



**Minutes of the Council meeting (no.198) held on  
 Monday 11th June 2018 at St Luke's Church, Whyteleafe, CR3 0AA**

**Councillors (Cllrs) present:**

Cllr John Cheetham (Chair of meeting),  
 Cllr Fatima Kamara, Cllr David Lee,  
 Cllr Beth Rose and Cllr Celia Rudland (part)

**Attending:**

1 visitor (part)  
 District Cllr Jeffrey Gray

**In attendance:**

Simon Bold (Clerk)

Meeting opened at **7:52pm** and closed at **9:38pm**

<b>1.</b>	<b>Chair to open the meeting</b> RESOLVED: In the absence of Cllr Rudland (Chair of the Council), who arrived later, Cllrs nominated and approved that Cllr Cheetham be the Chair of the meeting. Cllr Cheetham opened the meeting.
<b>2.</b>	<b>Apologies for absence</b> NOTED: None.
<b>3.</b>	<b>Code of Members' Conduct</b> 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.
<b>4.</b>	<b>Acceptance of last minutes</b> RESOLVED: To approve the minutes of the meeting held on 14th May 2018 which the Chair then signed. ACTION: Clerk to display the minutes on the Council's notice boards and website.
	<i>Cllr Kamara temporarily left the meeting during the first part of the next item.</i>
<b>5.</b>	<b>Clerk's Report</b> The Clerk provided a summary of correspondence and new consultations since the last meeting. <ul style="list-style-type: none"> <li>• ACTIONS: In respect of the outline proposal from TDC in respect of the future funding of grass cutting, the Clerk to write to TDC confirming a willingness to consider some contribution to funding, subject to more information and the option to employ a contractor directly if deemed necessary.</li> <li>• ACTIONS: Cllrs Kamara and Lee confirmed their availability to attend a free Community Resilience workshop hosted by SCC. The Clerk to also attend, if available, and to make the appropriate bookings and highlight the Council's particular interest in flood protection and flood contingency planning.</li> <li>• Cllr Rose reported that a small group of local people had completed first responder training and that Whyteleafe Helping Hands were looking to fund appropriate uniforms. The group had asked whether funding could be made available to obtain a defibrillator for central Whyteleafe and that two possible locations had been</li> </ul>



	<p>identified. Cllrs wished to take this idea forward. ACTIONS: Cllr Rose to obtain more information, including costings, to be circulated by the Clerk and the Council to consider expenditure, if appropriate, at a future meeting.</p> <ul style="list-style-type: none"> <li>• NOTED: The Clerk confirmed that the new National Joint Council for Local Government Services (NJC) pay scales had been applied to the Clerk's salary calculations effective 01 April 2018 in accordance with his Contract of Employment. The Clerk reported that he was due an appraisal. ACTION: The Employee Panel to arrange the Clerk's annual appraisal meeting.</li> <li>• NOTED: The Clerk reminded Cllrs that the Council had the option, and budget, to produce a newsletter for residents.</li> <li>• NOTED: The Clerk reminded Cllrs that the electors rights to inspect the Council's audit statements would commence from 18 June 2018. ACTION: The Clerk to update the Council's notice boards and website nearer the time with the appropriate documents.</li> </ul>
<p><b>6.</b></p>	<p><b>County Councillor's report on Surrey County Council (SCC) activities</b>          County Cllr Lee reported that the Interim Director for Children, Schools and Families at SCC had given a commitment to deliver improvements to Children's Services (e.g. safeguarding provision etc) following an "inadequate" rating from Ofsted in May. On a separate issue, Cllr Lee expected an update from SCC on its future parking enforcement plans at the next Tandridge Local Committee later in June (see also items 10 and 15). Cllr Lee reminded Cllrs of the availability of SCC Member Highway funding to be shared between Caterham and Whyteleafe parishes.</p>
	<p><i>Cllr Rudland arrived and joined the meeting at this point.</i></p>
<p><b>7.</b></p>	<p><b>District Councillors' reports on Tandridge District Council (TDC) activities</b>          District Cllr Gray reported that he had become a member of both the TDC Housing Committee and also the Planning Committee. He commented that he would wish to see TDC consult more widely on planning applications and that the draft Local Plan was due to be issued shortly and that it would include details of land earmarked for development (across the whole of the District).          In addition, Cllr Gray reported that TDC was not intending to maintain the cricket square at Whyteleafe Recreation Ground (due to a lack of use) but anyone opposed to this idea should let TDC know immediately. Finally, he reported that he was currently pushing SCC for a crossing point on the A22 just to the south of the village centre.          District Cllr Lee confirmed his membership of the following three TDC Committees: Community Infrastructure Levy; Community Services and Resources. He reported that TDC had recently purchased Bronze Oak House near Caterham Valley Library which may be redeveloped for affordable or sheltered housing. Finally, he reported that the first phase of TDC's 'Customer First' initiative should be completed in a month's time enabling phase two to commence which is likely to see the appointment of 'place-based Officers' who will be working within discrete local communities with a broader remit to coordinate the services provided by TDC.</p>
<p><b>8.</b></p>	<p><b>Planning</b>          RESOLVED: In respect of the two planning applications notified since the Council's last meeting:</p> <ul style="list-style-type: none"> <li>• <b>2015/891/Cond1</b> - 361 Godstone Road, Whyteleafe, CR3 0BF</li> </ul>



