



**Minutes of the Council meeting (no.182) held on
 9th January 2017 at St Luke's Church, Whyteleafe, CR3 0AA**

Councillors (Cllrs) present:

Cllr Celia Rudland (Chair)
 Cllr Niall Campbell, Cllr John Cheetham,
 Cllr Fatima Kamara, David Lee,
 Cllr Beth Rose and Cllr Sam Rose

Attending:

Surrey County Cllr Sally Marks (part)

In attendance:

Simon Bold (Clerk)

Meeting opened at **7:48pm** and closed at **9:25pm**

1.	Apologies for absence <ul style="list-style-type: none"> • None (all present)
2.	Acceptance of last minutes <ul style="list-style-type: none"> • RESOLVED: To approve the minutes of the meeting held on 12 December 2016 which the Chair then signed. ACTION: Clerk to display minutes on the Council's notice boards and website.
3.	Code of Members' Conduct <ul style="list-style-type: none"> • The Clerk confirmed that no Cllr had made a change to their Notification of Disclosable Pecuniary & Other Interests form since the last meeting. • Cllr Lee reminded those present of his role as a Tandridge District Cllr as set out in his Notification of Disclosable Pecuniary & Other Interests form and no Cllr declared any disclosable interest in respect of any item on the agenda.
4.	Clerk's Report <ul style="list-style-type: none"> • The Clerk provided his Activity Report for December to Cllrs (see Appendix 1: Clerk's Activity Report). No questions or queries were raised by Cllrs. • The Clerk raised several pieces of correspondence for consideration by Cllrs. In addition, the Clerk provided the following comments: Tandridge District Council (TDC) had provided details of the expected tax-base for the next financial year (to be confirmed later in January); that the review of both Standing Orders and Financial Regulations was ongoing and will be carried forward to a meeting before the financial year end; that a review of the Risk Register is required and the involvement of individual Cllrs needs to be recorded; the provisional dates of meetings for the remainder of the year were circulated and finally that the Clerk had undertaken a brief face-to-face Christmas lights survey of a number of shops in central Whyteleafe and (of those available to comment) all were supportive to varying degrees. ACTION: Clerk to ask TDC for information about the ball-court facilities at Whyteleafe Recreation Ground.
5.	County Councillor's report on Surrey County Council (SCC) activities <ul style="list-style-type: none"> • County Cllr Sally Marks raised the topic of gully clearance and supported the Village Council's written request to SCC have the risk ratings along the A22 changed to 'high risk'. She noted that many of the gullies along Church Road were currently blocked and agreed to take this up with SCC Highways. County Cllr Marks welcomed any feedback on local parking issues and Cllr Lee will



	follow this up directly.
6.	<p>District Councillors' reports on Tandridge District Council (TDC) activities</p> <ul style="list-style-type: none"> • District Cllr Lee advised that due to the festive holidays there was no new activity to report except to say that TDC will be hosting a Business Event on 10 January in Oxted to exchange news and views with local businesses. Cllr Lee to attend if available. • No report had been received from District Cllr Bradbury.
7.	<p>Planning</p> <p>RESOLVED: In respect of the three applications notified since the Council's last meeting:</p> <ul style="list-style-type: none"> • 2016/2209 - 473 Godstone Road, Whyteleafe, CR3 0BL Cllrs had no wish to object or comment. • 2016/2337 - 16 Westview Avenue, Whyteleafe, CR3 0EQ Cllrs objected as they felt this proposal to be overdevelopment, out of character and that there was no need for on-site parking provision to be lower than current TDC planning standards. In addition, Cllrs wished to raise concerns about the potential loss of amenity for existing neighbouring properties. • 2016/2175 - 27 Stuart Road, Warlingham, CR6 9JH Cllrs had no wish to object or comment. <p>ACTION: The Clerk to advise TDC of the Council's comments in respect of the above applications and to update the summary report of applications for display on the Council's website.</p> <ul style="list-style-type: none"> • Cllrs reviewed the summary report of applications, appeals and recent TDC decisions. NOTED: No comments or queries were raised. • Cllrs discussed TDC's Council House Building programme. NOTED: TDC's most recent parking survey identified some capacity in local car parks (e.g. Station Road, Whyteleafe Recreation Ground). ACTION: Cllrs felt that the on-street parking arrangements in Edgeworth Close could be improved and Cllr Lee to take this point forward with TDC. • The Clerk had displayed the details of one the above planning cases using on the laptop in light of TDC's proposal to switch to paperless notifications in April. NOTED: None of the Cllrs felt that this was an adequate way of viewing the details. ACTION: The Clerk to provide this feedback to TDC and to enquire whether more support could be provided to enable Cllrs, and the public, to view details during Council meetings.
8.	<p>Finance</p> <ul style="list-style-type: none"> • NOTED: The Clerk confirmed the Council's bank balances as follows: Current Account £29,503.17 and the Reserve Account £26,835.97. A summary of financial transactions since the last meeting was not provided on this occasion. • NOTED: The Chairman signed a copy of the Council's Financial Statement for the third quarter of 2016/17 after checking that it reconciled with the Council's bank statements as at 31 December 2016.
9.	<p>Transport (including highways)</p> <ul style="list-style-type: none"> • NOTED: In the absence of Christine Kelly, there was no report from the last meeting of the East Surrey Transport Committee (ESTC). ACTION: Cllr Cheetham to attend the next meeting of the ESTC (if required to do so).



