FROM REPRESENTATIVES	
	Nothing to report.	
124/24	10 BIODIVERSITY – NEW RESPONSIBILITIES FOR PARISH COUNCILS	
	The hedge planting along The Street has been completed, with 500 whips planted	
125/24	11 PROCEDURES AND STANDING ORDERS OF THE COUNCIL COMMITTEE	
	<p>11.1 To reconsider the PC’s decision to publish draft minutes within 14 days of a meeting – The Clerk advised that due to the workload for the Clerk and continually receiving high priority tasks to handle it was very difficult to meet the 14-day deadline for the first draft of the minutes. IT WAS AGREED that the 14 days would be a target rather than a deadline but the Clerk should use best endeavours to get them done within 14 days.</p> <p>11.2 To reconsider the requirement for the Clerk to conduct weekly Clerk’s Surgeries for residents – Cllr Stacey stated that given the discussion on the Clerk’s hours, he wondered if the Cllrs could do the surgeries. The Clerk confirmed that the Cllrs could conduct the surgeries. IT WAS AGREED that Cllrs would conduct the surgeries going forward and these would be held monthly two weeks after the full PC meeting. Cllrs</p>	

	<p>would do this on a rota basis. It was also suggested that some surgeries be held in Hookwood perhaps in the community room at Tesco in Hookwood.</p> <p>11.3 To consider and agree whether the Finance and Staffing Committees are now working groups rather than committees. – Cllr Scott asked the Clerk to go through the differences between a Committee and a Working Group. The Clerk gave an overview of the differences. Cllr McCorquodale raised a concern about the need for transparency over finances. The Clerk reassured Cllr McCorquodale that transparency would be achieved through the minutes of the full Parish Council meeting where recommendations and decisions would be minuted. This meant that all Cllrs would review and approve the recommendations of the working groups. Cllr Tyson-Davies mentioned that she was not aware of when these meetings were taking place. Cllr Scott advised that this was because there had not been any meetings. IT WAS AGREED that the Finance and Staffing Committees would change to Working Groups going forward. IT WAS ALSO AGREED to have a Finance Working Group quarterly and the Clerk would suggest some dates. To allow with the quarterly review of the accounts. IT WAS ALSO AGREED that the Staffing Working Group would meet as and when needed.</p>	JC
126/24	12 ANNUAL PARISH MEETING	
	<p>Cllr Scott confirmed that the Asst. Clerk had sent out invitations and requests for reports the previous Friday. Cllr Stacey asked about the format and speakers for the meeting. Cllr Scott suggested the format would be the same as last year, she asked if there were any suggestions for speakers and suggested perhaps someone from SCC. IT WAS AGREED to ask S Cllr Helyn Clack to speak and give an update on county related items, to find a representative to speak on water related issues and invite the Police.</p>	JC HH
127/24	13 GOVERNANCE	
	<p>13.1 Review of Risk Register – Cllr Scott had circulated a revised document ahead of the previous meeting. IT WAS AGREED to adopt the revised Risk Register. 1</p> <p>13.2 Review of Asset Register – Cllr Stacey had updated most of the Register but it still needed updating with the items from the Pavilion. The Clerk needed to finalise the document would be ready for approval at the May meeting. advised that an updated version would be available for review at the next meeting.</p> <p>13.3 To consider whether the Parish Council wishes to follow the guidance from NALC to publish the full internal auditor’s report on the website as per guidelines from JPAG 2024 Practitioner’s Guide - IT WAS AGREED to publish the full report in the website.</p>	JC
128/24	14 EMPLOYMENT MATTERS	
	<p>Cllr Scott asked the Clerk for dates for a review meeting with her. IT WAS AGREED the Clerk would provide a date that was earlier rather than later.</p> <p>Cllr Stacey reported that there had been a meeting with the Groundsman and agreed his work schedule. The Groundsman had agreed to provide timesheets. The Clerk to discuss with the Groundsman and obtain timesheets.</p>	JC JC
129/24	15 PUBLIC COMMENTS	
	<p>15.1 A resident asked if the trim trail in the playground in the Millenium Field would go when the car park was built. Cllr Stacey advised it would not be removed. The resident also mentioned a new oak tree and picnic bench. Cllr Stacey advised he would take a look. The resident asked if the PC knew if there were TPOs on the trees in front of the Fish and Chip shop. The PC advised they were not aware and this was something that MVDC could answer. Cllr Scott directed the resident to look at the original planning documents.</p> <p>15.2 A resident mentioned that he did not receive a notification about the planning application for the car park. The resident asked if the new proposals were the same. Cllr Stacey confirmed that the new proposals were not the same. The resident advised he was concerned about their privacy if a new car park was built. The resident was reminded that the proposals would be on display at the Annual Village Meeting. Cllr Scott advised that the PC had noted that there had been a significant number of incidents where notifications for planning application had not been received by neighbours.</p> <p>Cllr Bloom mentioned the issue of the parking at the Bus Stop on Ifield Road making it difficult and dangerous for people to get around. IT WAS AGREED the Clerk would</p>	JC

