



**Minutes of the Council meeting (no.186) held on  
 Monday 8th May 2017 at St Luke's Church, Whyteleafe, CR3 0AA**

**Councillors (Cllrs) present:**

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

**Attending:**

none

**In attendance:**

Simon Bold (Clerk)

Meeting opened at **7:45pm** and closed at **9:15pm**

<b>1.</b>	<p><b>To elect Chairman of the Council</b></p> <ul style="list-style-type: none"> <li>• RESOLVED: Cllr Rudland stood for election which Cllr Cheetham seconded. Cllrs unanimously voted, by show of hands, Cllr Rudland as Chairman. ACTION: The Clerk to notify the Surrey Association of Local Councils (SALC), Tandridge District Council (TDC) and the external auditor.</li> </ul>
<b>2.</b>	<p><b>To elect Vice-Chairman of the Council (optional)</b></p> <ul style="list-style-type: none"> <li>• NOTED: No Cllr stood for Vice-Chairman.</li> </ul>
<b>3.</b>	<p><b>Apologies for absence</b></p> <ul style="list-style-type: none"> <li>• NOTED: Cllr Sam Rose had notified the Clerk of his wish to resign from the Council - the Chairman advised Cllrs that she was minded to accept. Cllrs wished to record their thanks to Mr Rose his contribution to the Council. ACTION: Cllr Rudland to accept his resignation in writing and thereafter the Clerk to issue the statutory notice of the Council's casual vacancy and the opportunity for a group of residents to seek a 'claimed poll'.</li> <li>• NOTED: Cllrs Fatima Kamara, David Lee and Beth Rose had provided their apologies for absence prior to the meeting.</li> </ul>
<b>4.</b>	<p><b>Code of Members' Conduct</b></p> <ul style="list-style-type: none"> <li>• NOTED: Cllr Campbell updated his Notification of Disclosable Pecuniary &amp; Other Interests form. ACTION: The Clerk to update the Council's Register of Councillors' Interests and upload it to the Council's website.</li> <li>• The Clerk confirmed that no other Cllr had made a change to their Notification of Disclosable Pecuniary &amp; Other Interests form since the last meeting.</li> <li>• No Cllr declared any disclosable interest in respect of any item on the agenda.</li> </ul>
<b>5.</b>	<p><b>Acceptance of last minutes</b></p> <ul style="list-style-type: none"> <li>• RESOLVED: To approve the minutes of the meeting held on 10 April 2017 which the Chair then signed. ACTION: Clerk to display minutes on the Council's notice boards and website.</li> </ul>
<b>6.</b>	<p><b>Review of delegation arrangements for committees, sub-committees, employees and other local authorities</b></p> <ul style="list-style-type: none"> <li>• NOTED: The Council has no delegated arrangements via committee, sub-committee or any local authority. In respect of the employee panel, it was agreed that Cllrs Campbell, Rose and Rudland continue as the representatives for the coming year.</li> </ul>



