



**Minutes of the Council meeting (no. 203) held on  
 12th November 2018 at St Luke's Church, Whyteleafe, CR3 0AA**

**Councillors (Cllrs) present:**

Cllr John Cheetham (Chair of meeting)  
 Cllr Fatima Kamara and Cllr David Lee

**Attending:**

2 visitors (all part)  
 District Cllr Jeffrey Gray

**In attendance:**

Simon Bold (Clerk)

Meeting opened at **7:45pm** and closed at **9:46pm**

<b>1.</b>	<b>Chair to open the meeting</b> RESOLVED: In the absence of Cllr Rudland (Chair of the Council), Cllr Lee proposed and Cllr Kamara seconded that Cllr Cheetham be the Chair of the meeting. Cllr Cheetham opened the meeting.
<b>2.</b>	<b>Apologies for absence</b> NOTED: Cllrs Beth Rose and Celia Rudland had provided their apologies prior to the meeting.
<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 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.
<b>4.</b>	<b>Acceptance of last minutes</b> RESOLVED: To approve the minutes of the meeting held on 8th October 2018 which the Chair then signed. ACTION: The Clerk to display the minutes on the Council's notice boards and website.
	<i>The meeting was temporarily adjourned at this point</i>
<b>5.</b>	<b>Clerk's Report</b> The Clerk provided a summary of correspondence and new consultations since the last meeting. ACTION: Cllr Cheetham to provide a draft response to the SCC consultation on proposals for the future of Community Recycling Centres for consideration at the next Council meeting. Cllrs also discussed a letter from a local resident in respect of planning application 2018/32, 37 Torwood Lane which had recently been approved by TDC. ACTION: The Clerk to send a response in accordance with Cllrs' instructions. NOTED: The Clerk reported that he had made contact with the Caterham on the Hill Resilience co-ordinator and that it had been agreed to maintain contact and share information to help each other develop their respective Resilience Plans. ACTION: The Clerk to make contact with the SCC "Surrey Prepared" team to seek advice and support.
<b>6.</b>	<b>County Councillor's report on Surrey County Council (SCC) activities</b> County Cllr David Lee gave a summary of recent developments at SCC including the resignation of the Council's Leader David Hodge and the launch of five consultations



	including Community Recycling Centres, Children's Centres and Libraries. County Cllr Lee felt that the consultations were particularly significant given the financial constraints faced by the County Council. He added that discussions about the SCC budget for 2019/20 were due to commence shortly.
<b>7.</b>	<p><b>District Councillors' reports on Tandridge District Council (TDC) activities</b></p> <p>District Cllr Jeffrey Gray gave a brief summary of local activity which included liaison with the Whyteleafe Patient Forum. Cllr Gray also remarked on the TDC Housing Strategy, to be taken forward by TDC's Housing Committee this month, which he believed would include a plan to extend the amount of Council House building. Finally, Cllr Gray was keen to encourage local residents to respond to the County Council's current consultations (see item 6 above).</p> <p>District Cllr Lee added that the new refuse and recycling collection contract is likely to include a staggered roll-out of the bin-only service (in order to deliver a smoother transition for residents).</p>
<b>8.</b>	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• <b>RESOLVED:</b> In respect of the seven planning applications notified since the Council's last meeting:           <ul style="list-style-type: none"> <li><b>2018/2093</b> - 7 Hornchurch Hill, Whyteleafe, CR3 0DA Cllrs had no wish to object or comment.</li> <li><b>2018/2061</b> - 28 Hillbury Road, Warlingham, CR6 9TA Cllrs had no wish to object or comment.</li> <li><b>2018/1974</b> - 11 Station Road, Whyteleafe, CR3 0EP Cllrs had no wish to object or comment.</li> <li><b>2018/1817/NH</b> - 12 Whyteleafe Hill, Whyteleafe CR3 0AA Cllrs had no wish to comment.</li> <li><b>2018/1606</b> - 4 Katherine Mews, Godstone Road, Whyteleafe CR3 0HJ Cllrs had no wish to object or comment.</li> <li><b>2018/1487</b> - Whyteleafe School, Whyteleafe Hill, Whyteleafe, CR3 0AA Cllrs had no wish to object or comment.</li> <li><b>2018/1432</b> - 11 Maple Road, Whyteleafe CR3 0ET Cllrs had no wish to comment.</li> </ul> </li> </ul> <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>• Cllrs reviewed the details of pending application <b>2018/1492</b>, 26-32 Godstone Road (revised description and plans) and had no wish to comment. No other matters were raised.</li> </ul>
<b>9.</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Cllr Cheetham reported the Council's bank balances as at 31 October 2018 as follows: Current Account £79,927.07 and the Reserve Account £27,025.23. These figures included a total of £41,932.05 of ring-fenced Community Infrastructure Levy (CIL) funds and £17,250 of earmarked reserves.</li> <li>• <b>NOTED:</b> The Clerk reminded Cllrs to raise items for possible inclusion in the budget for 2019/20.</li> <li>• <b>RESOLVED:</b> Cllrs agreed to transfer £33,000 from the Current Account to the Reserve Account in order that the Reserve Account had adequate funds to support</li> </ul>



