



**Minutes of the Council meeting (no.197) held on  
 Monday 14th May 2018 at St Luke's Church, Whyteleafe, CR3 0AA**

**Councillors (Cllrs) present:**

Cllr Celia Rudland (Chair),  
 Cllr John Cheetham and Cllr Beth Rose

**Attending:**

0 visitors

**In attendance:**

Simon Bold (Clerk)

Meeting opened at **8:40pm** and closed at **9:45pm**

<b>1.</b>	<p><b>To elect Chairman of the Council</b>          RESOLVED: Cllr Rudland stood for election which Cllr Cheetham seconded. Cllrs 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.</p>
<b>2.</b>	<p><b>To elect Vice-Chairman of the Council</b>          RESOLVED: Cllr Cheetham stood for election which Cllr Rose seconded. Cllrs voted, by show of hands, Cllr Cheetham as Vice Chairman. ACTION: The Clerk to notify TDC.</p>
<b>3.</b>	<p><b>Apologies for absence</b>          NOTED: Cllrs Kamara and Lee had provided their apologies prior to the meeting. Cllr Niall Campbell had resigned at the end of the last month (see also item 10).</p>
<b>4.</b>	<p><b>Code of Members' Conduct</b>          NOTED: The Clerk confirmed that no Cllr had made a change to their Notification of Disclosable Pecuniary &amp; Other Interests form since the last meeting.          No Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of any item on the agenda.</p>
<b>5.</b>	<p><b>Acceptance of last minutes</b>          RESOLVED: To approve the minutes of the meeting held on 9th April 2018 which the Chair then signed. ACTION: Clerk to display the minutes on the Council's notice boards and website.</p>
<b>6.</b>	<p><b>Review of delegation arrangements for committees, sub-committees, employees and other local authorities</b>          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 Cheetham, Rose and Rudland be the representatives for the coming year.          With respect to arrangements with other local authorities, the Clerk to continue to sign the bi-monthly agreement with TDC with respect to the additional road sweeping contract subject to the periodic approval of the scheme by full Council (or immediately if either the Parish Council or TDC wish to amend the terms).</p>
<b>7.</b>	<p><b>Review of representation on or work with Outside Bodies</b>          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</p>



	<p>Group (formerly the Coulsdon Commons Consultative Committee). Cllr Rudland to continue as the Council's main representative on the Whyteleafe Flood Group with other Cllrs and the Clerk providing assistance as appropriate.</p> <p>RESOLVED: To re-appoint Cllr Rudland as the Council's representatives at the SALC Annual General Meeting. ACTION: The Clerk to advise SALC.</p>
<b>8.</b>	<p><b>Asset Register</b></p> <p>NOTED: The Council had last updated and approved its Asset List in March 2018. The Clerk advised that no changes, in the interim, had arisen. ACTION: None required.</p>
<b>9.</b>	<p><b>Insurance</b></p> <p>The Clerk had circulated, prior to the meeting, the schedule of terms from the Council's holding insurer (as the second year of a three year long-term agreement). NOTED: The Clerk advised that no amendments appeared necessary. RESOLVED: To approve the insurance and premium of £317.49 for 2018/19 with effect from 1 June 2018 (see Appendix 1 - Schedule of Payments). ACTION: The Clerk to complete the necessary paperwork and instruction to the Broker.</p>
<b>10.</b>	<p><b>Clerk's Report</b></p> <ul style="list-style-type: none"> <li>The Clerk provided a summary of correspondence and new consultations since the last meeting. NOTED: Cllrs discussions included an update from the Whyteleafe Flood Group; the availability of General Data Protection Regulations (GDPR) training by TDC at their offices and a letter from the Chairman of the Whyteleafe Fete Committee. ACTIONS: Both the Chairman and Clerk to liaise with the Whyteleafe Flood Group and offer support prior to the next multi-agency meeting and the Clerk to draft a short letter to the Fete Committee to reiterate the qualifying criteria of the Council's Grant Scheme.</li> <li>Cllrs discussed GDPR. The recent local training had been well received and considered beneficial in terms of setting out the practical measures required to comply. The Clerk had circulated an outline of estimated costs relating to GDPR implementation which included provision of digital document storage, support from contractors and the appointment of a Data Protection Officer. RESOLVED: To approve £1,500 on the understanding that where possible costs should be kept to a minimum. To approve the Privacy Policy that the Clerk had prepared based on the model document (from the Society of Local Council Clerks). ACTIONS: The Clerk to publish the Privacy Policy on the Council's website and to attend a meeting with other Parish Clerks to review GDPR services available to Councils.</li> </ul> <p>NOTED: The Clerk reported that under the Surrey County Council (SCC) Pension Scheme, the employer contribution rate had been confirmed and remained unchanged for 2018/19.</p> <p>ACTION: In respect of the NHS leaflet 'Evening and weekend GP appointments' the Clerk to seek information from the Whyteleafe Surgery about their involvement (if any).</p> <p>NOTED: The Clerk confirmed that SCC Highways had removed a sign which had been reported as dangerous due to broken fixings. The Highways Officer advised that this would either be reaffixed at a later date or replaced completely.</p> <p>ACTION: In respect of the resignation of Niall Campbell, the Clerk confirmed that he would liaise with TDC and display the formal 'claimed poll' notice in accordance with the Local Government Act 1972 and advise Cllrs of the outcome at the next meeting.</p> <p>RESOLVED: The Chairman, on behalf of the Council, signed a tripartite Learning</p>



