



**Minutes of the Council meeting (no.212) held on
 9th September 2019 at St Luke's Church, Whyteleafe, CR3 0AA**

Councillors (Cllrs) present:

Cllr Celia Rudland (Chairman), Cllr John Cheetham,
 Cllr David Lee and Cllr Jamshid Zack

Attending:

District Cllr Jeffrey Gray

In attendance:

Simon Bold (Clerk)

Meeting opened at **7:53pm** and closed at **10:00pm**

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 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 8th July 2019 which the Chair then signed. ACTION: The Clerk to display the minutes on the Council's notice boards and website.	SB
5.	County Councillor's report on Surrey County Council activities County Cllr David Lee provided an overview of the 2018/19 Parking Review with respect to Whyteleafe.	
6.	District Councillors' reports on Tandridge District Council activities District Cllr Gray provided a verbal report covering a number of topics. In particular he was pleased to report that the new Council houses in the centre of Whyteleafe were of a high standard and now occupied. District Cllr Lee remarked that TDC had never had a capital fund available with respect to improving the District's public toilets - this was now being addressed. In addition, he noted emerging strategies by TDC to replace all of its on-street litter bins (see item 16b) and to routinely review its play equipment.	
7.	Planning a) RESOLVED: In respect of the three applications notified since the last meeting: 2019/1413/TPO – 1 Alpha Court, Hillside Road, Whyteleafe, CR3 0BU Cllrs were content to leave the consideration of this application to the Tree Officer at TDC but wished to point out that the sketch plan mentioned in the application was unavailable to view on the TDC Planning Portal. 2019/1401 – 96 Whyteleafe Hill, Whyteleafe, CR3 0AE Cllrs felt that this application for a Certificate of Lawfulness should be declined by	



	<p>TDC due to the extent of the changes being proposed which included the conversion of both the garage and the roof-space to habitable accommodation. As a consequence, Cllrs felt that a full planning application would be more appropriate. 2019/1455 - Edgehill, Succombs Hill, Warlingham CR6 9JG Cllrs objected to this application for various reasons including the inadequacy of access on to Succombs Hill, development within an area of wooded hillside and a lack of extensive flood mitigation proposals. Cllrs added that if the Planning Officer is minded to approve, then the Village Council would require the final decision to be taken by the TDC Planning Committee. ACTIONS: The Clerk to bring application 2019/1455 to the attention of neighbouring Parish Councils as it could have implications for their residents too. The Clerk to advise TDC of the Council's comments in respect of all the above applications.</p> <p>b) NOTED: The Clerk provided a verbal update on several recent TDC planning decisions and planning appeals relevant to Whyteleafe. ACTION: The Clerk to ask TDC to include Village Cllrs on the recipient list of their weekly notification of planning applications.</p>	<p>SB SB SB</p>
<p>8.</p>	<p>Finance a) NOTED: The Clerk reported the Council's bank balances for 31 August 2019 as follows: Current Account £40,755.00 and the Reserve Account £60,275.55. These balances included Community Infrastructure Levy (CIL) funds of £46,389.00 and earmarked reserves of £12,250.00 b) NOTED: The Clerk outlined the timetable for the setting of the Council's budget for 2020/21 starting with a first draft in November and leading to a final budget at the beginning of January 2020. ACTION: Cllrs to consider items of possible future expenditure and advise the Clerk and fellow Cllrs prior to the next meeting.</p>	<p>ALL</p>
<p>9.</p>	<p>Audit NOTED: The Clerk had circulated, prior to the meeting, the External Auditor's report and Certificate for the year ending 31 March 2019 – no issues or other matters had been raised and therefore no action was necessary. ACTION: The Clerk to publish the Notice of Conclusion of Audit before the 30th September.</p>	<p>SB</p>
<p>10.</p>	<p>Environmental Enhancements ACTIONS: The next Whyteleafe Litter Pick to take place on 20th October at the Whyteleafe School end of Church Road. The subsequent Litter Pick to take place on the 17th November (location tba). The Clerk to prepare 'flyers' to be posted to local residents before and after each litter pick to promote action in keeping neighbourhoods clear of litter. RESOLVED: Expenditure of up to £50 for winter bedding plants for the decorative trough on the Godstone Road. ACTION: The Clerk to ask the hanging basket contractor whether they would take responsibility for planting and maintaining the trough next year. RESOLVED: To continue with the larger festive lights display (of last year) on the basis of expenditure remaining within the Council's annual budget. ACTION: The Clerk to make arrangements with the lighting contractor and then obtain the attachments licence from SCC. With respect to roadside verges, Cllrs discussed the initiatives around the country by</p>	<p>ALL SB SB SB</p>



