

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

**Members are summoned to attend the Meeting of the Parish Council
for the Charlwood Parish to be held on Monday 20th May 2024
at the Pavilion, Charlwood at 7:30pm.**

**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. **ELECTION OF THE CHAIR AND VICE CHAIR** (and Chair and Vice-Chair to complete Declaration of Acceptance of Office)
2. **THE CHAIR TO OPEN THE MEETING**
3. **APOLOGIES**
4. **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.*
5. **MINUTES OF PREVIOUS MEETINGS**
 - 3.1 Chairman's Comments
 - 3.2 Minutes of the previous Full Parish Council meeting held on the 15th April 2024 and minutes S&A Committee meeting held on 7th May 2024 to be agreed and signed as a true record. (LGA 1972 Sch.12 s41).
6. **PUBLIC QUESTIONS**
7. **TO APPOINT MEMBERS TO THE PLANNING, HIGHWAYS & ENVIRONMENT COMMITTEE** (Chair and Vice Chair to be appointed at the next meeting of the Committee)
8. **TO APPOINT MEMBERS TO THE SERVICES & AMENITIES COMMITTEE** (Chair and Vice Chair to be elected at the next meeting of the Committee)
9. **TO APPOINT MEMBERS/REPRESENTATIVES on the undermentioned bodies**
 - 9.1 Gatwick Working Group

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.

- 9.2 Traffic Calming Working Group
- 9.3 Finance Working Group
- 9.4 Staffing Working Group
- 9.5 Resilience Working Group
- 9.5 Parish Hall
- 9.6 Hookwood Memorial Trust
- 9.7 GATCOM
- 9.8 Jean Shelley Archive Room
- 9.9 Save West of Ifield Group
- 9.10 JBTMT

10. PLANNING, HIGHWAYS AND ENVIRONMENT

- 10.1 Report of Planning Committee and recommendations on applications to four weeks ending 26th April 2024.
- 10.2 Development at land west of Reigate Road (Hookwood) – update
- 10.3 Neighbourhood Plan - update
- 10.4 Mole Valley Local Plan
- 10.5 Environmental Matters
- 10.6 Water Flow Project – update
- 10.7 Fly-tipping/Litter

11. SERVICES AND AMENITIES

- 11.1 Withey
- 11.2 Pavilion
- 11.3 Recreation Ground
- 11.4 Millennium Field
- 11.5 New leases: Millennium Field and The Withey update if available.
- 11.6 Glebe Field
- 11.7 The Hovel
- 11.8 The Cage
- 11.9 Pavement cleaning – update

12. PARISH MATTERS

- 12.1 Traffic Calming & Car Parks – update
 - 12.1.1 VAS sign for Horley Road/Farm Fields
- 12.2 Parish Council Communications
- 12.3 Community Events and Affairs
- 12.4 Wickens Orchard
- 12.5 Community Resilience & Emergency Plan
- 12.6 Church Grass mowing donation – To consider if the Parish Council wishes to request invoices are sent direct rather than providing an annual grant.
- 12.7 Save West of Ifield - To consider a request for a grant of between £500 and £1000 as a contribution to the cost of expert analysis and advice on the detailed Traffic Assessment and underlying modelling to support the campaign.

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13. GATWICK MATTERS

13.1 To consider Gatwick Greenspace Partnership Steering Group's invitation to become a funding partner

14. REPORT OF THE RFO/FINANCE COMMITTEE

14.1 To approve the accounts for April/May 2024

14.2 To note payments received and cleared payments April '24

14.3 To note authorised transfers for May '24

14.4 To approve Accounts for payments for May '24

14.5 To note that a meeting of the Finance Working Group will be held on the 12th June at 6:30pm in the Pavilion.

15. REPORTS FROM REPRESENTATIVES

16. PROCEDURES AND STANDING ORDERS OF THE COUNCIL

16.1 NALC Model Financial Regulations

17. ANNUAL PARISH MEETING

17.1 Update

18. GOVERNANCE

18.1 Asset Register – to approve the updated Asset Register

18.2 Annual Governance and Accountability Return (AGAR) – To approve AGAR Section 1 & Complete and approve AGAR Section 2

19. EMPLOYMENT MATTERS

20. PUBLIC COMMENTS

21. DATES OF FORTHCOMING MEETINGS

- Annual Parish/Village Meeting – **Thursday, 23rd May 2024** at 7pm, The Pavilion, Charlwood
- Planning Committee meeting – **Tuesday, 4th June at 7:30pm**, The Pavilion, Charlwood
- Services & Amenities Committee Meeting – **Tuesday, 11th June 2024 at 6:30pm**, The Pavilion
- Annual Parish Council Meeting – **Monday, 17th June 2024, time and venue TBC**

Janette Coulthard
Clerk to the Council

Janette Coulthard

Issued 15th May 2024

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