	<p>Agreement in respect of the Clerk's imminent commencement of the Certificate in Local Council Administration (CiLCA) training. NOTED: The Clerk also signed. ACTION: The Clerk to send to SALC for their tutor to sign and return.</p>
<b>11.</b>	<p><b>Planning</b>          RESOLVED: In respect of the ten planning applications notified since the Council's last meeting:</p> <ul style="list-style-type: none"> <li>• <b>2018/930</b> - 2 Church Road, Whyteleafe CR3 0AR            Cllrs had no wish to object or comment.</li> <li><b>2018/880</b> - 22 Court Farm Road, Warlingham CR6 9BD            Cllrs had no wish to object or comment.</li> <li><b>2018/852</b> - Robin Hill, Burntwood Lane, Caterham CR3 5UN            Cllrs had no wish to object or comment.</li> <li><b>2017/358/Cond1</b> - 238 Godstone Road, Whyteleafe CR3 0EF            NOTED: Cllrs reported that this case (relating to hard landscaping and external materials details) was not available to view on TDC's planning website. ACTION: The Clerk to ask TDC to rectify the error and Cllrs to review thereafter and circulate any comments to fellow Cllrs and the Clerk.</li> <li><b>2018/853</b> - 5 Court Farm Road, Warlingham CR6 9BL            Cllrs had no wish to object or comment.</li> <li><b>2018/774</b> - 9 Maple Road, Whyteleafe CR3 0ET            Cllrs had no wish to object or comment.</li> <li><b>2018/707</b> - Land between 8-26 Godstone Road, Whyteleafe CR3 0EA            Cllrs had no wish to object or comment. Cllrs did remark that it would be appropriate for TDC to notify more than the standard number of properties in this particular case. ACTION: The Clerk to check the extent of TDC's consultation and to deliver a copy of the application details to properties nos.5 to 17A if they had not originally been included.</li> <li><b>2018/695</b> - 159A Godstone Road, Whyteleafe CR3 0EH            Cllrs had no wish to object or comment.</li> <li><b>2018/680</b> - Tanglewood, The Avenue, Whyteleafe CR3 0AQ            Cllrs had no wish to object or comment.</li> <li><b>2018/682</b> - Marden, 5 Oakley Road, Warlingham CR6 9BE            Cllrs had no wish to object or comment.</li> </ul> <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"> <li>• NOTED: In respect of application 2017/2227, Cllrs noted that revised site plans had been submitted which showed more parking spaces within the site. ACTION: The Clerk to contact TDC to advise of the Village Council's support of the creation of further spaces within the site, as long as this would not increase the risk of flood to properties.</li> </ul> <p>Cllrs had no other comments or queries with respect to outstanding applications, recent planning appeals and/or TDC decisions.</p>
<b>12.</b>	<p><b>Finance</b>          NOTED: The Clerk reported the Council's bank balances as at 12 May 2018 as follows:</p>



