



**Minutes of the Council meeting (no.183) held on
 13th February 2017 at St Luke's Church, Whyteleafe, CR3 0AA**

Councillors (Cllrs) present:

Cllr Celia Rudland (Chair)
 Cllr Niall Campbell, Cllr John Cheetham
 and Cllr David Lee

Attending:

2 visitors
 Martin Fisher, Leader of Tandridge
 District Council (all part)

In attendance:

Meeting opened at **8:35pm** and closed at **9:45pm**

Simon Bold (Clerk)

Prior to the commencement of the meeting, Martin Fisher, Leader of Tandridge District Council, provided an update on several topics relating to the District Council including details of the new Local Plan and recent consultations.

1.	<p>Apologies for absence</p> <ul style="list-style-type: none"> NOTED: Cllrs Fatima Kamara, Beth Rose and Sam Rose had all provided their apologies prior to the meeting.
2.	<p>Acceptance of last minutes</p> <ul style="list-style-type: none"> RESOLVED: To approve the minutes of the meeting held on 9 January 2017 which the Chair then signed. ACTION: Clerk to display minutes on the Council's notice boards and website.
3.	<p>Code of Members' Conduct</p> <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.	<p>Clerk's Report</p> <ul style="list-style-type: none"> The Clerk provided his Activity Report for January 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 reported on the following topics: an enquiry about holding an event in Whyteleafe Recreation Ground; updated printing costs from Tandridge District Council (TDC) in respect of hardcopy planning notifications and plans; the results of the actuarial valuation of the Council's pension fund and a report of parking issues at Whyteleafe School from a resident (Cllrs believe that the new Headmaster is addressing these issues with the help of parents). RESOLVED: To approve the reduced employer pension contribution rate of 17.1% of payroll. ACTIONS: The Clerk to update the Council's payroll records to reflect this change. The Clerk to ask TDC for advice on suitable technology to enable the Council to view (paperless) planning applications at Council meetings and to seek clarification on the speed of response from TDC if, on an ad-hoc



	basis, they were instructed to provide A1 printed plans.
5.	<p>County Councillor's report on Surrey County Council (SCC) activities</p> <ul style="list-style-type: none"> County Cllr Marks had provided her apologies prior to the meeting and in her absence nothing was reported in respect of SCC activities.
6.	<p>District Councillors' reports on Tandridge District Council (TDC) activities</p> <ul style="list-style-type: none"> District Cllr Lee reported on the following TDC activities: the new 'Customer First Initiative'; the increase in the precept for 2017/18 equivalent to £5 per Council Tax Band D household; a new property investment fund to widen the potential sources of revenue to the Council; the award of the dial-a-ride services to the East Surrey Rural Transport Partnership and, finally, the trialling of new Dog Fouling laws commencing with projects in Queens Park and Master Park. No report had been received from District Cllr Bradbury.
7.	<p>Planning</p> <p>RESOLVED: In respect of the two applications notified since the Council's last meeting:</p> <ul style="list-style-type: none"> 2016/2406/TPO - Fairfield, The Avenue, Whyteleafe CR3 0AQ Cllrs had no wish to object or comment. 2017/169/NH - 220 Godstone Road, Whyteleafe CR3 0EE Cllrs had no wish to 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"> NOTED: Application 2016/2337 in respect of 16 Westview Road, to which the Village Council had raised objections, is to be reviewed at a full TDC Planning Committee meeting (rather than by delegation to Planning Officers). In respect of TDC's Council House Building proposal on the Godstone Road, Whyteleafe, Cllrs continued to have concerns about the displacement of a number of permit holder car parking spaces. NOTED: They were, however, reassured by the positive remarks and assurances given to a neighbouring resident about the retention of their current space within the new scheme.
8.	<p>Finance</p> <ul style="list-style-type: none"> NOTED: The Clerk confirmed the Council's bank balances as follows: Current Account £23,970.80 and the Reserve Account £26,841.66. The Clerk also reported that since the December meeting, payments of £7,169.22 had been completed and income of £11.37 received (interest on reserves). The Clerk also reported that Community Infrastructure Levy funds of 4,433 had been received by TDC for transfer to the Village Council in mid-April. ACTION: Cllrs to review the Council's Risk Register and nominate the tasks they would each be willing to undertake alongside the Clerk. NOTED: The Clerk had provided a updated version of the Council's List of Assets for Cllrs to review. RESOLVED: Cllrs approved this List of Assets. RESOLVED: Cllrs approved the re-appointment of the Council's Internal Auditor but reserved the right to instigate a review during the year to consider other providers in the market.
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