	<p>other Local Authorities to ‘re-wild’ some of their roadside verges with wild flowers and meadow-style planting (see item 13 below). NOTED: The Village Council is unable to act without the permission of and instructions from SCC.</p>	
11.	<p>Caterham, Chaldon and Whyteleafe Neighbourhood Plan NOTED: The Regulation 16 consultation by TDC of the Caterham, Chaldon and Whyteleafe draft Neighbourhood Plan had just closed. The Village Council was due to receive copies of the public’s response in relation to Whyteleafe, via the Steering Group, for information. ACTION: Cllr Cheetham to attend the next Steering Group meeting on the 12th September and provide feedback to fellow Cllrs.</p>	JC
12.	<p>Transport (including highways) NOTED: The Clerk advised that two flood wetspots in Whyteleafe, acknowledged by highways officers, were not actually recorded on the Surrey Interactive map. ACTIONS: The Clerk to ask SCC to record these wetspots on their public accessible maps. The Clerk to report to Thames Water the periodic foul smell from roadside drains around the lowest points of both Whyteleafe Hill and Hillside Road. The Clerk to reply to Caterham Hill Parish Council to confirm the Village Council’s willingness to consider jointly funding additional jetting of highways gullies to supplement limited SCC resources. The Clerk to write to SCC Highways advising that the Village Council would be willing to fund bull-nose kerbing around Whyteleafe roundabout, in order to protect it from damage, subject to the support of the County Cllr with respect to preliminary plans. NOTED: The Clerk reported that SCC had confirmed their intention to cut back overgrown hedges that were obstructing the pavement along Downsway and that they had nearly completed similar work along Church Road. The damaged pavement under the railway bridge on Hillbury Road had already been patched following a report of damage. ACTION: The Clerk to chase up SCC for confirmation of a partial rebate of the cost of installing bollards at the bus stop on the Godstone Road. The Clerk to ask SCC to provide a cost for installing a section of walkable soft verge at the Salmons Lane end of Church Road (adjacent to the double-yellow line). The Clerk to also ask the County Cllr to seek the repainting of the double-yellow lines which were heavily worn in some places. ACTION: Cllr Cheetham to attend the next East Surrey Transport Committee and re-raise the ongoing delays caused by the level crossing barriers at Salmons Lane and Whyteleafe Hill.</p>	<p>SB</p> <p>SB</p> <p>SB</p> <p>SB</p> <p>SB</p> <p>SB</p> <p>SB</p> <p>SB</p> <p>JC</p>
13.	<p>Events (public) and meetings of Outside Bodies. NOTED: The Clerk advised that TDC had cancelled the Parish Council Assembly scheduled for the 18th September (no reason had been given). Cllr Cheetham confirmed his availability to attend the next Assembly in December. ACTIONS: Cllrs to let the Clerk know whether or not they are available to attend a Community Flood Action Group Forum hosted by SCC in September so that he can reserve places. The Clerk to pass details of the event to the Whyteleafe Flood Group Chairman. The Clerk to circulate an invitation to an Affordable Housing Conference, received via</p>	<p>JC</p> <p>ALL</p> <p>SB</p> <p>SB</p>



	<p>Surrey Community Action and Cllrs, if available, to book directly. Cllrs Rudland (if available) and Cheetham to attend the Battle of Britain service at St Luke's Church on behalf of the Village Council. NOTED: On this occasion, no Cllr was available to attend the quarterly Tandridge Local Committee. ACTION: Following the discussion under item 10, the Clerk to submit a question to the Local Committee to enquire whether SCC had a strategy to 're-wild' some of its roadside verges.</p>	<p>ALL CR JC SB</p>
14.	<p>Newsletter Cllrs discussed the future of the Council's half-yearly newsletter particularly as it would be difficult to ensure its ongoing delivery to every household. ACTION: The Clerk to approach the editors of the monthly CR3 magazine to see if they would be happy to carry a regular feature written by the Village Council.</p>	<p>SB</p>
15.	<p>Training RESOLVED: Cllrs approved the Clerk's request to attend a training course provided by the Surrey Association of Local Councils (SALC) entitled 'Introduction to Project Management' at a maximum cost of £120 + VAT. ACTION: The Clerk to book.</p>	<p>SB</p>
16.	<p>Clerk's Report a) NOTED: The Clerk reported that he was waiting for TDC's response to the Council's formal request for information about the car park permit scheme as it applies in Whyteleafe. ACTION: The Clerk to chase-up if necessary. b) ACTION: The Clerk to respond to a 'Health & Wellbeing in Local Councils' survey being conducted by SALC and to an on-street bin survey by TDC (in line with the Village Council's own bin survey conducted earlier in the year). c) NOTED: The Clerk was pleased to confirm his successful completion of the Certificate in Local Council Administration and Cllrs offered their congratulations. As a result of acquiring this qualification, Cllrs acknowledged that in accordance with the Contract of Employment, the Clerk would receive an increase in pay (by one spine point) with effect from the start of September. ACTION: The Clerk's appraisal to be completed by the end of October by the Employee Panel.</p>	<p>SB SB SB CR BR JC</p>
17.	<p>Payments and expenditure RESOLVED: To approve the list of payments totalling £1,777.48 (see Appendix 1 - Schedule of Payments). In addition, Cllrs approved expenditure in respect of winter hanging baskets from October 2019 to May 2020, at the village entry signs to the north and south of the village. ACTION: The Clerk to dispense the payments listed in Appendix 1 and instruct the contractor to provide the hanging baskets.</p>	<p>SB</p>
18.	<p>Next Council Meeting NOTED: The next meeting to take place on Monday, 14th October 2019 at St Luke's Church, Whyteleafe Hill. ACTION: The Clerk to check the availability of all Cllrs.</p>	<p>SB</p>
	<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
271	PKF Littlejohn LLP	360.00	External auditor fee for year ending 31 March 2019
272	A Siddall	105.00	Monthly community garden maintenance and additional grass cutting in July 2019
273	Simon Bold	963.22	Clerk's August 2019 salary plus expenses claimed for July & August 2019.
274	Surrey Pension Fund	212.26	Clerk's Pension - employee and employer contributions for August 2019
275	A Siddall	105.00	Monthly community garden maintenance and additional grass cutting in August '19.
276	PCC of St Luke Whyteleafe	32.00	Hall hire for September 2019 Council meeting and wreath for Battle of Britain service (<i>LGA 1972, s137</i>)
	TOTAL	£1,777.48	