



**Minutes of the Council meeting (no.185) held on
 Monday 10th April 2017 at St Luke's Church, Whyteleafe, CR3 0AA**

Councillors (Cllrs) present:

Cllr Celia Rudland (Chair)
 Cllr John Cheetham, Cllr Fatima Kamara and
 Cllr David Lee

Attending:

County Cllr Sally Marks (all part)

In attendance:

Simon Bold (Clerk)

Meeting opened at **7:48pm** and closed at **9:35pm**

1.	<p>Apologies for absence</p> <ul style="list-style-type: none"> NOTED: Cllrs Niall Campbell, Beth Rose and Sam Rose had 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 13 March 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 March to Cllrs (see Appendix 1: Clerk's Activity Report). No questions or queries were raised by Cllrs. The Clerk drew Cllrs' attention to a list of correspondence received since the last meeting. ACTION: The Clerk to circulate details of a survey of Parish Cllrs. The Clerk raised a number of topics including the need to set a date for a preliminary Business Plan discussion. NOTED: A meeting to be arranged in the early Summer. ACTIONS: The Clerk to obtain a quotation for summer hanging baskets and send the Council's response to the Biggin Hill supplementary consultation (re: instrument approach to runway 3) on the basis that the Council has considered the details and could not see a reason to comment at this time. NOTED: The Council had received positive feedback about the spring bulbs (white daffodils) on Whyteleafe roundabout.
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, various highways issues including the inadequacy of available parking within Whyteleafe.
6.	<p>District Councillors' reports on Tandridge District Council (TDC) activities</p> <ul style="list-style-type: none"> District Cllr Lee reported on the proposed parking charges for Oxted town centre (subject to full Council approval), that Planning Officers had advised that the proposal in respect of 2016/2337 in Westview Avenue would be revised and



	<p>resubmitted by the developer and that the Caterham Masterplan was now out for consultation amongst Caterham residents.</p> <ul style="list-style-type: none"> • District Cllr Bradbury had provided her apologies and no report.
7.	<p>Planning RESOLVED: In respect of six applications notified since the Council's last meeting:</p> <ul style="list-style-type: none"> • 2016/2175 - 27 Stuart Road, Warlingham CR6 9JH NOTED: Application withdrawn • 2017/87 - 6 to 8 Godstone Road, Whyteleafe, CR3 0EA Cllrs had no wish to object or comment. • 2017/359 - Car Park, Station Road, Whyteleafe, CR3 0EP Cllrs had no wish to object or comment. • 2017/505 - Little Selkirk, 24 Portley Wood Road, Whyteleafe, CR3 0BP Cllrs had no wish to object or comment. • 2017/587/NH - 26 Stuart Road, Warlingham CR6 9JH Cllrs had no wish to comment. • 2017/645 - Church of St Thomas of Canterbury, Station Road, CR3 0EP Cllrs had no wish to object or comment. • 2017/358 - 238 Godstone Road, Whyteleafe CR3 0EF Cllrs had no objection but wished to comment that it was the Council's view that TDC had not completed sufficient work to find alternative locations for the ten or so, off-road permit holder spaces that will be displaced by the scheme. Cllrs wished to see a commitment to the creation of alternative car park spaces. 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. • NOTED: Cllr Lee confirmed that the appeal hearing in respect of 38 Court Farm Road had taken place at the end of March and that this was well attended with several speakers. The outcome of the appeal is, however, still awaited. • NOTED: Cllrs to wait for more information on TDC's Local Plan 'new settlement' strategy before considering whether to express any views.
8.	<p>Finance</p> <ul style="list-style-type: none"> • NOTED: The Clerk confirmed the Council's bank balances as follows: Current Account £39,156.86 and the Reserve Account £26,852.51. A summary of payments and receipts since the last meeting was not provided on this occasion. • NOTED: The Chairman signed a copy of the Council's year-end Financial Statement for 2016/17, which had been prepared by the Clerk, after checking that it reconciled with the Council's bank statements as at 31 March 2016. • NOTED: To carry forward one Grant Application until the next Council meeting. ACTION: The Clerk to ask the applicant for clarification of the details in order that the Grant can be considered at the next meeting.
9.	<p>Audit 2016/17</p> <ul style="list-style-type: none"> • NOTED: The Clerk set out, for Cllrs to note, the key processes and dates for the annual external audit - Sections 1 and 2 to be approved by 30 June 2017 and the external audit to be completed by 30 September 2017. ACTION: The Clerk to attend the Internal Audit later in the week.