	<p>the amount of CIL and ear-marked reserves. ACTION: The Clerk to complete the necessary instruction letter to the bank and continue to suggest bank transfers to Cllrs as and when necessary.</p>
<b>10.</b>	<p><b>Environmental Enhancements</b></p> <ul style="list-style-type: none"> <li>The Clerk provided Cllrs with a summary of environmental enhancement work undertaken since the last meeting which included preparatory work for additional festive lights (new sockets and licences from SCC), a review of litter bins in the centre of Whyteleafe and the completion of another litter pick. NOTED: These topics were initiatives coming from the recent Business Planning work and Cllrs offered their support in furthering the litter bin review. ACTION: Cllr Cheetham and the Clerk to approach TDC with respect to a joint street furniture review for Whyteleafe.</li> <li>ACTION: The Clerk to propose dates and times for the last Whyteleafe litter pick of the year and once confirmed to contact local volunteers and put posters on the Council's Notice Board.</li> </ul>
<b>11.</b>	<p><b>Transport (including highways)</b></p> <ul style="list-style-type: none"> <li>Cllr Lee reported that the 2018 Tandridge Parking Review had commenced and that fellow Cllrs and residents should notify SCC of any long-standing parking issues for inclusion in the Review. Cllr Lee confirmed that the concept of Parish and Village Council's being able to top-up (fund) the cost of additional parking enforcement in their local areas was still being considered by the relevant authorities.</li> <li>Cllr Cheetham reported that nothing of particular relevance to the Whyteleafe area had been raised or discussed at the most recent East Surrey Transport Committee (ESTC) meeting. Unfortunately, he would not be able to attend the next ESTC meeting.</li> <li>NOTED: No proposal had been received from TDC with respect to the future funding of roadside verge cutting.</li> <li>Cllr Cheetham confirmed that he had attended a winter preparations meeting with neighbouring Parish Councils accompanied by the Clerk. ACTIONS: The Clerk to ask TDC to provide twenty small bags of grit to be used by the local 'Snow Angels' volunteers. The Clerk to organise suitable storage for this supply of grit and make sure that the Council's gritter is fully serviced prior to the onset of Winter. In addition, the Clerk to circulate a map of the Parish showing the location of SCC Highway's grit bins (using SCC base data augmented with bin reference numbers) in order for Cllrs to monitor the amount of grit in each over the coming months. RESOLVED: To approve expenditure of £250 (from the Winter Gritting budget) to enable the Clerk to complete the above tasks.</li> </ul>
<b>12.</b>	<p><b>Training and conferences</b></p> <p>RESOLVED: To purchase the 11th edition of 'Local Council Administration' by Charles Arnold Baker (which includes several updates e.g. Anti-Social Behaviour Orders, General Data Protection Regulations) and also the 'Local Councils Explained' publication from available funds in the Council's Training budget.</p> <p>NOTED: Cllr Rudland to attend the Basic Tree Surveying Course scheduled for later in the month.</p>



13.	<p><b>Employment and training</b>          RESOLVED: To approve the Clerk's appraisal which had been drafted following a meeting of the Council's Employee Panel. As a result, it was also agreed to increase the Clerk's remuneration and backdate this to the anniversary of his appointment in accordance with the Contract of Employment.</p>
14.	<p><b>Caterham, Chaldon and Whyteleafe Neighbourhood Plan</b>          Cllr Cheetham provided a brief update on the progress of the draft Neighbourhood Plan which included the review and editing work instigated by the outside consultant. Cllr Cheetham reassured Cllrs that the target date for completion of the draft, as set out by the Steering Group, was achievable. ACTION: Cllr Cheetham to attend the next Steering Group meeting at the end of November.</p>
15.	<p><b>Events (public) and meetings of Outside Bodies.</b>          NOTED: Cllr Cheetham had attended the Remembrance Day event at St Luke's as the representative of Whyteleafe Village Council in the absence, due to illness, of Cllr Rudland (Council Chairman). Cllr Lee had attended on behalf of TDC.          ACTION: Cllr Lee to attend the next Tandridge Local Committee at the end of the month.</p>
16.	<p><b>Payments</b>          RESOLVED: To approve the list of payments totalling £3,871.48 (see Appendix 1 - Schedule of Payments). ACTION: The Clerk to dispense payments.          ACTION: The Clerk to prepare bank mandate forms to enable Cllrs Cheetham and Kamara to be added as authorised signatories.</p>
17.	<p><b>Next Council Meeting</b></p> <ul style="list-style-type: none"> <li>• NOTED: The next meeting to take place on Monday, 10th December 2018 at St Luke's Church, Whyteleafe Hill,</li> <li>• NOTED: The Clerk set out the proposed new arrangements for Council meetings whereby alternate months would be used for different purposes (another Business Plan initiative). The next meeting to focus mainly on environmental enhancements with the only other content being statutory matters such as planning and financial disbursements.</li> </ul>
	<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
198	Tandridge District Council	284.40	Additional street cleaning in Whyteleafe (August to September 2018 inclusive)
199	Dale Valley Training Limited	186.00	Basic Tree Survey & Inspection training course
200	CJS Plants Ltd	312.00	Winter hanging basket display and maintenance
201	Simon Bold	945.97	Clerk's salary, office allowance and expenses claimed for October 2018.
202	Surrey Pension Fund	214.30	Clerk's Pension - employee and employer contributions for October 2018
203	SSALC Limited	96.00	Clerk's Technical Training Day from Surrey Association of Local Councils Ltd
204	A Siddall	105.00	Community Garden monthly maintenance and additional mowing in October 2018.
205	Skanska Construction UK Ltd	1,697.81	Supply and install additional power sockets for festive lights.
206	PCC of St Luke Whyteleafe	30.00	Hall hire (two meetings in November)
	<b>TOTAL</b>	<b>£3,871.48</b>	