



**Minutes of the Council meeting (no.195) held on
 Monday 12th March 2018 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:

2 visitors
 District Cllr Sakina Bradbury

In attendance:

Simon Bold (Clerk)

Meeting opened at **7:53pm** and closed at **9:25pm**

1.	Chair to open the meeting Cllr Rudland opened the meeting.
2.	Apologies for absence NOTED: Cllrs Niall Campbell and Beth Rose had provided their apologies prior to the meeting.
3.	Code of Members' Conduct NOTED: 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). Cllr Kamara declared a Disclosable Pecuniary Interest in respect of planning application 2018/248 under item '8 Planning'. No other Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of any item on the agenda.
4.	Acceptance of last minutes RESOLVED: To approve the minutes of the meeting held on 12 February 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 confirmed that he had gritted some of the pavements in the centre of Whyteleafe on 28 February during the period of heavy snow. Unfortunately, a fault on the gritter will need repair. • The Clerk provided a summary of correspondence and new consultations since the last meeting. The Clerk reminded Cllrs of the Local Committee consultation that he had circulated for comment and also highlighted the National Planning Policy Framework (NPPF) consultation that had been launched by the Government at the beginning of the month - it was expected that TDC, as the Planning Authority, would review and respond to the NPPF consultation. • ACTIONS: Cllrs, as appropriate, to respond to the Local Committee consultation to enable the Clerk to provide a composite response to SCC. Cllrs Kamara, Lee and Rudland to help distribute the SCC 'Property Flood Reporting Form' to local residents in flood prone properties once the Clerk had liaised with the Whyteleafe Flood Group. Following comments from Cllr Kamara, the Clerk to contact the Whyteleafe Surgery to ascertain their funding process with respect to plans to add more clinical



	<p>rooms. The Clerk to contact the Chairman of the local Falls Prevention project for more information. Finally, the Clerk to display a letter from the National Grid Property Holdings plc on the Council's website which gives details of the second phase of removing rubble from the Godstone Road site near the Gas Cylinder.</p> <ul style="list-style-type: none"> • NOTED: Cllrs noted the proposals with respect to the Whyteleafe Post Office. • RESOLVED: To outsource payroll to an external company for £84 per annum subject to adequate certification and indemnification. Cllrs felt this would be a cost effective measure and also lessen the risks (e.g. potential for errors and omissions). <p>ACTION: The Clerk to obtain and complete the necessary paperwork.</p>
6.	<p>County Councillor's report on Surrey County Council (SCC) activities County Cllr Lee highlighted that the next meeting of the Tandridge Local Committee will include an update on flood mitigation from SCC and a parking enforcement report from Reigate & Banstead Borough Council (RBBC). County Cllr Lee also gave a summary of the feedback from local residents about snow clearance on local roads which had been positive, particularly with respect to priority routes.</p>
7.	<p>District Councillors' reports on Tandridge District Council (TDC) activities District Cllr Bradbury reported that the TDC Housing Committee had recently met and that building of the Council House Scheme, on the site of the permit holders car park, was due to commence in May 2018. In addition, District Cllr Bradbury mentioned TDC's support of the Raven Housing Trust (temporary accommodation provision) plus the start of a sheltered housing review. She also mentioned the sale of woodland by TDC within the Parish. District Cllr David Lee confirmed that renegotiations of the contract for recycling and refuse collection were ongoing. He confirmed that the Community Services Committee will be considering various options with respect to the future funding of grounds maintenance (including highways verges) and that further news was expected shortly.</p>
8.	<p>Planning RESOLVED: In respect of the five planning applications notified since the Council's last meeting:</p> <ul style="list-style-type: none"> • 2018/354 - Edgeworth, 1A Oakley Road, Warlingham, CR6 9BE Cllrs had no wish to object or comment • 2018/326 - 4 Katherine Mews, Godstone Road, Whyteleafe, CR3 0HJ Cllrs had no wish to object or comment • 2018/328 - 67 Torwood Lane, Whyteleafe, CR3 0HD Cllrs had no wish to object or comment
	<p><i>Cllr Kamara temporarily left the meeting at this point.</i></p>
	<p>2018/248 - Torwood Lodge, 39 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>2017/2022/Cond1 - 71 Hillbury Road, Warlingham CR6 9TH Cllrs had no wish to comment ACTION: The Clerk to advise TDC of the Council's comments in respect of the above applications. NOTED: Cllrs had no comments or queries with respect to outstanding</p>