	<p>Current Account £72,733.48 and the Reserve Account £26,952.93 which included both the first half-year precept receipt of £18,625 and a Community Infrastructure Levy (CIL) receipt of £18,621.19. Since the commencement of the financial year, the Council recorded receipts of £37,268.70 and had made payments of £1,763.03 with additional payments to come (see Appendix 1: Schedule of Payments). ACTION: The Clerk to seek clarification from TDC of the details (and documentation) relating to the CIL receipts as he had noted a potential discrepancy at this stage.</p>
<b>13.</b>	<p><b>External Audit - Section 1 Annual Governance Statement 2017/18</b>          NOTED: The Clerk had circulated the report from the Internal Auditor - no issues or concerns in respect of the Council's procedures had been raised. RESOLVED: Cllrs reviewed and approved 'Section 1 - Annual Governance Statement' of the Annual Governance and Accountability Return 2017/18 Part 3. The Chair signed this statement on behalf of the Council, as did the Clerk.</p>
<b>14.</b>	<p><b>External Audit - Section 2 Accounting Statements 2017/18</b>          RESOLVED: Cllrs reviewed and approved 'Section 2 - Accounting Statements' of the Annual Governance and Accountability Return 2017/18 Part 3. The Clerk had already signed this statement (as required) and the Chair also signed on behalf of the Council.</p>
<b>15.</b>	<p><b>Events (public) and meetings of Outside Bodies</b>          Cllr Cheetham advised that he had been unable to attend the CR3 Forum Steering Group meeting in order to be present here tonight and at the earlier Annual Village (Parish) Meeting. He confirmed that he was available to attend the SALC Informative event in mid June. ACTION: The Clerk to advise SALC.          Cllrs discussed the Annual Village Meeting and agreed that both the meeting and the activities of the Council required more promotion and publicity. It was felt that the Council's website probably required a revamp and an improvement in its appearance and more regular updates. ACTION: The Clerk to make a review of other Parish Council websites and seek details of contractors that may be suitable to build a new website and provide ongoing website support.</p>
<b>16.</b>	<p><b>Transport (including highways)</b></p> <ul style="list-style-type: none"> <li>• Cllr Cheetham confirmed that he would raise the problem of vehicles parking at the hard-standing near the bus stop opposite Whyteleafe South (Railway Station) with Transport for London. He added that the railway timetable changes to come into effect on the 20th May were expected to create widespread inconvenience and that the ESTC would be collating feedback from local passengers and representatives. Cllr Rudland reported that the infrastructure upgrade at Whyteleafe South was expected to take longer than anticipated.</li> <li>• No parking issues were discussed on this occasion.</li> </ul>
<b>17.</b>	<p><b>Payments</b>          RESOLVED: To approve the list of payments totalling £3,133.69 (see Appendix 1 - Schedule of Payments). ACTIONS: The Clerk to dispense payments.          RESOLVED: Cllrs approved expenditure in respect of summer hanging baskets of £3,582 (ex-VAT) which included watering and maintenance from May through to October 2018. In addition, a maximum of £50 was agreed in respect of the upkeep of the decorative trough, in the centre of Whyteleafe near the Post Office, for the summer months.</p>



<b>18.</b>	<p><b>Next Council Meeting</b>          NOTED: The date of the next ordinary meeting on Monday, 11th June 2018 at St Luke's Church, Whyteleafe Hill, Whyteleafe.</p>
	<p><b>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960.</b>          NOTED: None.</p>

### Appendix 1 : Schedule of Payments

Chq No.	Payee	Amount £	Comments
155	SSE (Southern Electric)	50.52	Christmas Lighting supply charge.
156	Surrey ALC Limited	1,177.63	Surrey Association of Local Council & National Association of Local Council subscriptions for 2017/18
157	Came & Company	317.49	Insurance policy (Annual Premium)
158	Peter Frost	192.93	Annual internal audit review fee.
159	Tandridge District Council	284.40	Additional street cleaning in Whyteleafe (February and March 2018 inclusive)
160	Simon Bold	789.85	Clerk's salary, holiday pay and office allowance for April 2018.
161	Surrey Pension Fund	180.87	Clerk's Pension - employee and employer contributions for April 2018
162	A Siddall	105.00	Community Garden monthly maintenance and additional mowing in April 2018
163	PCC of St Luke Whyteleafe	15.00	Hall Hire (May 2018 Council meeting)
164	TVA (Tandridge Voluntary Action)	20.00	Annual membership (2018/2019)
	<b>TOTAL</b>	<b>£3,133.69</b>	