



**Minutes of the Council meeting (no.199) held on
 Monday 9th July 2018 at St Luke's Church, Whyteleafe, CR3 0AA**

Councillors (Cllrs) present:

Cllr Celia Rudland (Chair),
 Cllr John Cheetham and Cllr David Lee

Attending:

none

In attendance:

Simon Bold (Clerk)

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

1.	Chair to open the meeting Cllr Rudland opened the meeting.
2.	Apologies for absence NOTED: Cllrs Fatima Kamara and Beth Rose had provided their apologies prior to the meeting.
3.	Code of Members' Conduct NOTED: The Clerk confirmed that Cllr Lee had made a change to his Notification of Disclosable Pecuniary & Other Interests form since the last meeting. ACTION: The Clerk to upload an amended copy of the Register of Cllrs' Interests to the Council's website. NOTED: Cllr Lee wished to remind the meeting of his additional 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 11th June 2018 which the Chair then signed. ACTION: Clerk to display the minutes on the Council's notice boards and website.
5.	Clerk's Report The Clerk provided a summary of correspondence and new consultations since the last meeting. NOTED: No queries or questions were raised by Cllrs. Cllr Lee confirmed that he had attended, along with the Clerk, a community resilience workshop hosted by members of the SCC Surrey Prepared team. ACTIONS: The Clerk to prepare a draft response to Surrey Prepared's community resilience survey, for consideration by Cllrs. The Clerk to also contact the Whyteleafe Flood Group to offer them help in completing the same survey but from the Flood Group's perspective. The Clerk to invite members of the Surrey Prepared team to speak at the next annual Parish Assembly in early 2019. <ul style="list-style-type: none"> • In the absence of Cllr Rose, the Clerk provided details obtained from the Caterham District Community Responders about the work of the group in deploying emergency assistance to the public. ACTION: The Clerk to make enquiries about the acquisition of a defibrillator for installation in Whyteleafe to help the first responders, and others, give assistance in an emergency. RESOLVED: Cllrs earmarked a budget of £2,000 (using the Local Government Act 1972, s.137).



6.	<p>County Councillor's report on Surrey County Council activities County Cllr Lee reported that he had attended briefings relating to SCC's Children's Services and the Child and Adolescent Mental Health Service (CAMHS). He also confirmed that the Surrey Vision for 2030 (consultation) had just been launched and encouraged everyone to participate.</p>
7.	<p>District Councillors' reports on Tandridge District Council activities District Cllr Lee confirmed that he was a member of the TDC Community Infrastructure Levy Committee and that a meeting was expected shortly. He advised that the proposed waste and recycling arrangements (e.g. the bin types and frequency) had now been agreed enabling further progress to be made with the bidders for the new contract. Finally, District Cllr Lee advised that TDC had started to film its main meetings and broadcast them on the TDC website. District Cllr Jeffrey Gray had provided his apologies prior to the meeting.</p>
8.	<p>Planning RESOLVED: In respect of the eight planning applications notified since the Council's last meeting:</p> <ul style="list-style-type: none"> • 2018/125 - 1 Station Approach, Whyteleafe, CR3 0AZ Cllrs raised objections on the basis of a loss of amenity to properties and that the proposal would be out of character with its surroundings and neighbourhood. • 2017/358/Cond2 - 238 Godstone Road, Whyteleafe, CR3 0EF Cllrs had no wish to comment. • 2018/1076 - 12A Johns Walk, Whyteleafe, CR3 0BT Cllrs had no wish to object or comment. • 2018/1138 - 28 Whyteleafe Hill, Whyteleafe, CR3 0AB Cllrs had no wish to object or comment. • 2018/1163 - 32 Salmons Lane, Whyteleafe, CR3 0AN Cllrs had no wish to object or comment. • 2018/1167 - 24 Hillbury Road, Warlingham, CR6 9TA Cllrs had no wish to object or comment. • 2018/1245 - Rear of units 1 - 9, Former Whyteleafe Business Village, CR3 0AT Cllrs had no wish to object or comment. • 2018/1225 - 23 Maple Road, Whyteleafe, CR3 0ET Cllrs had no wish to object or comment. <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 any other outstanding applications, recent planning appeals and/or TDC decisions. • Cllrs discussed the recently publicised TDC draft Local Plan and the imminent formal consultation (Regulation 19). TDC's factsheet (comprising of one page and a map) for Whyteleafe was appreciated by Cllrs but concerns were raised that this summary did not include a description of 'optimised density' and how TDC proposed to apply this to Whyteleafe. Cllrs felt that, importantly, 'optimised density' could lead to developers putting forward schemes with much higher numbers of dwellings which Cllrs felt would be inappropriate for Whyteleafe and could significantly compromise both the existing infrastructure and amenity for residents. Cllr Lee confirmed that TDC had, following pressure from many District Cllrs,