<b>7.</b>	<p><b>Standing Orders and Financial Regulations</b></p> <ul style="list-style-type: none"> <li>NOTED: The Council had last updated and approved its Financial Regulations in the preceding month - April 2017. ACTION: The Clerk to provide a revised draft of Standing Orders for consideration at a future meeting.</li> </ul>
<b>8.</b>	<p><b>Review of arrangements with other local authorities</b></p> <ul style="list-style-type: none"> <li>NOTED: Cllrs acknowledged the current additional road sweeping arrangements with TDC which had been reviewed at the end of 2016. ACTION: None required.</li> </ul>
<b>9.</b>	<p><b>Review of representation on or work with Outside Bodies</b></p> <ul style="list-style-type: none"> <li>NOTED: Cllr Cheetham to continue deputising for Christine Kelly as the Council's representative on the East Surrey Transport Committee (ESTC). The Council thanked both representatives for their help. Cllr Rudland to continue as the Council's representative on the West Wickham, Spring Park and Coulsdon Commons Consultation Group (formerly the Coulsdon Commons Consultative Committee). Cllr Rudland to continue as the Council's representative on the Whyteleafe Flood Group.</li> <li>RESOLVED: To re-appoint Cllr Rudland as the Council's representatives at the SALC Annual General Meeting. ACTION: The Clerk to advise SALC.</li> </ul>
<b>10.</b>	<p><b>Asset Register</b></p> <ul style="list-style-type: none"> <li>NOTED: The Council had last updated and approved its Asset List in February 2017. The Clerk advised that no changes, in the interim, had arisen. ACTION: None required.</li> </ul>
<b>11.</b>	<p><b>Insurance</b></p> <ul style="list-style-type: none"> <li>The Clerk provided Cllrs with a schedule of terms and prices from three insurers for comparison purposes. RESOLVED: To approve the lowest priced quotation for a three year period (at a discounted rate) of £311.26 per annum. ACTION: The Clerk to complete the necessary paperwork and instruction to the Broker.</li> </ul>
<b>12.</b>	<p><b>Membership to other bodies</b></p> <ul style="list-style-type: none"> <li>NOTED: The Clerk provided Cllrs with a summary of all the Council's current memberships (see Appendix 1 - Subscriptions and Affiliations). No questions or queries were raised.</li> </ul>
<b>13.</b>	<p><b>Complaints Procedure</b></p> <ul style="list-style-type: none"> <li>RESOLVED: To approve the existing Complaints Procedure. ACTION: The Clerk to re-issue the document showing the date of its re-approval.</li> </ul>
<b>14.</b>	<p><b>Data Protection &amp; Freedom of Information</b></p> <ul style="list-style-type: none"> <li>RESOLVED: To approve the existing Data Protection and Freedom of Information policies. ACTION: The Clerk to re-issue the documents showing the date of these re-approvals.</li> </ul>
<b>15.</b>	<p><b>Press &amp; Media</b></p> <ul style="list-style-type: none"> <li>RESOLVED: To approve the Council's existing policy (Standing Order 28).</li> </ul>
<b>16.</b>	<p><b>Clerk's Report</b></p> <ul style="list-style-type: none"> <li>The Clerk provided his Activity Report for April to Cllrs (see Appendix 2 - Clerk's Activity Report) and a list of correspondence received since the last meeting. No questions or queries were raised by Cllrs.</li> <li>NOTED: The Clerk reported that the Council's Internal Auditor (IA) had raised</li> </ul>



	<p>no concerns following his recent annual review. However, the IA did wish to bring to the Council's attention the revised Governance and Accountability Guide for 2017 and the Legal Deposit Libraries Act 2003 (British Library Records) as part of his general 2017 update.</p> <ul style="list-style-type: none"> <li>• The Clerk set out details of a Clerks' Leadership Training Course organised by the SALC. He indicated his willingness to participate in this training and confirmed that this would help towards his Personal Development Plan (as part of his last appraisal). RESOLVED: Cllrs approved expenditure, from the training budget, of £200 towards the total cost of £400. ACTION: The Clerk to approach his other employer for similar support and matching contribution.</li> <li>• NOTED: The Clerk reported that TDC was no longer able to lend out a projector to enable the Council to trial the presentation of planning information at meetings. The Clerk added that the implementation of paperless planning application notifications by TDC was still on hold (having been due in April).</li> <li>• ACTION: The Clerk to organise a Business Planning meeting of Cllrs and circulate provisional (summer) dates to Cllrs. A suitable venue to be secured too.</li> </ul>
<b>17.</b>	<p><b>County Councillor's report on Surrey County Council (SCC) activities</b></p> <ul style="list-style-type: none"> <li>• In the absence of the County Cllr nothing was reported in respect of SCC activities.</li> </ul>
<b>18.</b>	<p><b>District Councillors' reports on Tandridge District Council (TDC) activities</b></p> <ul style="list-style-type: none"> <li>• In the absence of District Cllrs nothing was reported in respect of TDC activities.</li> </ul>
<b>19.</b>	<p><b>Planning</b></p> <p>To review three applications notified since the Council's last meeting:</p> <ul style="list-style-type: none"> <li>• <b>2017/683/NH</b> - 7 Maple Road, Whyteleafe CR3 0ET Cllrs had no wish to comment.</li> <li>• <b>2016/ 2337</b> - 16 Westview Avenue, Whyteleafe CR3 0EQ Cllrs had no wish to object or comment following several modifications to the proposal (updated application).</li> <li>• <b>2017/843</b> - 26 Stuart Road, Warlingham CR6 9JH Cllrs had no wish to object or comment.</li> <li>• NOTED: The Planning Inspectorate had dismissed the appeal in respect of 12-18 Southview Road (APP/M3645/W/16/3156513). However, Cllrs were concerned by the Inspectorate's view with respect to the Tandridge Parking Standards Supplementary Planning Document (SPD). ACTION: The Clerk to draft a letter to the Inspectorate outlining that there needs to be adequate on-site parking within any development proposal in order not to exacerbate the existing pressure on parking space around the village. Cllrs to review before the Clerk to send.</li> <li>• ACTION: The Council's Community Infrastructure Levy (CIL) return for 2016/17 to be submitted, by the Clerk, to TDC as agreed.</li> </ul>
<b>20.</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• NOTED: The Clerk did not have details of the Council's Bank Balances or summary of payments and receipts, since the last meeting, with him. Therefore, no details were provided on this occasion.</li> <li>• A Grant Application had been received from St Catherine's Hospice and a copy had been circulated to Cllrs, by the Clerk, prior to the meeting. This included a breakdown of items that required funding. RESOLVED: To approve £333 and</li> </ul>



