



**Minutes of the Council meeting (no.194) held on
 12th February 2018 at St Luke's Church, Whyteleafe, CR3 0AA**

Councillors (Cllrs) present:

Cllr David Lee (Chair of meeting),
 Cllr Niall Campbell, Cllr John Cheetham and
 Cllr Fatima Kamara (part)

Attending:

District Cllr Sakina Bradbury and
 two others (all part)

In attendance:

Simon Bold (Clerk)

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

1.	Chair to open the meeting RESOLVED: In the absence of Cllr Celia Rudland (Council Chair), Cllrs nominated and approved that Cllr Lee should be the Chair of the meeting. Cllr Lee opened the meeting.
2.	Apologies for absence NOTED: Cllrs Celia Rudland and Beth Rose had provided their apologies prior to the meeting.
3.	Code of Members' Conduct 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 confirmed his roles as a Cllr at Tandridge District Council (TDC) and a Cllr of Surrey County Council (SCC). No Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of any item on the agenda (Cllr Fatima Kamara had not arrived at this point -see below).
4.	Acceptance of last minutes RESOLVED: To approve the minutes of the meeting held on 15 January 2018 which the Chair then signed. ACTION: Clerk to display the minutes on the Council's notice boards and website.
5.	Clerk's Report <ul style="list-style-type: none"> • NOTED: The Clerk had hand delivered TDC business event invitations to many of the local businesses in Whyteleafe to encourage them to attend. He had also completed his Clerks Leadership training and produced a Personal Development Plan. • The Clerk provided a summary of correspondence and new consultations since the last meeting. He added that Cllrs should also make sure that they are signed-up to receive notices and press releases from TDC and SCC. NOTED: Cllrs discussed a potential grant application, a survey from SCC about working with the County Cllr and the preferred wording for a letter to be delivered to residents in flood prone areas. • In respect of employment issues, the Clerk provided the appraisal report (as discussed and agreed at the last meeting) for members of the Employment Panel to sign. The Clerk raised the matter of payroll administration and pointed out that the Council may wish to employ the services of a payroll bureau. ACTION: The Clerk to provide details ahead of a discussion at the next meeting. • NOTED: Cllrs Kamara and Lee to meet to discuss the next stages in the process of Business Planning.



6.	<p>County Councillor's report on Surrey County Council (SCC) activities County Cllr Lee briefly reported on SCC's current finances and precept for the coming financial year (increased by 5.99%) for 2018/19 and also deliberations about the County Cllr's Local Committee budget for 2018/19.</p>
	<p><i>Cllr Fatima Kamara joined the meeting at this point. Cllr Kamara declared a Disclosable Pecuniary Interest (DPI) in respect of planning application 2018/32 under item '8 Planning'. She acknowledged that as a result of this DPI, she would be required to leave the meeting prior to discussion of that particular item.</i></p>
7.	<p>District Councillors' reports on Tandridge District Council (TDC) activities District Cllr Bradbury provided details about the redistribution of permit holder spaces in central Whyteleafe and raised that the work on the emerging Local Plan continued; that TDC had issued an update on the performance of its Property Investment company and that the Council House Scheme in Whyteleafe was likely to start shortly. District Cllr Lee added that TDC were seeking an appropriate name for the this new Housing Scheme and that any additional spaces in the Whyteleafe Recreation Ground would make use of reinforced plastic to help protect any areas of grass. District Cllr Lee outlined the TDC precept for 2018/19 (increased by 2.99%) and confirmed that negotiations to conclude the new recycling/ waste contract were still ongoing.</p>
8.	<p>Planning RESOLVED: In respect of the ten planning applications notified since the Council's last meeting:</p> <ul style="list-style-type: none"> • 2017/2258 - Blizewood, 62 Salmons Lane, CR3 0AN Cllrs had no wish to object or comment. 2017/1962/Cond1 - 20 Westview Avenue, CR3 0EQ Cllrs had no wish to comment. 2017/878/Cond1 - 20 Westview Avenue, CR3 0EQ Cllrs had no wish to comment. 2017/2657 - 2 Church Road, CR3 0AR Cllrs had no wish to object or comment.
	<p><i>Cllr Kamara temporarily left the meeting at this point.</i></p>
	<p>2018/32 - 37 Torwood Lane, Whyteleafe, CR3 0HD Cllrs had no wish to object or comment</p>
	<p><i>Cllr Kamara rejoined the meeting at this point.</i></p>
	<p>2018/54 - 304 Godstone Road, Whyteleafe, CR3 0BA Cllrs had no wish to object or comment. 2018/78 - 35 Court Farm Road, Warlingham, CR6 9BL Cllrs had no wish to object or comment. 2018/107/TPO - Whyteacre, Court Bushes Road, Whyteleafe, CR3 0BG Cllrs had no wish to object or comment. 2018/136 - 28 Whyteleafe Hill, Whyteleafe, CR3 0AB Cllrs had no wish to object or comment. 2018/179/NC - 248 Godstone Road, Whyteleafe, CR3 0EF Cllrs felt it appropriate to express the view that this proposal would result in a dwelling of poor architectural merit and detract from the street scene.</p>