	<p>Cllrs had no wish to comment (advisory notification only).  <b>2018/888</b> - Kenley Aerodrome, Hayes Lane, Kenley, CR8 5YG          Cllrs had no wish to object or comment.</p> <p><b>ACTION:</b> The Clerk to advise TDC of the Council's comments in respect of the above applications.</p> <ul style="list-style-type: none"> <li>• <b>ACTION:</b> In respect of the pending application in respect of 2017/2227, the Clerk to write to TDC confirming the Village Council's support for additional on-site parking spaces (further plans had been submitted on this basis) as this would help alleviate on-street parking congestion but subject to Environment Agency approval with respect to the mitigations against the risks of flood and contamination of groundwater.</li> <li>• <b>NOTED:</b> District Cllrs had been briefed in respect of TDC's draft Local Plan but any information was embargoed until its publication, expected on 21 June 2018.  <b>ACTIONS:</b> Village Cllrs to discuss and, if appropriate, agree next steps at the July meeting. The Clerk to publicise this Local Plan information (when available) on the Council's website and notice boards.</li> </ul>
<p><b>9.</b></p>	<p><b>Finance</b>  <b>NOTED:</b> The Clerk reported the Council's bank balances as at 31 May 2018 as follows: Current Account £69,100 and the Reserve Account £26,964. These figures included £38,000 of Community Infrastructure Levy (CIL) funds and £17,250 of earmarked reserves. The Clerk confirmed that the accuracy of the CIL reserves had been confirmed by TDC following last month's query.</p>
<p><b>10.</b></p>	<p><b>Transport (including highways)</b></p> <ul style="list-style-type: none"> <li>• Cllr Cheetham highlighted the widely publicised problems with rail services following the introduction of timetable changes in May. Anecdotally, it seemed that local commuters using Upper Warlingham Station and Thameslink services were getting a particularly poor service currently. The East Surrey Transport Committee is expected to feed back information to the rail operators and seek urgent improvements to services.</li> <li>• Cllr Lee confirmed that TDC's on-street parking enforcement contract continued to be reviewed but, importantly, TDC had now expressed a wish that the (contracted-out) services of Reigate &amp; Banstead Borough Council no longer be used. <b>ACTION:</b> The Clerk to ask TDC about the completion of the permit only car park space on Hillside Road as it was not clear whether works had finished. <b>NOTED:</b> The Tandridge 2017 parking review was currently out for consultation (closing 28 June 2018).</li> </ul>
<p><b>11.</b></p>	<p><b>General Data Protection Regulations (GDPR)</b>  <b>NOTED:</b> The Clerk had attended a meeting with other Parish Council Clerks and a representative of a company that provides data audit and Data Protection Officer services. At the meeting, a brief review was conducted of the Regulations and the measures adopted by each Council. <b>ACTION:</b> The Clerk to circulate the contractor's review once available. <b>NOTED:</b> Cllrs discussed changes to the Council's I.T. infrastructure and were mindful of balancing the need to retain security whilst maintaining efficient and user-friendly systems. <b>ACTION:</b> The Clerk to provide an update at a future meeting.</p>



12.	<p><b>Councillor vacancy</b>          ACTION: The Clerk to seek confirmation from TDC on whether they have received any claimed poll request and to subsequently advise village Cllrs. RESOLVED: In the absence of a claimed poll, the Clerk to advertise the Cllr vacancy on the Council's notice boards and website.</p>
13.	<p><b>Business Planning</b>          ACTIONS: Cllrs agreed to conduct a litter pick in Whyteleafe at the end of July with another proposed for September. The Clerk to accept the offer of litter picking equipment from TDC and make arrangements with them for the collection of full rubbish sacks immediately after each pick.          Cllr Lee to make enquiries about a suitable venue for a Village Council surgery and then liaise with fellow Cllrs.          The Clerk to contact the Whyteleafe Flood Group to check whether members are available to attend a Community Resilience workshop being hosted by SCC and to also bring to the group's attention a community resilience survey currently being conducted by SCC.</p>
	<p><i>Cllr Kamara temporarily left the meeting at this point.</i></p>
14.	<p><b>Neighbourhood Plan</b>          Cllr Cheetham confirmed that he had recently attended the CR3 Forum AGM and gave a brief summary of the status of the group and the draft Plan. NOTED: Cllr Cheetham to attend the next CR3 Forum meeting (subject to a prior engagement).</p>
15.	<p><b>Events (public) and meetings of Outside Bodies.</b>          Cllr Lee confirmed that he will be attending the Tandridge Local Committee in June and would provide feedback on anything relevant to Whyteleafe. Cllr Cheetham confirmed his availability to attend the next Tandridge Parish Council Assembly at the end of June in Oxted. ACTION: The Clerk to advise TDC of Cllr Cheetham's availability for the Assembly.</p>
16.	<p><b>Payments</b>          RESOLVED: To approve the list of payments totalling £3,838.24 (see Appendix 1 - Schedule of Payments). ACTIONS: The Clerk to dispense payments.</p>
17.	<p><b>Notification of business for inclusion on next agenda</b>          NOTED: Cllrs requested that the following subjects be discussed at a future meeting: dealing with street crime and criminal damage; the use of Community Infrastructure Levy funds including the qualifying criteria for Parish and Village Councils.</p>
18.	<p><b>Next Council Meeting</b>          NOTED: The date of the next ordinary meeting on Monday, 9th July 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
165	Caterham Valley Parish Council	90.00	General Data Protection Regulations (GDPR) training for staff and Cllrs
166	Simon Bold	969.17	Clerk's salary, holiday pay and office allowance for May 2018.
167	Surrey Pension Fund	244.67	Clerk's Pension - employee and employer contributions for May 2018
168	A Siddall	105.00	Community Garden monthly maintenance and additional mowing in May 2018
169	PCC of St Luke Whyteleafe	15.00	Hall Hire (June 2018 Council meeting)
170	CJS Plants Limited	2,130.00	Summer hanging baskets supply and maintenance.
171	Tandridge District Council	284.40	Additional street cleaning in Whyteleafe (April and May 2018 inclusive).
	<b>TOTAL</b>	<b>£3,838.24</b>	