



**Minutes of the Council meeting (no. 208) held on
 8th April 2019 at St Luke's Church, Whyteleafe, CR3 0AA**

Councillors (Cllrs) present:

Cllr Cheetham (Chairman of meeting),
 Cllr Fatima Kamara, Cllr David Lee and
 Cllr Beth Rose

Attending:

2 visitors
 District Cllr Jeffrey Gray (all part)

In attendance:

Meeting opened at **7:45pm** and closed at **9:50pm**

Simon Bold (Clerk)

1.	Chair to open the meeting RESOLVED: In the absence of Cllr Celia Rudland (Chairman of the Council), Cllr Lee proposed and Cllr Kamara seconded that Cllr Cheetham chair the meeting.	
2.	Apologies for absence NOTED: Cllr Celia Rudland 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 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 of 11th March 2019 which the Chair then signed. ACTION: The Clerk to display the minutes on the Council's notice boards and website.	SB
5.	Planning a) RESOLVED: In respect of the four applications notified since the last meeting: 2019/290 - Pavilion, Whyteleafe Recreation Ground, Hillbury Road, CR6 9TH Cllrs had no objection but felt that if TDC were minded to approve that the building should remain available for use during any community events held in the park. 2018/2445 - Land off Annes Walk, Caterham Cllrs objected for a number of reasons including a lack of flood mitigations, the additional pressure on infrastructure and the potential loss of green open space near to areas of high landscape value and of strategic importance (Green Belt). 2019/38 - Land to the rear of 156-180 Whyteleafe Road, Caterham, CR3 5ED Cllrs objected due to the perceived increase in flood risk for parts of Whyteleafe, the additional pressure on infrastructure and the potential loss of green open space near to areas of high landscape value and of strategic importance (Green Belt). 2015/1746 - RCA Kenley Aerodrome, Whyteleafe Hill, Whyteleafe CR3 0AJ.	



	<p>Cllrs wished to see the specifications set out by SCC Highways with respect to the site entrance on to Whyteleafe Hill fully adopted as part of any proposal.</p> <p>ACTION: The Clerk to advise TDC of the Council's comments in respect of the above applications.</p> <p>b) NOTED: The application in respect of 2018/2150/COND1 (412 to 414 Godstone Road, Whyteleafe CR3 0BB) had been approved by TDC since the last meeting.</p> <p>c) Cllrs discussed creating a list of projects that could be considered for Community Infrastructure Levy (CIL) funding. ACTIONS: The list to be reviewed quarterly with items to be prioritized over the coming months. (See also item 10).</p>	SB
6.	<p>Business Plan (projects)</p> <p>a) Environmental Enhancements</p> <ul style="list-style-type: none"> ACTIONS: The next litter pick to take place on 28th April 2019. The Clerk to contact TDC to pass on the appreciation of Cllrs following the Council's litter pick in March at Whyteleafe Recreation Ground where the amount of litter was pleasingly low. <p>The Clerk to request a dog bin for Whyteleafe Hill adjacent to Whyteleafe railway station (planted verges at the front of the car park).</p> <p>The Clerk to contact SCC Highways to seek a site visit to consider possible locations for new wooden village entry signs on Whyteleafe Hill and Hillbury Road. County Cllr Lee to be invited to attend. <ul style="list-style-type: none"> NOTED: The Clerk confirmed that snowdrops donated by local residents had been planted around the Village entry signs alongside the Godstone Road. The Clerk confirmed that he had written to TDC to ask for a site visit to discuss new and replacement litter bins for central Whyteleafe. The Clerk to chase this up. <p>b) Community Resilience</p> <ul style="list-style-type: none"> ACTIONS: As a result of discussions at the Annual Parish Assembly the Clerk and Cllrs Kamara and Lee to arrange a meeting with the Whyteleafe Flood Group to discuss flood contingency planning. <p>The Clerk to take forward discussions with suitable contractors to provide a new Council website with an emphasis on community resilience information and 'feeds' to other sources of information such as 'Surrey Prepared' and the Environment Agency.</p> <p>c) Communication</p> <p>RESOLVED: To revamp the Council's email arrangements at an initial cost of £850 to include licences, cloud-based document management and technical support. The Clerk to implement.</p> </p>	<p>ALL SB</p> <p>SB</p> <p>SB</p> <p>SB</p> <p>SB FK DL</p> <p>SB</p> <p>SB</p>
7.	<p>Finance</p> <p>a) The Clerk provided a brief verbal summary of the Council's financial performance during the past financial year and took the opportunity to set out the Council's spending plans for 2019/20 in accordance with the Council's budget.</p> <p>RESOLVED: To approve the Council's financial statement (unaudited) for the year ending 31 March 2019 which Cllr Rose signed along with the bank statements and bank reconciliation after she had checked and verified the paperwork.</p>	