	ACTIONS: The Clerk to advise TDC of the Council's comments in respect of the above applications.
9.	<p>Finance</p> <ul style="list-style-type: none"> NOTED: The Clerk confirmed the Council's bank balances as follows: Current Account £41,800.14 and the Reserve Account £26,908.66 which included £19,444 of Community Infrastructure Levy. NOTED: The Clerk had circulated a financial statement in a slightly different format for the period to 31 January 2018. Cllrs had no queries or comments in respect of the content of the statement. ACTION: The Clerk to produce future financial statements using this new format.
10.	<p>Policies</p> <ul style="list-style-type: none"> ACTION: Cllrs to review the proposed amended Standing Orders which had been circulated just prior to the meeting by the Clerk. NOTED: This matter to be deferred to the next meeting. RESOLVED: To approve the amended Grant Application Scheme, as circulated by the Clerk prior to the meeting, to clarify the extent of information required from applicants. ACTION: The Clerk to upload the revised form to the Council's website.
11.	<p>Transport (including highways)</p> <ul style="list-style-type: none"> Cllr Cheetham had nothing to report from the East Surrey Transport Committee on this occasion. NOTED: The Clerk had raised the longstanding issue of accessibility problems at the Bus Stop opposite South Whyteleafe Railway Station with the County Cllr and asked that he intervene in order to help progress this matter. NOTED: The Clerk confirmed that he had not seen any proposal from TDC/SCC about the funding of maintenance of highways verges from April 2018 onwards. NOTED: Cllr Lee advised that the Tandridge Local Committee would be reviewing parking enforcement statistics from Reigate & Banstead Borough Council at its next meeting. There was no news concerning extra parking enforcement in Tandridge at this stage.
12.	<p>Events (public) and meetings of Outside Bodies.</p> <ul style="list-style-type: none"> ACTION: Cllr Cheetham to attend the next Neighbourhood Plan meeting and to seek information on the extent of possible legacy work for Parish Councils assuming that the Plan is adopted following referendum. NOTED: Cllrs felt that the Community Infrastructure Levy (CIL) could be a suitable topic for discussion at the Annual Village Meeting. Cllr Lee accepted an invitation to present this subject from the viewpoint of both the District and Parish Councils. Cllrs felt that the Annual Village Meeting should be held on the same night as the scheduled April or May Council meetings (either to be curtailed accordingly).
13.	<p>Training and conferences</p> <ul style="list-style-type: none"> ACTION: The Clerk reiterated the details of the local General Data Protection Regulations (GDPR) training due to take place later in February. ACTION: Cllr Kamara to confirm her availability and Cllr Campbell to provide, if applicable, points of relevance to the Council following his training in GDPR by his



	<p>employer.</p> <ul style="list-style-type: none"> NOTED: The Clerk had circulated information, from the Surrey Association of Local Councils (SALC), in response to the queries raised by Cllrs at the last meeting about the Certificate in Local Council Administration (CiLCA). RESOLVED: On the basis of these details, Cllrs agreed to support the Clerk's request to study CiLCA with a proviso that if the Clerk were to leave within 12 months of completing CiLCA the Council would be able to recoup 50% of its contribution towards the cost of registration (Society of Local Council Clerks) and related support provided by SALC.
14. Payments	<ul style="list-style-type: none"> RESOLVED: To approve the list of payments totalling £1,538.43 which had been prepared and circulated by the Clerk prior to the meeting (see Appendix 1 - Schedule of Payments). ACTIONS: The Clerk to dispense payments.
15. Next Council Meeting	<ul style="list-style-type: none"> NOTED: The date of the next ordinary meeting on Monday, 12th March 2018 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"> NOTED: None.

Appendix 1 - Schedule of Payments

Chq No.	Payee	Amount £	Comments
132	Simon Bold	927.81	Clerk's salary (including back pay) and office allowance for January 2018.
133	Tandridge District Council	284.40	Additional street cleaning in Whyteleafe (December to January inclusive)
134	A Siddall	55.00	Community Garden monthly maintenance in January 2018.
135	Surrey Pension Funds	246.22	Clerk's Pension - employee and employer contributions for January 2018
136	PCC of St Luke Whyteleafe	15.00	Hall hire (February 2018 Council meeting)
137	Surrey County Playing Fields Association	10.00	Affiliation fee 2017/2018 (retrospective)
	TOTAL	£1,538.43	