	<p>report the issue to the relevant authority and request painted lines be applied to mark out the bus stop</p> <p>15.3 A resident asked if thought had been given to crossing points for children to access the playground when the car park was built. Cllr Stacey advised the PC would look at it and make provision. The resident also asked if the PC would write to the Charlwood Society to give them notice if the Diocese did not agree to a third of the funding for the emergency work to the Hovel, giving them 14 days of notice of the need to up their contribution. IT WAS AGREED the Clerk would write if necessary.</p>	JC
130/24	16 DATES OF FORTHCOMING MEETINGS	
	<ul style="list-style-type: none"> • 7th May 2024 - Services & Amenities Committee Meeting – at the Pavilion 6:30pm • 7th May 2024 - Planning Committee Meeting at the Pavilion – 7:30pm • 20th May 2024 - Full Parish Council Meeting at the Pavilion, Charlwood – 7:30pm • 23rd May 2024 – Annual Parish/Village meeting 7:00pm at the Pavilion, Charlwood 	
131/24	17 New Councillor Co-option	
	Cllr Scott asked the PC if they were happy to co-opt Sue Croft as a member of the PC. The PC APPROVED the co-option of Sue Croft.	

There being no other business the Chair closed the meeting at 10:02pm

Signed as a true record of the meeting, and approved at the Full Parish Council Meeting of the 20th May 2024

Signed.....

Appendix A

Payments Green Highlight = Direct Debits already approved

Payments Orange Highlight = Estimate as DD Variable

Payments No Highlight = Electronic payment for approval or retrospective approval

INCOMINGS

06-Mar-24	Elysium HealthCare	Pavilion Hire			1,185.00
31-Mar-24	Nationwide Business Account	Interest Payment			2,605.01
31-Mar-24	Barclays Legacy Account interest payment	Interest Payment			17.73
31-Mar-24	Barclays Savings Account interest payment	Interest Payment			91.26
				TOTALS	3,889.00

DIRECT DEBITS TO BE PAID IN APRIL

13-Apr-24	The Keyholding Company Ltd	Keys for Pavilion & Alarm Call (01/01/24)	26.57	5.31	31.88
15-Apr-24	SES Business Water	Account 5414233	35.68	0.00	35.68
20-Apr-24	Ecotricity Ltd	100063963Ecotricity - Gas	359.04	0.00	359.04
20-Apr-24	Ecotricity Ltd	100066969Ecotricity - Electricity	291.97	0.00	291.97

