

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

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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 18th September 2023
at the Pavilion, Charlwood, at 8:00pm.**

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES OF PREVIOUS MEETING HELD ON 17th JULY 2023**
 - 3.1 Chairman's Comments
4. **PUBLIC QUESTIONS**
5. **APPOINTMENTS**
 - 5.1 To appoint a Representative to GATCOM and agree who leads.
6. **PLANNING, HIGHWAYS AND ENVIRONMENT**
 - 6.1 Report of Planning Committee and recommendations on applications to four weeks ending 1st September.
 - 6.2 Neighbourhood Plan
 - 6.3 Mole Valley Local Plan
 - 6.4 Environmental Matters
 - 6.5 Notice of Acceptance of an Application for a Development Consent Order For Gatwick Airport Northern Runway
 - 6.6 Fly-tipping/Litter
 - 6.7 Planning Consultant – to approve the engagement of a Planning Consultant to advise on the planning application for Hookwood and other related planning issues and associated budget
7. **SERVICES AND AMENITIES**
 - 7.1 Withey
 - 7.1.1 To approve an additional wet pour repair at the Withey playground £299 excl. VAT.
 - 7.2 Pavilion
 - 7.2.1 Approve the purchase of a new filter for the boiler £85
 - 7.3 Recreation Ground
 - 7.3.1 Maintenance of adult gym equipment on the Rec
 - 7.4 Millennium Field
 - 7.5 New leases: Millennium Field and The Withey
 - 7.6 Other Items
 - 7.6.1 Tree Surveys (Withey, Recreation Ground etc.)

8. **PARISH MATTERS**
 - 8.1 Traffic Calming & Car Parks
 - 8.2 Parish Council Communications
 - 8.2.1 Newsletter update
 - 8.3 Community Events and Affairs
 - 8.4 Wickens Orchard
 - 8.5 Russ Hill Hotel

9. **GATWICK MATTERS**
 - 9.1 Gatwick DCO

10. **REPORT OF THE FINANCE COMMITTEE**
 - 10.1 Payments received and cleared payments
 - 10.2 Accounts for payments and authorised transfers
 - 10.3 To retrospectively approve the Clerk to open a Starling Bank Account
 - 10.4 To retrospectively approve the purchase of Office 365 applications for the Chair to enable more efficient and effective working. £59.99 ANNUAL
 - 10.5 To retrospectively approve the Clerk's expenses of £19.90 for a handover meeting in the Café with the outgoing Clerk, the Assistant Clerk, the Chair, and ex-Cllr Shoubridge.

11. **REPORTS FROM REPRESENTATIVES**

12. **PROCEDURES AND STANDING ORDERS OF THE COUNCIL**
 - 12.1 To consider and agree an amendment to the Standing Orders to enable the transaction emergency, urgent and important matters with imminent deadlines in the absence of full Parish Council meetings during August and December

13. **GOVERNANCE**
 - 13.1 Final internal audit report
 - 13.2 External Auditor Report

14. **EMPLOYMENT MATTERS**
 - 13.1 Job Descriptions

15. **PUBLIC COMMENTS**

16. **DATES OF FORTHCOMING MEETINGS**
 - 18th September S&A Committee Pavilion, 4:30pm
 - 10th October Planning, Highways & Environment, Pavilion 7:30pm
 - 16th October Charlwood PC Pavilion 8:00pm
 - Remaining PC Meeting dates in 2023: 20th November

17. **CLOSED DISCUSSION** (Items that Councillors consider should be taken in private)

Janette Coulthard
Clerk to the Council

Janette Coulthard

Issued 12th September 2023