



**Minutes of the Council meeting (no.184) held on
 13th March 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, Cllr David Lee and
 Cllr Beth Rose

Attending:

1 visitor and
 County Cllr Sally Marks (all part)

In attendance:

Simon Bold (Clerk)

Meeting opened at **7:51pm** and closed at **9:29pm**

1.	<p>Apologies for absence</p> <ul style="list-style-type: none"> NOTED: Cllr Sam Rose had provided his 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 13 February 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 February 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. ACTION: The Clerk and Cllr Rudland to meet in order to draft a response on behalf of the Council in respect of an Open Space, Sport and Recreation Survey by Tandridge District Council. In addition, the Clerk reported on the following topics: the level of funding available to Parish Councils under the Local Government Act of 1972 section 137 for 2017/18 of £7.57 per elector and that in accordance with the Clerk's Contract of Employment the amount of annual leave (pro-rata) had increased by 1.5 days (approx.) per year.
5.	<p>County Councillor's report on Surrey County Council (SCC) activities</p> <ul style="list-style-type: none"> County Cllr Sally Marks had reported, prior to the commencement of the meeting, on various highways issues within Whyteleafe.
6.	<p>District Councillors' reports on Tandridge District Council (TDC) activities</p> <ul style="list-style-type: none"> District Cllr Lee reported that TDC were waiting for parts in order to fix the ticket machine at the Station Road Car Park and that TDC would also be undertaking a review of car parks across the District which will include Whyteleafe at some stage. He wished to point out that TDC had an intention to increase revenue from its car parks but no detail had been provided to him. District Cllr Bradbury had provided her apologies and no report.



<p>7.</p>	<p>Planning RESOLVED: In respect of six applications notified since the Council's last meeting:</p> <ul style="list-style-type: none"> • 2016/2211 - 27 Stuart Road, Warlingham CR6 9JH Cllrs had no wish to object or comment. • 2017/79 - 7 Maple Road, Whyteleafe CR3 0ET Cllrs had no wish to object or comment. • 2017/299 - Rear of units 1 - 9, Former Whyteleafe Business Village, CR3 0AT Cllrs had no wish to object or comment. • 2017/286/NR - Whyteleafe South Railway Station, Godstone Road, CR3 0BB Cllrs had no wish to comment. • 2017/291 - 28 Stuart Road, Warlingham CR6 9JH Cllrs had no wish to object or comment. • 2017/458/NH - 220 Godstone Road, Whyteleafe CR3 0EE Cllrs had no wish to comment. <p>ACTION: In respect of 2017/358, 238 Godstone Road, Whyteleafe CR3 0EF Cllr Lee to request further information about parking provision and Cllrs to review again at the next meeting.</p> <p>ACTIONS: The Clerk to advise TDC of the Council's comments in respect of the above applications. The Clerk to update the summary report of applications for display on the Council's website</p> <ul style="list-style-type: none"> • NOTED: The planning appeal in respect of 2016/575, 38 Court Farm Road, Warlingham, CR6 9BD to take place on 28th March and Cllr Lee hoped to attend as an observer. • NOTED: The Clerk reported that TDC had not, so far, provided an update to requests for support and further guidance in respect of the proposal to switch to paperless notification of planning cases. However, implementation by TDC had been temporarily put 'on hold' in any case.
<p>8.</p>	<p>Finance</p> <ul style="list-style-type: none"> • NOTED: The Clerk confirmed the Council's bank balances as follows: Current Account £22,863.29 and the Reserve Account £26,846.81. The Clerk also reported that since the February meeting, payments of £1,107.51 had been completed and receipts of £5.15 received (interest on reserves). • NOTED: Cllrs discussed the allocation of tasks relating to the Council's Risk Register and volunteered to support the Clerk with a number of these. ACTION: The Clerk to update the Risk Register accordingly and schedule periodic review of the document in conjunction with Cllrs.
<p>9.</p>	<p>Transport (including highways)</p> <ul style="list-style-type: none"> • NOTED: Cllr Cheetham was unable to make the last meeting of the East Surrey Transport Committee (ESTC) but the Clerk had obtained a copy of the meeting minutes (8 February 2017). ACTION: The Clerk to contact the ESTC Chairman to obtain an update on a site visit with SCC to review accessibility for passengers using the bus stop opposite South Whyteleafe Station. NOTED: Cllrs felt that it was preferable to move the shelter to where the actual stop is located or