	<p>meeting of the East Surrey Transport Committee (ESTC). ACTION: The Clerk to write to the Chairman of the Committee requesting that GTR/ Southern Railways are asked to consider employing full-time station staff at Upper Warlingham given that the number of entries and exits now exceed one million per annum.</p> <ul style="list-style-type: none"> • ACTION: Cllr Lee to contact County Cllr Sally Marks about the deterioration of the road surface on Hornchurch Hill following the recent resurfacing. • Cllrs discussed parking difficulties for residents of Welcomes Terrace at the northern end of the A22 (in Whyteleafe). ACTION: Cllr Lee to draft a question, as agreed by Cllrs, for the Clerk to submit to the forthcoming Tandridge Local Committee. • ACTION: The Clerk to add to the Village Council's website and notice boards, details of SCC's proposal to introduce part-night street lighting.
10.	<p>Neighbourhood Plan</p> <ul style="list-style-type: none"> • Cllr Lee provided a brief update from the last CR3 Forum meeting that he had attended and the next major step is for the Steering Group to receive the comments of TDC in respect of the current draft Plan. Cllr Cheetham had been unable to make the last meeting but he confirmed that he would be attending the next meeting.
11.	<p>Review of Policies</p> <ul style="list-style-type: none"> • The Clerk reported that he had been working on a updated version of the Financial Regulations. ACTION: To circulate a copy to Cllrs for comment then provide an updated version of the Council's Standing Orders for consideration.
12.	<p>Events (public)</p> <ul style="list-style-type: none"> • The Clerk confirmed that he had been in touch with a number of local businesses to judge the level of their interest in the upcoming Annual Village Meeting. NOTED: Several businesses were willing to attend. ACTIONS: The Clerk to invite others, collect attendees' details and canvass for topics that could form the basis of a discussion about the economic sustainability of Whyteleafe. The Clerk to complete a note of last year's Annual Village Meeting.
13.	<p>Spring Newsletter</p> <ul style="list-style-type: none"> • ACTIONS: Cllrs to consider items for possible inclusion in the next newsletter and this subject to be added to the next agenda (including the approval of the print and distribution costs).
14.	<p>Training, Conferences and meetings of Outside Bodies (including the Tandridge Local Committee scheduled for 3 March 2017)</p> <ul style="list-style-type: none"> • NOTED: A question to be submitted to the Tandridge Local Committee (see item 9). The Clerk provided brief details of several training courses covering employment, the SALC Surrey Spring Conference and a Clerks Networking Day but no-one was available to attend on this occasion. In addition, no-one was available to attend the next Parish Council Assembly meeting hosted by TDC on 15th February.
15.	<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.



16.	<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 the subject of a Village Council Business Plan be added to the next agenda.
17.	<p>Next Council Meeting</p> <ul style="list-style-type: none"> NOTED: The date of the next ordinary meeting on Monday, 13th March 2017 at St Luke's Church, Whyteleafe Hill, Whyteleafe. In addition, the date of the Annual Village Meeting on Monday, 6th March 2017 at 7:30pm, 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 January meeting in accordance with Standing Orders.
4. Clerking the January 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 including priority given to gulley clearance along the A22.

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. Initial surveying of retailers about Christmas Lights display.
4. Raising a query with SCC, about the bus stop provision near Whyteleafe South Station, via the ESTC.
5. Sending precept instructions to TDC.
6. Finalising the Q3 2016/17 Financial Statement.
7. Liaising with TDC about a possible venue for future 'outreach' projects
8. Monitoring weather conditions and overseeing the deployment of Snow Angels (not required)
9. Attending two Whyteleafe Flood Action Group meetings
10. Site inspection of Whyteleafe Recreation Ground.

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Appendix 2: Schedule of Payments

Chq No.	Payee	Amount £	Comments
048	Simon Bold	816.17	Clerk's Salary and office allowance for January 2017.
049	Surrey Pension Fund	221.34	Clerk's Pension - employee and employer contributions for January 2017
050	A Siddall	55.00	Community Garden monthly maintenance
051	PCC of St Luke Whyteleafe	15.00	Hall hire (February 2017 Council meeting)
	TOTAL	£1,107.51	