



**Minutes of the Council meeting (no.196) held on
 Monday 9th April 2018 at St Luke's Church, Whyteleafe, CR3 0AA**

Councillors (Cllrs) present:

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

Attending:

2 visitors
 District Cllr Sakina Bradbury

In attendance:

Simon Bold (Clerk)

Meeting opened at **7:45pm** and closed at **9:04pm**

1.	Chair to open the meeting Cllr Rudland opened the meeting.
2.	Apologies for absence NOTED: Cllr Beth Rose had provided her 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). No 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 March 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 washed down a number of central reserve warning signs along the A22 that had become coated in dirt over the winter months. One broken roadside sign, near Whyteleafe South Station, had been reported to SCC. • The Clerk provided a summary of correspondence and new consultations since the last meeting. NOTED: Cllrs raised no questions or queries on this occasion. • The Clerk reported that both the employee and employer pension contribution rates under the Local Government Pension Scheme (managed by SCC) were expected to remain unchanged for the coming year. These rates remained in compliance with the Government's revised contribution rates effective 01 April 2018. • The Clerk reminded Cllrs that the Council would be invited to sign a tri-partite 'Learning Agreement' with himself and the Surrey Association of Local Councils (SALC) to underpin the commitment and support, by all, towards the Clerk's completion of the Certificate in Local Council Administration (CiLCA). ACTION: The Clerk to obtain a copy of the agreement from SALC.
6.	County Councillor's report on Surrey County Council (SCC) activities County Cllr Lee reported that SCC had obtained central Government funds of £5m towards the urgent repair of potholes following the recent freezing weather.



	<p>In addition, he confirmed that for 2018/19 he had access to a Cllr's highways allowance of £7,500 which would be shared with Caterham Valley. A further SCC Cllr allowance would be available for local community projects and County Cllr Lee will invite local organisations to apply for support. Finally, Cllr Lee added that he thought the current arrangements (e.g. opening times) in respect of the Community Recycling Centres were likely to remain unchanged for the foreseeable future.</p>
7.	<p>District Councillors' reports on Tandridge District Council (TDC) activities District Cllr Sakina Bradbury reported that she had not attended any TDC Committee meetings in the last month but was scheduled to attend the Overview & Scrutiny Committee on the 10th April. District Cllr Lee reported that he had attended the last TDC Resources Committee meeting and that one of the initiatives being considered is additional support and training for new District Cllrs to help them be more effective, more quickly.</p>
8.	<p>Planning RESOLVED: In respect of the three planning applications notified since the Council's last meeting:</p> <ul style="list-style-type: none"> • 2017/2248/Cond1 - Gas Station, Godstone Road, Whyteleafe CR3 0EG Cllrs had no wish to comment. • 2018/422/NH - 28 Whyteleafe Hill, Whyteleafe CR3 0AB Cllrs had no wish to object or comment. • 2017/2659 - 354-356 Godstone Road, Whyteleafe CR3 0BA Cllrs commented that if TDC were minded to approve this application that a condition be added to ensure that, before the new dwellings are occupied, that vehicular access to the rear of the properties is legally secured and documented. <p>ACTION: The Clerk to advise TDC of the Council's comments in respect of the above applications.</p> <ul style="list-style-type: none"> • NOTED: Cllrs had no comments or queries with respect to outstanding applications, recent planning appeals and/or TDC decisions. • RESOLVED: To approve the Village Council's Community Infrastructure Levy (CIL) annual return for 2017/18. The Clerk to send to TDC.
9.	<p>Finance</p> <ul style="list-style-type: none"> • NOTED: The Clerk reported the Council's bank balances as at 31 March 2018 as follows: Current Account £37,250.32 and the Reserve Account £26,930.42 which included £19,444 of Community Infrastructure Levy. There was one uncashed payment of £84. • RESOLVED: To approve the Council's financial statement for the year ending 31 March 2018 which Cllr Rudland signed along with the bank statements and bank reconciliation after the paperwork had been checked and verified. • NOTED: The Clerk confirmed that he would attend the annual internal audit on the 19 April 2018.
10.	<p>Grants Three completed grant applications had been received by the Clerk and circulated to Cllrs prior to the meeting. As a result, Cllrs RESOLVED as follows:</p> <ul style="list-style-type: none"> • to grant £100 (as requested) in respect of the Tandridge Neighbourhood Watch