	<p>agreed to delay the period of formal consultation and the Clerk confirmed the revised dates as 30 July to 10 September (inclusive). ACTION: Cllrs to hold a separate extraordinary Council meeting on the 6 August to review the draft Local Plan and consider the Village Council's response. The Clerk to book a suitable venue and ensure Cllrs Kamara and Rose are made aware well in advance.</p> <ul style="list-style-type: none"> • ACTION: Cllr Lee to provide an update to fellow Cllrs on the subject of Community Infrastructure Levy (CIL) funding once the TDC CIL Committee had met.
<p>9.</p>	<p>Finance</p> <p>NOTED: The Clerk reported the Council's bank balances as at 30 June 2018 as follows: Current Account £65,352 and the Reserve Account £26,964. These figures included £38,065 of Community Infrastructure Levy (CIL) funds and £17,250 of remaining earmarked reserves. RESOLVED: To approve the Council's financial statement for the period ending 30 June of 2018/19 (Q1) which Cllr Rudland signed along with the bank statements and bank reconciliation after the paperwork had been checked and verified.</p> <p>NOTED: The Clerk had provided, prior to the meeting, a variance report based on the Q1 Financial Statement which Cllrs discussed. ACTION: The Clerk to contact TDC seeking the replacement of the main litter bins in central Whyteleafe as, in the view of Cllrs, the existing old bins have a detrimental appearance - Cllrs acknowledged that this may require a level of match-funding by the Village Council. The Clerk to also contact TDC about the possibility of a new bin on Church Road, as increased litter had been noted along sections of this road and to seek a further cut to the Allotment boundary hedge (which was partially overhanging the pavement).</p> <p>RESOLVED: To purchase a heavy duty paper shredder to enable the Clerk to reduce the amount of retained paper and to manage the disposal of documents in accordance with the General Data Protection Regulations (GDPR).</p> <p>It was also agreed to use the grounds maintenance budget to brush-cut a large area of untidy verge amongst the Pine trees alongside the A22. ACTION: The Clerk to action and to contact the companies responsible for the hoardings, adjacent to the Pine trees, to complain about the overgrown verges in front of their advertisements.</p> <p>NOTED: The Clerk confirmed that (in accordance with the Council's approval at the February 2018 meeting, item 13) he would register, via the Society of Local Council Clerks, to undertake training in the Certificate in Local Council Administration (CiLCA) at a cost of £100.</p> <p>The Clerk reminded Cllrs of the need to update the signatories on the Council's bank accounts. RESOLVED: Cllrs agreed that the authorised signatories in the current mandate, for the accounts detailed in section 1 (of the Change of Details form), be changed in accordance with section 2, and the mandate to continue as amended.</p> <p>ACTION: The Clerk to submit completed forms after liaising with existing bank signatories.</p>
<p>10.</p>	<p>Transport (including highways)</p> <ul style="list-style-type: none"> • ACTION: Cllr Cheetham to raise at the next meeting of the East Surrey Transport Committee, the subject of overgrown hedging around the boundary of the Network Rail land at Upper Warlingham station e.g. Westhall Road and Station Approach. • NOTED: Cllr Lee reported that there had been little progress with respect to the renegotiation of the contract for on-street parking enforcement. Cllr Rudland reported that the ticket machine at the Station Road car park had been replaced with a model



	<p>which required drivers to enter their car registration numbers. ACTION: Cllrs to monitor the impact on the usage of the car park over the coming months.</p>
11. Community	<p>Cllr Lee commented that agencies, such as the District Council and Police, were generally reluctant to introduce permanent measures such as CCTV (except in exceptional circumstances) to combat episodes of street crime as this sort of incident was typically transient or quite likely to be displaced to other areas. It was often the case that greater community involvement, such as the introduction of Neighbourhood Watch, had a more sustained impact on reducing crime levels. ACTION: Cllr Lee to discuss the possibility of further Neighbourhood Watch Schemes in Whyteleafe with the Surrey Police Crime Reduction Officer.</p>
12. Business Planning	<p>ACTIONS: Cllrs discussed preparations for the Litter Pick to be held on Sunday 29 July. The Clerk confirmed that TDC had offered to provide basic equipment (pickers, bags) which the Clerk would bring on the day. NOTED: Cllr Lee reported that preparations for a local surgery were on hold until after the summer as a number of people would be away. A suitable venue still needed to be found.</p>
13. Events (public) and meetings of Outside Bodies.	<ul style="list-style-type: none"> • ACTION: Cllr Cheetham to attend the next CR3 Forum Steering Group meetings on 17 July and 1 August. • Cllr Cheetham confirmed that he had attended the last Tandridge Assembly meeting, along with the Clerk, and that he had found it informative. NOTED: TDC were likely to write to Parishes requesting a financial contribution to the cutting of roadside grass verges (effective from 2019/20).
14. General Data Protection Regulations (GDPR)	<p>ACTION: The Clerk to circulate a GDPR audit report from an advisor following discussions about the impact, on Parish Councils, of the Regulations. NOTED: The cost of the report of £60 to come from the existing approved expenditure (see May 2018, item 10).</p>
15. Payments	<p>The Clerk had circulated a provisional list of payments prior to the meeting. NOTED: One minor amendment had been made and was reported by the Clerk to Cllrs. RESOLVED: To approve the list of payments totalling £1,596.46 (see Appendix 1 - Schedule of Payments). ACTION: The Clerk to dispense payments. NOTED: Cllrs to approve the Clerk's July salary at the next meeting on 6 August.</p>
16. Next Council Meeting	<ul style="list-style-type: none"> • NOTED: The extraordinary meeting on Monday 6 August and the ordinary meeting on Monday, 10 September 2018, both at St Luke's Church, Whyteleafe Hill, Whyteleafe. • RESOLVED: To agree the dates of future ordinary meetings to May 2019 as circulated by the Clerk.
	<p>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960 NOTED: None</p>

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Appendix 1 - Schedule of Payments

Chq No.	Payee	Amount £	Comments
172	Simon Bold	774.67	Clerk's salary, office allowance and expenses for June 2018.
173	Surrey Pension Fund	165.63	Clerk's Pension - employee and employer contributions for June 2018
174	HM Revenue & Customs	216.76	PAYE (Tax & NI) for Q1 of 2018/19
175	A Siddall	105.00	Community Garden monthly maintenance in June 2018 and additional mowing
176	PCC of St Luke Whyteleafe	15.00	Hall Hire (July 2018 Council meeting)
177	Tandridge District Council	284.40	Additional street cleaning in Whyteleafe (June and July 2018 inclusive).
178	- SPOILED -	N/A	- SPOILED -
	TOTAL	£1,561.46	