718.57

APRIL 2024 PAYMENTS TO BE APPROVED TONIGHT

15-Apr-24	All Season	Overhanging branches	800.00	160.00	960.00
15-Apr-23	All Seasons	Pollarding of Lime Trees and removing arisings Rec. Ground	1500.00	300.00	1800.00
15-Apr-24	Mulberry & Co	Payroll fees	105.00	21.00	126.00
15-Apr-24	Surrey ALC Ltd	SALC/NALC Subscription	808.95	0.00	80.95
15-Apr-24	Colin Smith Planning Ltd	Planning advice - review statements of case, statements of common ground, prep and attendance at PINS Case Management Conference, prep Position Statement, advice to Client	720.00	144.00	864.00
15-Apr-24	SLCC	50% of Clerk's Membership Fee 50% already paid by BPC	119.00	0.00	119.00
15-Apr-24	GET Carter Drainage Ltd	Pavilion drains 2 x visits 23/03 & 25/03 clearance of blockage	459.70	91.94	551.64
15-Apr-24	Paynes Heating & Plumbing Services	Parts for 3 x Commercial Boilers - Pavilion 3 x combustion seals & 3 tims test point plugs	95.00	19	114.00
15-Apr-24	Paynes Heating & Plumbing Services	3 x Commercial Boilers & 1 x Domestic Boiler Service - Pavilion	935.00	187	1122.00
15-Apr-24	Prime Cleaning	Pavilion Clean Feb 24 & Mar 24	320.00	0	320.00
15-Apr-24	HMRC	PAYE Tax & NI	1663.74	0	1663.74
15-Apr-24	Helen Hill	April 24 Salary	629.52	0	601.64
15-Apr-24	Janette Coulthard	April 24 Salary	1081.70	0	1075.44
15-Apr-24	Janette Coulthard	Expenses - see expenses sheet	85.11		85.11

9483.52

Appendix B

MINUTES OF THE PLANNING COMMITTEE MEETING OF THE 2ND APRIL MARCH 2024

Planning applications considered by Charlwood Parish Council Planning committee to the 22nd March 2024

Chair: Cllr Scott

Present: Cllrs S Bloom, C Evans, D McCorquodale, A Rawlinson

In attendance: Cllrs T Stacey, A Tyson-Davies, 2 x Residents

1. APOLOGIES

None

2. DECLARATIONS OF INTEREST

None

3. MINUTES

The minutes from the meeting of the 12th March were signed as part of the Full Parish Council Meeting minutes of the 18th March therefore there were no minutes to sign.

4. PUBLIC QUESTIONS

None

5. CURRENT PLANNING APPLICATIONS

5.1 MO/2024/0361/PLA – 43, Tifters, The Street, Charlwood, Horley, Surrey, RH6 0BY –proposed retention of a barn for workshop and temporary dwelling accommodation for a 3-year period in connection with works to convert existing barn to one residential dwelling under permission MO/2014/1184/PLA

RESOLVED – The Parish Council object to this application on the basis that additional accommodation is not needed in this case. The Parish Council believes that if the application is approved there should be a clause to prevent change of future use to a dwelling. (Note the applicant has used 43A as the site address on some of the documentation)

5.2 MO/2024/0044/ECL – Tifters Barn, 43A, The Street, Charlwood, Horley, Surrey, RH6 0BY – Certificate of Lawfulness for existing development in respect of occupation of a building as an independent dwelling for in excess of 4 years. (Site Address Corrected).

RESOLVED – The Parish Council object on the basis that there is a question over whether the statement that this has been an independent dwelling for as long as 4 years is accurate. The Parish Council do not feel that a Certificate of Lawfulness is acceptable in the circumstances. (Please note this application was reviewed on commented on previously however the address as 43A)

5.3 MO/2024/0387/PLAH – Friars Cottage, Horley Road, Charlwood, Horley, Surrey, RH6 0BJ – Lean to roof covering part of patio providing a sheltered barbeque area.

RESOLVED – NO COMMENT.

5.4 MO/2024/0400/PLA – Land at Five Oaks, Charlwood Road, Charlwood, Horley, Surrey, RH6 0AJ – Demolition of existing buildings and erection of 3 No. detached dwellings.

RESOLVED - The Parish Council objects to this application on the basis that it will mean over development in the Green Belt and the flood risk is very high on this site. The development will damage the ancient woodland and there is a likelihood of bats being present.

5.5 MO/2024/0371/PNJ – Spire Gatwick Park Hospital, Povey Cross Road, Hookwood, Horley, Surrey, RH6 0BB – Prior notification to install 338 No. PV solar panels.

RESOLVED – NO OBJECTION. The Parish Council supports this application.

6. ANY OTHER BUSINESS

6.1 SCC Parish & Town Council Biodiversity Survey – Collaborating for Nature (deadline 19th May) – **IT WAS AGREED** that Cllr Scott would complete the Survey (LS).

7. MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

None

8. DATES OF FORTHCOMING MEETINGS OF THE COMMITTEE

Planning Committee Meeting – Tuesday 7th May – Pavilion, Charlwood 7:30pm

There being no other business the Chair closed the meeting at 8:25pm