	<p>(<i>Local Government and Rating Act 1997, s.31</i>) towards schemes in Whyteleafe.</p> <ul style="list-style-type: none"> to grant £500 (as requested) in respect of the Surrey Fire & Rescue Service's 'Safe Drive Stay Alive' campaign (<i>Local Government Act 1972, s137</i>). Cllrs recognised the potential benefit to the numerous young adults and their families in Whyteleafe. to not grant any monies (£2,000 requested) in respect of the application from the organisers of the Whyteleafe Village Fete as the required information, as set out in the terms & conditions of the grant scheme, had not been provided. <p>ACTION: The Clerk to dispense payments where applicable (see Appendix 1: Schedule of Payments) and notify each applicant in writing. The Council to issue a Press Release confirming each award and to publicise the grant scheme.</p>
11.	<p>Policies</p> <p>With reference to the query raised at the previous meeting (under item 10: Policies) the Clerk outlined the process, under the Council's Code of Conduct, for dealing with complaints made against Cllrs. NOTED: Cllrs felt this was adequate and as a result, no amendment was considered necessary to the Council's existing Complaints Policy (which sets out how the Council handles other types of complaint).</p>
12.	<p>General Data Protection Regulations (GDPR)</p> <p>NOTED: The Clerk outlined the process to be followed in preparation for the introduction of GDPR at the end of May. Cllrs acknowledged the scope of the implementation project and in particular the need for the Council to appoint a Data Protection Officer.</p>
13.	<p>Training and conferences</p> <p>ACTIONS: Cllrs Cheetham, Lee and Rudland to attend the local GDPR training to take place on the 11th April. Cllr Kamara to attend the second session on the 24th April.</p>
14.	<p>Transport (including highways)</p> <ul style="list-style-type: none"> NOTED: Cllr Cheetham confirmed that he will attend the next meeting of the East Surrey Transport Committee in early May. ACTIONS: The Clerk and Cllr Rudland to register with the Cllrs' dedicated mobile phone app, administered by Cllr Kamara, for noting highways issues on local roads. The Clerk to send County Cllr Lee details of the broken signs (two) recently reported to SCC. NOTED: The Clerk reported that all the proposed replacement permit holder car park spaces (following the closure of the car park on the Godstone Road) had been created at the Station Road Car Park, Hillside Road and Whyteleafe Recreation Ground as proposed by TDC. Cllrs will monitor the use of the Station Road Car Park once the new ticket machine is installed by TDC. Cllrs wished to continue with summer hanging baskets in Whyteleafe. ACTION: The Clerk to obtain an estimate of the cost for approval at the next meeting.
15.	<p>Business Planning</p> <p>Cllrs briefly discussed the updated outline business plan that had been circulated prior to the meeting by Cllrs Kamara and Lee.</p> <ul style="list-style-type: none"> ACTIONS: Cllr Lee and another Village Cllr to host an informal surgery in May - all Cllrs to advise of their availability - and the Council to consider subsequent surgeries in September and December. The Clerk to seek resources from TDC in respect of a Village litter pick to be



	<p>organised over the coming months.</p> <ul style="list-style-type: none"> In respect of the Whyteleafe Flood Group, Cllrs wished to see regular updates and so this topic to be added to the Council's agenda in June.
	<p><i>Both Cllr Cheetham and Kamara left the meeting at this point.</i></p>
16.	<p>Events (public) and meetings of Outside Bodies. NOTED: There was no news about future Neighbourhood Plan meetings. Cllr Lee confirmed that he would be attending the next Tandridge Local Committee meeting on the 20th April. ACTION: Cllr Rudland and the Clerk to prepare and organise the Annual Village Meeting in May (see item 19 below).</p>
17.	<p>Payments</p> <ul style="list-style-type: none"> NOTED: The Clerk reminded Cllrs that a cheque payment for £500 had been made to the Whyteleafe Village Fete, since the last meeting, following the receipt of copy invoices as stipulated in the grant award of 2017. RESOLVED: To approve the list of payments totalling £2,694.03 (see Appendix 1 - Schedule of Payments) and which included the grant payments to the Tandridge Neighbourhood Watch Steering Group and Surrey Fire & Rescue Service (see item 10 above). ACTIONS: The Clerk to dispense payments.
18.	<p>Notification of business for inclusion on next agenda NOTED: The agenda of the next meeting will be reduced to reflect the limited time available.</p>
19.	<p>Next Council Meeting</p> <ul style="list-style-type: none"> NOTED: The date of the next ordinary (and Annual) meeting on Monday, 14th May 2018 at St Luke's Church, Whyteleafe Hill, Whyteleafe. The Clerk also provided details of ordinary Council meeting dates through to September 2018. NOTED: The date of the Annual Village Meeting (Parish Meeting) on Monday, 14th May 2018 at St Luke's Church prior to the Council meeting.
	<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
146	Whyteleafe Village Fete	500.00	Grant award in respect of the 2017 event (LGA 1972 s.145)
147	SSALC Limited	128.00	Training support for the Certificate in Local Council Administration (Clerk)
148	Simon Bold	804.98	Clerk's salary, holiday pay and office allowance for March 2018.
149	Surrey Pension Fund	202.54	Clerk's Pension - employee and employer contributions for March 2018
150	HM Revenue & Customs	338.51	PAYE (Tax & NI) for Q4 of 2017/18
151	PCC of St Luke Whyteleafe	15.00	Hall Hire (April 2018 Council meeting)
152	A Siddall	105.00	Community Garden monthly maintenance and additional mowing in March 2018
153	Tandridge Neighbourhood Watch Steering Group	100.00	Grant Award (<i>Local Government and Rating Act 1997 s31</i>).
154	Surrey Fire and Rescue Service	500.00	Grant Award "Safe Drive Stay Alive" campaign (<i>Local Government Act 1972 s137</i>)
	TOTAL	£2,694.03	