	<p>Cllrs acknowledged the use of the Local Government Act 1972 Section 137 because of the number of beneficiaries across the community of Whyteleafe.          ACTION: The Clerk to dispense payment (see Appendix 3: Payments List) along with a copy of the Council's grant award letter.</p>
<b>21.</b>	<p><b>External Audit - Section 1 Annual Governance Statement 2016/17</b></p> <ul style="list-style-type: none"> <li>The Clerk had already outlined the report from the Internal Auditor (see item 16).</li> <li><b>RESOLVED:</b> Cllrs reviewed and approved Section 1 Annual Governance Statement. The Chair signed this statement on behalf of the Council.</li> </ul>
<b>22.</b>	<p><b>External Audit - Section 2 Accounting Statements 2016/17</b></p> <ul style="list-style-type: none"> <li><b>RESOLVED:</b> Cllrs reviewed and approved Section 2 Accounting Statements. The Chair signed this statement on behalf of the Council.</li> </ul>
<b>23.</b>	<p><b>Transport (including highways)</b></p> <ul style="list-style-type: none"> <li><b>NOTED:</b> The next meeting of the ESTC on 12 May 2017. <b>ACTION:</b> Cllr Cheetham to ask, via the ESTC, for a consultation by Govia in respect of their proposed changes to late night services. The subject of delays at the rail crossings in Whyteleafe to also be raised with the ESTC.</li> <li><b>NOTED:</b> SCC had deployed its roadside gully clearing vehicle on Church Road during the month.</li> </ul>
<b>24.</b>	<p><b>Environmental Enhancements</b></p> <ul style="list-style-type: none"> <li><b>RESOLVED:</b> To approve expenditure of £1,775 (excluding VAT) in respect of summer hanging baskets for the centre of Whyteleafe and in accordance with the Council's budget. Cllr Cheetham proposed and Cllr Rudland seconded.  <b>ACTIONS:</b> Clerk to obtain the attachment licence from SCC and instruct the contractor to proceed. The Clerk to also remind the groundworks contractor not to mow the front edge of the Community Garden in Spring and Summer so that more wild flowers may grow.</li> </ul>
<b>25.</b>	<p><b>Neighbourhood Plan</b></p> <ul style="list-style-type: none"> <li><b>ACTIONS:</b> Cllrs Cheetham and Kamara to attend the next Neighbourhood Plan meeting on 15th May. Cllr Cheetham to also attend the meeting on the 5th June. Cllr Cheetham also volunteered to help promote the Neighbourhood Plan consultation at Church Walk, Caterham on Saturday 3rd June. All Cllrs to review the Draft Neighbourhood Plan circulated (softcopy) by the Clerk.</li> </ul>
<b>26.</b>	<p><b>Events (public) and meetings of Outside Bodies</b></p> <ul style="list-style-type: none"> <li><b>NOTED:</b> A public Flood Information Sharing meeting at the Douglas Brunton Centre on 10th May (late afternoon). <b>ACTION:</b> Cllr Rudland to attend if available.</li> </ul>
<b>27.</b>	<p><b>Training and conferences</b></p> <ul style="list-style-type: none"> <li><b>NOTED:</b> Clerk's Leadership Training had been discussed earlier in the meeting (see item 16).</li> </ul>
<b>28.</b>	<p><b>Payments</b></p> <ul style="list-style-type: none"> <li><b>NOTED:</b> The groundworks contractor had increased his charge for additional mowing per month (applicable in summer) by £5 which Cllrs acknowledged.</li> <li><b>RESOLVED:</b> To approve the list of payments (see Appendix 3 - Schedule of Payments) which had been prepared and circulated by the Clerk prior to the meeting. The list was updated to reflect the Council's decisions with respect to</li> </ul>