	<p>alternatively, to install concrete bollards which should deter parking up on the pavement.</p> <ul style="list-style-type: none"> NOTED: Cllrs discussed the revised proposal from SCC for part-night street lighting and felt that recent changes, in response to feedback from the Village Council, would make SCC's proposal more acceptable. ACTION: The Council to monitor feedback from residents and continue reviewing the situation if required.
10.	<p>Business Plan</p> <ul style="list-style-type: none"> Cllr Lee provided an example of a Business Plan that the Council may wish to use as a guide to establish its own set of priorities and goals. NOTED: Cllrs felt that this would be a worthwhile exercise and Cllr Kamara suggested that the Council follow SMART principles (Specific, Measureable, Achievable, Relevant and Timed). ACTION: The Clerk to arrange a separate meeting (after Easter) for Cllrs to discuss the topic in more detail.
11.	<p>Neighbourhood Plan</p> <ul style="list-style-type: none"> The Clerk relayed a message from Geoff Duck, the Chairman of the Steering Group saying that the CR3 Forum had been unable, as yet, to secure a meeting with TDC but that the group's consultant had advised the Steering Group to press on with finalising the Plan in the meantime. ACTIONS: Cllr Cheetham to attend the next CR3 Forum Steering Group meeting on 20 March. Cllr Rudland and the Clerk to meet, along with a member of the CR3 Forum, to discuss the allocation of Local Green Spaces across Whyteleafe.
12.	<p>Review of Policies</p> <ul style="list-style-type: none"> The Clerk showed Cllrs an updated version of the Council's Financial Regulations and explained the reasons behind the proposed amendments. ACTION: The Clerk to circulate to Cllrs and the item to be brought back for approval at the next meeting. The Clerk to update the Council's Standing Orders for consideration at a future meeting.
13.	<p>Annual Village Meeting (6 March 2017)</p> <ul style="list-style-type: none"> Cllrs discussed the meeting that took place on 6 March 2017 and the points raised by members of the audience. Cllrs wished to include many of the topics raised into the forthcoming Business Plan discussion (see item 10).
14.	<p>Events (public)</p> <ul style="list-style-type: none"> None.
15.	<p>Spring Newsletter</p> <ul style="list-style-type: none"> Cllrs discussed topics for possible inclusion in the next newsletter due to be issued in May. ACTIONS: Each Cllr to circulate further ideas for consideration by fellow Cllrs prior to the next meeting.
16.	<p>Training, Conferences and meetings of Outside Bodies</p> <ul style="list-style-type: none"> ACTION: The Clerk to provide details of new Cllr training (when it becomes available from SSALC).
17.	<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). ACTIONS: The Clerk to dispense payments and to also provide the



	relevant forms to those Cllrs who wish to be added as additional signatories to the Council's Bank Accounts.
18.	Notification of business for inclusion on next agenda <ul style="list-style-type: none"> Besides the items already raised during the meeting, Cllrs requested that the subject of flood protection be added to the next agenda.
19.	Next Council Meeting <ul style="list-style-type: none"> NOTED: The date of the next ordinary meeting on Monday, 10th April 2017 at St Luke's Church, Whyteleafe Hill, Whyteleafe.
	Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960. <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 February meeting in accordance with Standing Orders.
4. Clerking the February 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. Inviting local retailers, in person, to the Annual Village Meeting (Assembly) and displaying notices.
4. Monitoring weather conditions and overseeing the deployment of Snow Angels (not required)
5. Ongoing site inspection of Whyteleafe Recreation Ground.
6. Helping Whyteleafe Flood Group with preparations for its next multi-agency meeting.
7. Compiling Neighbourhood Plan data and reports for Cllrs.
8. Notifying TDC of time-lines for planning consultation responses.



Appendix 2: Schedule of Payments

Chq No.	Payee	Amount £	Comments
052	Surrey County Playing Fields Association	10.00	Affiliation Fee 2016/17 (retrospective)
053	Tandridge District Council	284.40	Additional street cleaning in Whyteleafe (December 2016 to January 2017 inclusive)
054	PCC of St Luke Whyteleafe	30.00	Hall hire (Annual Village Meeting 6/3/17 and March Council Meeting 13/3/17)
055	Simon Bold	758.47	Clerk's salary and office allowance for February 2017.
056	Surrey Pension Fund	202.06	Clerk's Pension - employee and employer contributions for February 2017
057	A Siddall	55.00	Community Garden monthly maintenance
058	The Society of Local Council Clerks	139.00	SLCC Annual Membership
059	Caterham on the Hill Parish Council	536.00	Funding of Neighbourhood Plan - payment to accountable body (<i>Local Government Act 1972, s.142</i>)
	TOTAL	£2,014.93	