10.	<p>Transport (including highways)</p> <ul style="list-style-type: none"> • ACTION: Cllr Cheetham to attend the next East Surrey Transport Committee meeting on Wednesday and to raise, once again, the topic of the bus shelter on the A22 where cars have been parking on the hard-standing areas. NOTED: The Clerk reported that he had received no comments from residents about SCC's part-night street lighting initiative. This had now been implemented by SCC. • NOTED: SCC had been in touch with Govia (owners of Govia Thameslink Railway and Southeastern) to clarify that Station Approach was the responsibility of the Highways Authority including existing parking arrangements.
11.	<p>Neighbourhood Plan</p> <ul style="list-style-type: none"> • Cllrs reviewed the Local Green Space allocations for Whyteleafe following a meeting between Cllr Rudland, the Clerk and a member of the CR3 Forum. ACTIONS: Cllr Rudland to approach Whyteleafe School about their open space areas and the Clerk to write to the CR3 Forum about the nomination of Whyteleafe Football Club. The Clerk to also write, for the sake of clarification, to the CR3 Forum setting out the open space strategy for the land west of Church Road and how it meets the existing Green Belt criteria. • ACTION: Cllr Cheetham to attend the next Neighbourhood Plan meetings on 19th April and 15th May. Cllr Kamara to also attend the meeting on the 15th May. Cllr Cheetham indicated availability for a further meeting on the 5th June. • NOTED: The pre-submission consultation of the draft Local Plan to commence on 29th April for a minimum of six weeks (notice of which to be included in the Council's forthcoming newsletter).
12.	<p>Review of Policies</p> <ul style="list-style-type: none"> • RESOLVED: Cllrs approved the updated version of the Financial Regulations which had been circulated by the Clerk prior to the meeting. ACTIONS: The Clerk to issue these new Regulations and to provide a revised draft of Standing Orders for consideration at a future meeting.
13.	<p>Events (public) and meetings of Outside Bodies</p> <ul style="list-style-type: none"> • Cllr Rudland provided a brief verbal report on the Whyteleafe Flood Group multi-agency meeting which had taken place in March. NOTED: A public consultation on the conclusions and proposals resulting from the Atkins hydrology modelling work is expected around June 2017. The next Whyteleafe Flood Group meeting is scheduled for May or early June. • NOTED: The Caterham Valley Annual Assembly is scheduled for 31 May 2017.
14.	<p>Spring Newsletter</p> <ul style="list-style-type: none"> • Cllrs discussed the content of the forthcoming newsletter. ACTION: The Clerk to complete the draft on this basis. • RESOLVED: To approve the print and production costs of £463 and the distribution cost of £55. ACTIONS: Cllr Kamara to hand deliver on Torwood Lane and the Clerk to obtain more than one quote for printing in future.
15.	<p>Training and conferences</p> <ul style="list-style-type: none"> • NOTED: The Clerk highlighted two training courses of possible interest to Cllrs namely 'Meetings Procedures' and a 'Health & Safety Training Event' & 'Risk Assessment Workshop'.



16.	Payments <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.
17.	Notification of business for inclusion on next agenda <ul style="list-style-type: none"> NOTED: Besides the items already raised during the meeting no other items were requested by Cllrs.
18.	Next Council Meeting <ul style="list-style-type: none"> NOTED: The date of the next ordinary meeting on Monday, 8th May 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 March meeting in accordance with Standing Orders.
4. Clerking the March 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. Assisting with the setting up and hosting of the Annual Village Meeting (6/3/17).
4. Ongoing site inspections of Whyteleafe Recreation Ground and several local highways gullies.
5. Helping Whyteleafe Flood Group with its last multi-agency meeting (22/3/17).
6. Assisting Cllrs with data for the CR3 Forum/ Neighbourhood Plan
7. Meeting with the TDC Duty Planning Officer to discuss the status of several cases.

Clerk: Mr Simon Bold
 Tel: 07939 403414
 Email: clerk@whyteleafecouncil.org.uk
 Website: www.whyteleafecouncil.org.uk



Appendix 2: Schedule of Payments

Chq No.	Payee	Amount £	Comments
060	Simon Bold	758.47	Clerk's salary and office allowance for March 2017.
061	Post Office Limited	151.87	Payment to HMRC - PAYE (Tax & NI) for Q4 of 2016/17
062	Tandridge District Council	284.40	Additional street cleaning in Whyteleafe (February to March 2017 inclusive)
063	Surrey ALC Ltd	1,147.08	Surrey Association of Local Council & National Association of Local Council subscriptions for 2017/18
064	A Siddall	55.00	Community Garden monthly maintenance (March 2017)
065	Surrey Pension Fund	202.06	Clerk's Pension - employee and employer contributions for March 2017
066	PCC of St Luke Whyteleafe	15.00	Hall hire (April Council Meeting 10/4/17)
	TOTAL	£2,613.88	