	Insurance (see item 11) and the grant award to St Catherine's Hospice (item 20). ACTIONS: The Clerk to dispense payments.
<b>29.</b>	<b>Notification of business for inclusion on next agenda</b> <ul style="list-style-type: none"> <li>NOTED: Besides the items already raised during the meeting no other items were requested by Cllrs.</li> </ul>
<b>30.</b>	<b>Next Council Meeting</b> <ul style="list-style-type: none"> <li>NOTED: The date of the next ordinary meeting on Monday, 12th June 2017 at St Luke's Church, Whyteleaf Hill, Whyteleaf.</li> </ul>
	<b>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960</b> <ul style="list-style-type: none"> <li>None</li> </ul>

### **Appendix 1 - Subscriptions and Affiliations**

Surrey Association of Local Councils (SALC) &  
 National Association of Local Councils (NALC)  
 Tandridge Voluntary Service Council (TVSC)  
 Surrey County Playing Fields Association  
 East Surrey Transport Committee (ESTC)  
 Society of Local Council Clerks (SLCC)

### **Appendix 2 - 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 April meeting in accordance with Standing Orders.
4. Clerking the April 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 Cllrs with data for the CR3 Forum/ Neighbourhood Plan such as Local Green Space nominations
4. Notifying TDC of timings of planning consultation responses.
5. Completing year-end finance tasks including annual pension statement.
6. Preparing and attending Internal Audit meeting
7. Filing and archiving of paperwork/ files
8. Preparing Spring 2017 newsletter and sending for print and delivering to distributor
9. Attending Leadership 'Taster' Day (half day).
10. Submission of Biggin Hill additional consultation response.

### Appendix 3 - Schedule of Payments

Chq No.	Payee	Amount £	Comments
067	Caterham Publishing Ltd	66.00	Distribution of the Council's Spring 2017 newsletter
068	Peter Frost	194.11	Annual internal audit review
069	New Ink Printing Company Ltd	463.00	Print and production of the Council's Spring 2017 newsletter
070	Simon Bold	702.91	Clerk's salary and office allowance for April 2017.
071	Surrey Pension Fund	170.20	Clerk's Pension - employee and employer contributions for March 2017
072	A Siddall	165.00	Mowing (March and April) and Community Garden monthly maintenance (April 2017)
073	PCC of St Luke Whyteleafe	15.00	Hall hire (May Council Meeting 8/4/17)
074	- Spoiled -	00.00	- Not used -
075	Came & Company	311.26	Insurance policy (Annual Premium)
076	St Catherine's Hospice	333.00	Grant payment ( <i>LGA 1972, s.137</i> )
	<b>TOTAL</b>	<b>£2,420.48</b>	