	<p>NOTED: The Council's bank balances as follows: current account £29,525.05 and the Reserve Account £60,124.17. These figures included CIL funds of £41,932.35 and £17,250 of earmarked reserves.</p> <p>The Clerk advised that TDC had notified him of a further £5,829.66 of CIL funds due by the end of the current month which would take the total of CIL funds to £47,762.01.</p> <p>b) One completed grant application had been received by the Clerk in March and circulated to Cllrs prior to the meeting. RESOLVED: To grant £1,000 in respect of the Caterham & Warlingham Citizens Advice Bureau (also serving Whyteleafe) in respect of the procurement of specialist debt advice for the Bureau's clients (<i>Local Government Act 1972, s137</i>).</p> <p>ACTION: The Clerk to dispense this payment and notify the applicant in writing.</p>	SB
8.	<p>Councillor vacancy</p> <p>ACTION: Cllr Kamara and Lee to meet with an applicant for co-option prior to the next Council meeting. NOTED: At the next meeting, Cllrs to discuss and if appropriate approve co-option.</p>	DL FK
9.	<p>Caterham, Chaldon and Whyteleafe Neighbourhood Plan</p> <p>NOTED: A letter prepared by the Chairman of the Neighbourhood Plan Steering Group, seeking TDC's continued co-operation, was signed by Cllr Cheetham on behalf of the Council. The Chairs of the three other Parish Councils (making up the Neighbourhood Plan area) to also sign the letter prior to its despatch to the Chief Executive of TDC.</p> <p>ACTIONS: Cllr Lee to contact the Steering Group to seek details of the implementation of the Neighbourhood Plan in the event of its adoption. Cllr Cheetham to attend the next Steering Group meeting.</p> <p>NOTED: The Clerk reminded Cllrs of the future stages of the Neighbourhood Plan (including the current Sustainable Environmental Assessment consultation) leading to a public referendum expected to take place around October 2019.</p>	DL JC
10.	<p>Transport (including highways)</p> <p>NOTED: The Clerk had circulated a report of a site visit to Church Road to all Cllrs. This proposed a limited amount of additional double-yellow lines in an attempt to improve accessibility for a number of residencies. Cllrs agreed these proposals.</p> <p>ACTIONS: The Clerk to advise District Cllr Gray of the above views in the context of the next Tandridge Parking Review in 2020.</p> <p>The Clerk to write to County Cllr Lee to ask him to consider, and support, the installation of a section of new pavement at the Salmons Lane end of Church Road - Cllrs felt that the poor sight-lines for road users at this spot put pedestrians at particular risk.</p> <p>The Clerk to write to SCC Highways seeking an inspection and if appropriate clearance of the drains at Whyteleafe Roundabout due to a high incidence of temporary flooding.</p> <p>The Clerk to instruct SCC Highways to install four bollards at the bus stop near no. 377 Godstone Road to prevent vehicles parking up on the pavement and blocking pedestrian access. NOTED: Cllrs accepted that this would be an appropriate use of</p>	SB SB SB



	CIL funds at a maximum cost of £1,375 (cost indicated by SCC).	
11.	Events (public) and meetings of Outside Bodies. NOTED: An invitation was provided to members of the Council to attend an event at St Luke's on 5th June to welcome the new Vicar to the parochial parish. Cllr Cheetham (and provisionally Cllr Rudland) to attend.	JC CR
12.	Clerk's Report a) The Clerk advised that progress had been made with the local First Responders team and a quotation obtained for the purchase of a public access defibrillator. ACTION: The Clerk to seek the support of TDC to install the equipment on TDC owned land in central Whyteleafe. The Clerk to draft a Community Right to Bid application and circulate it to Cllrs for comment prior to its submission to TDC. b) The Clerk advised that the Council was required under Local Government Pension Scheme terms (managed by SCC) to adopt a Pension Discretions Policy. ACTION: The Clerk to draft this Policy, using recommendations from SCC, and circulate to Cllrs prior to the next meeting. RESOLVED: To adopt the Document Retention Policy drafted by the Clerk which was based on guidance from the Surrey Association of Local Councils. The Clerk to issue.	SB SB ALL SB SB
13.	Payments and expenditure RESOLVED: To approve the list of payments totalling £4,968.96 (see Appendix 1 - Schedule of Payments) which included provision for summer hanging baskets. ACTION: The Clerk to dispense payments. NOTED: Cllrs agreed to fund new Cllr training (£75) in the event of the co-option of a new Cllr in May.	SB
14.	Next Council Meeting NOTED: The next meeting to take place on Monday, 13th May 2019 at St Luke's Church, Whyteleafe Hill.	ALL
	Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960 NOTED: None.	



Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
237	Surrey ALC Limited	1,173.83	Surrey Association of Local Councils & National Association of Local Councils subscription for 2019/20
238	A Siddall	55.00	Community Garden monthly maintenance in March 2019.
239	CJS Plants Limited	2,130.00	Summer hanging baskets supply and maintenance.
240	Simon Bold	779.29	Clerk's salary, office allowance, and expenses claimed for March 2019.
241	Surrey Pension Fund	182.35	Clerk's Pension - employee and employer contributions for March 2019
242	PCC of St Luke Whyteleafe	15.00	Hall hire for April 2019 Council meeting
243	HM Revenue & Customs	349.09	PAYE (Tax & NI) for Q4 of 2018/19.
244	Tandridge District Council	284.40	Additional street cleaning in Whyteleafe (February'19 to March '19 inclusive).
	TOTAL	£4,968.96	