	applications, recent planning appeals and/or TDC decisions.
9.	<p>Finance</p> <ul style="list-style-type: none"> • NOTED: The Chairman reported the Council's bank balances as follows: Current Account £39,123.21 and the Reserve Account £26,930.42 which included £19,444 of Community Infrastructure Levy. • RESOLVED: To approve the Council's List of Assets, which had been circulated prior to the meeting, subject to the inclusion of the Council's laminator purchased in September 2017. • NOTED: The Clerk outlined the dates for the completion of the Council's internal and external audits including key dates for the completion of the Annual Governance Statement, the Accounting Statements 2017/18 and final submission.
10.	<p>Policies</p> <p>RESOLVED: To approve the updated Standing Orders, circulated prior to the last meeting, subject to an amendment to item 29b (therein) enabling the use of email communication rather than by letter. NOTED: The Clerk to review the Council's complaint policy to see if it might require amendment to cater for any breaches by a Cllr in respect of the Members' Code of Conduct.</p>
11.	<p>General Data Protection Regulations (GDPR)</p> <p>ACTIONS: The Clerk to provide Cllrs with a written summary of the impact of the new Regulations and Cllrs to confirm their availability to attend local training in April which had been rescheduled due to the recent bad weather (also see item 15). In addition, the Clerk to look at the cost of engaging the services of a Data Protection Officer and provide details to Cllrs.</p>
12.	<p>Transport (including highways)</p> <ul style="list-style-type: none"> • Cllr Cheetham confirmed that the East Surrey Transport Committee (ESTC) had last met on the 10th January. NOTED: A copy of the minutes of the meeting were available for review by Cllrs. ACTIONS: The subject of poor access to the bus stop on the Godstone Road (opposite Whyteleafe South) was on the next ESTC agenda and Cllr Lee (as County Cllr) to contact SCC Officers about the Village Council's related request for a site visit. • NOTED: TDC will discuss future funding of grounds maintenance (see also item 7) at the upcoming Community Services Committee - the Clerk had circulated a recent TDC report on this. There was no further news on any local parking enforcement initiatives although the Clerk confirmed that he had replied, on behalf of the Council, to RBBC's request for details of particular areas in Whyteleafe causing concern. ACTION: The Clerk to ask TDC for further details of the number of permit holder spaces to be installed at the Station Road car park and Whyteleafe Recreation Ground.
13.	<p>Events (public) and meetings of Outside Bodies.</p> <p>Cllr Cheetham had attended a Caterham Masterplan presentation which included a visualisation of Church Walk and an explanation of the use of car-share to mitigate pressure on parking. No details were discussed about the next Neighbourhood Plan meeting Cllr Lee confirmed that he would not be available for the Parish Assembly if held in May</p>



	and so the Clerk offered to help present the subject of the Community Infrastructure Levy.
14. Business Planning	ACTION: Cllrs Kamara and Lee to meet to discuss an action plan for discussion by Cllrs at the next meeting.
15. Training and conferences	ACTION: Cllrs to provide the Clerk with confirmation of their availability to attend GDPR training in April. Also, Cllrs agreed that the Parish Assembly should be held on Monday 14th May 2018.
16. Payments	<ul style="list-style-type: none"> • RESOLVED: To approve the list of payments totalling £1,456.89 which had been prepared and circulated by the Clerk prior to the meeting (see Appendix 1 - Schedule of Payments). NOTED: The cost of the Clerk's Society of Local Councils Clerks membership had reduced from the previous year. ACTIONS: The Clerk to dispense payments. The Clerk to obtain a quote for the repair and service of the Village Council's (manual) gritter including collection and return. • Cllrs discussed their repeated requests to the organisers of the 2017 Whyteleafe Village Fete for copies of invoices in accordance with the Grant Award made in July 2017. ACTION: If no copy invoices have been provided by the end of March, then this subject to be discussed at the Council's next meeting to determine a resolution.
17. Next Council Meeting	NOTED: The date of the next ordinary meeting on Monday, 9th April 2018 at St Luke's Church, Whyteleafe Hill, Whyteleafe.
	Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960 <ul style="list-style-type: none"> • NOTED: None.



Appendix 1 - Schedule of Payments

Chq No.	Payee	Amount £	Comments
138	SSALC Limited	144.00	Clerk's Development Programme (3 days in 2018)
139	Simon Bold	856.86	Clerk's salary, holiday pay and office allowance for February 2018.
140	- SPOILED -	00.00	- SPOILED -
141	A Siddall	55.00	Community Garden monthly maintenance in February 2018
142	Surrey Pension Fund	221.03	Clerk's Pension - employee and employer contributions for February 2018
143	Society of Local Council Clerks	81.00	SLCC Annual Membership (2018/19)
144	DM Payroll Services Ltd	84.00	Payroll services (2018/19)
145	PCC of St Luke Whyteleafe	15.00	Hall hire (March 2018 Council meeting)
	TOTAL	£1,456.89	