	<ul style="list-style-type: none"> The Clerk advised that he was waiting to hear from John Furey, SCC Cabinet Member for Highways, in respect of gully clearance in Whyteleafe. ACTION: The Clerk to keep Cllrs appraised. ACTION: The Clerk to contact Reigate & Banstead Borough Council (street and car park enforcement) drawing their attention to vehicles occasionally parked on the pavement (public highway) outside the shops in central Whyteleafe.
10.	<p>Neighbourhood Plan</p> <ul style="list-style-type: none"> Cllrs discussed feedback provided from the last meeting of the CR3 Forum Steering Group. ACTION: The Clerk to contact the Chairman of the Steering Group to ascertain whether any further information is required from the Village Council and to also remind the CR3 Forum of the dates of future Village Council meetings in order to avoid a clash of dates and to point out that meetings held before 7:30pm are particularly difficult for Village Cllrs to attend. ACTION: Cllrs Kamara and Lee to attend the next CR3 Forum meeting on Monday, 23 January (starting 7:30pm).
11.	<p>Events (public)</p> <ul style="list-style-type: none"> Cllrs discussed the date and subject of the next Annual Village Meeting. ACTION: Cllr Beth Rose and the Clerk to contact a number of local businesses with a view to holding a business-themed meeting in March (6th March has been earmarked at this stage).
12.	<p>Training, Conferences and meetings of Outside Bodies</p> <ul style="list-style-type: none"> RESOLVED: To fund a half-day training course on year-end finance to be attended by the Clerk (cost £40) and organised by the Surrey Association of Local Councils (SALC). NOTED: Cllrs Cheetham and Sam Rose to attend new councillor' training when it becomes available.
13.	<p>Payments</p> <ul style="list-style-type: none"> RESOLVED: To approve the list of payments which had been prepared and circulated by the Clerk prior to the meeting (see Appendix 2 - Schedule of Payments). ACTION: The Clerk to dispense payments.
14.	<p>Notification of business for inclusion on next agenda</p> <ul style="list-style-type: none"> NOTED: Besides the items already raised during the meeting, Cllrs requested that parking and the upcoming Tandridge Local Committee meeting be added to the next agenda.
15.	<p>Next Council Meeting</p> <ul style="list-style-type: none"> NOTED: The date of the next scheduled meeting of Monday, 13th February 2017 at St Luke's Church, Whyteleafe Hill, Whyteleafe.
	<p>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:</p> <ul style="list-style-type: none"> None.



Appendix 1: Clerk's Activity Report

Matters arising from minutes, agenda items and main activities through month.

1. Advising Cllrs of planning applications, issuing the Council's feedback to TDC Officers and updating the summary report for the website.
2. Updating the Council's website - documents and news items.
3. Preparing agenda and supporting papers for the Council's December meeting in accordance with Standing Orders.
4. Clerking the December meeting.
5. Updating notice boards with agenda, minutes, local authority and community notices.
6. Making payments (as approved) by Council and running HMRC Basic PAYE Tools.
7. Calculating monthly pension contributions and submitting details to SCC.
8. Contacting District and County Council Officers on specific matters.

Other activities for information

1. Handling enquiries from local residents and organisations by email and phone and providing written replies and advice as applicable.
2. Backing-up computer files.
3. Attending Local Plan meeting (Caterham Hill) on 6/12/16.
4. Arranging (including supporting information such as y-t-d expenditure) and attending preliminary budget meeting of Cllrs and subsequently providing final draft.
5. Attending the Tandridge Local Committee meeting on 9/12/2016.
6. Distributing the Winter newsletter around the centre of Whyteleafe
7. Drafting Local Plan sites assessment response to TDC consultation and publicising the consultation and final submission on the Council's website and notice boards.
8. Completing the SALC's on-line training survey.

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Schedule of Payments January 2017

Chq No.	Payee	Amount £	Comments
042	Ultralite Ltd	4,056.00	Festive street lighting motifs 2016/17
043	Simon Bold	825.97	Clerk's Salary and office allowance for December 2016.
044	Post Office Limited	96.27	Payment to HMRC - PAYE (Tax & NI) for Q3 of 2016/17.
045	Surrey Pension Fund	221.34	Clerk's Pension - employee and employer contributions for December 2016
046	A Siddall	135.00	Community Garden monthly maintenance and Spring bulb planting (December '16).
047	PCC of St Luke Whyteleafe	15.00	Hall Hire (January 2017 Council meeting)
	TOTAL	£5,349.58	