



**Minutes of the Council meeting (no.213) held on
 14th October 2019 at St Luke's Church, Whyteleafe, CR3 0AA**

Councillors (Cllrs) present:

Cllr Celia Rudland (Chairman), Cllr John Cheetham,
 Cllr Fatima Kamara, Cllr David Lee and
 Cllr Beth Rose

Attending:

one visitor
 District Cllr Jeffrey Gray

In attendance:

Simon Bold (Clerk)

Meeting opened at **7:50pm** and closed at **9:40pm**

1.	Chair to open the meeting Cllr Rudland opened the meeting.	
2.	Apologies for absence NOTED: Cllr Jamshid Zack had provided his 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 9 th September 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 two applications notified since the last meeting: 2019/1662 – Maes Mawr, 18 Church Road, Whyteleafe CR3 0AR Cllrs had no wish to object. 2019/1522 – Bourne House, 475 Godstone Road, Whyteleafe CR3 0BL Cllrs had no wish to object. ACTION: The Clerk to advise TDC of the Council's comments in respect of the above applications. b) NOTED: Cllrs were disappointed that SCC Highways had not raised any objection in respect of the pending planning application 2019/1455, Edgehill, Succombs Hill, Warlingham CR6 9JG. The Clerk had provided correspondence addressed to the Council from the developer prior to the meeting. The Clerk to check if the application will be assessed at a forthcoming TDC Planning Committee (rather than by delegation) – if so, Cllrs Cheetham or Rudland wish to attend and raise objections on behalf of the Council. Cllrs had no wish to raise any comments in respect of SCC's consultation on the School Travel Plan submitted by St Francis RC Primary School (Caterham on	SB SB CR JC



	<p>the Hill) pursuant to condition 10 of planning permission 2014/1520.</p> <p>Cllrs had been advised by the Clerk, prior to the meeting, that the applicant in respect of 2019/1141, 71 Hillbury Road had appealed TDC's refusal decision.</p> <p>c) Cllrs discussed the proposals from TDC to re-instate paper copies of planning applications for Parish and Village Councils. RESOLVED: To approve £1,000 (on an annual basis) in respect of service option A which would provide copies of both existing and proposed drawings at A1 size. Cllrs felt this was a significantly better service than option B which restricted information to proposals at A3 size only. NOTED: It was agreed to fund this partly through the office budget and partly by virtue of an anticipated under-spend on the publicity budget. ACTION: The Clerk to instruct TDC to implement the service once available.</p>	SB
6.	<p>Finance</p> <p>a) NOTED: The Clerk reported the Council's bank balances as at 30 September 2019 as follows: Current Account £58,366.52 and the Reserve Account £60,306.27. These balances included Community Infrastructure Levy (CIL) funds of £46,389.00 and earmarked reserves of £12,250.00.</p> <p>b) NOTED: The Clerk had provided, prior to the meeting, a copy of the Council's financial statement for the period ending 30 September 2019 (Q2) which Cllr Lee signed along with the bank statements after the paperwork had been checked and reconciled. The Clerk provided a brief verbal overview of variances between budgets and expenditure.</p> <p>c) Cllrs discussed and agreed an outline timetable for preliminary discussions of the council's budget for 2020/21. ACTION: The Clerk to circulate the dates of proposed meetings in late November.</p> <p>d) ACTION: Cllrs wished to bench-mark the existing internal auditor against others - the Clerk to invite two other businesses to quote for the role of internal auditor effective from 2020/21.</p>	SB SB
7.	<p>Grants</p> <p>The Council had received two completed grant applications prior to the deadline of 30 September 2019. The Clerk had circulated the details of each to Cllrs prior to the meeting. Cllrs discussed each application and RESOLVED to grant:</p> <ul style="list-style-type: none"> • £500 in respect of the Alzheimer Café Tandridge established to support local people, including those from Whyteleafe, in respect of issues relating to Alzheimer's disease (<i>Local Government Act 1972, s137</i>). • £500 in respect of the Safe Drive Stay Alive campaign (Surrey Fire & Rescue Service) which provides road safety education to young people including those living in Whyteleafe (<i>Local Government Act 1972, s137</i>). <p>ACTION: The Clerk to dispense these payments and notify the applicants in writing.</p>	SB
8.	<p>Business Plan</p> <p>NOTED: In respect of environmental enhancements, SCC had formally responded, via the Tandridge Local Committee, to the Council's question about the possibility of re-wilding suitable highways verges. They had confirmed that they did not have</p>	



	<p>available funds or resources to deploy a management regime that would encourage wildflowers.</p> <p>ACTIONS: The Clerk to circulate a list of potential projects, previously raised by Cllrs, relating to environmental enhancements, community resilience and communication to enable Cllrs to judge the relative desirability and feasibility of each prior to any significant investment of time, money and resources. The list to include projects that may qualify for funding using Community Infrastructure Levy reserves.</p> <p>The Clerk to draft a simple Project Initiation Document prior to the next meeting for Cllrs to consider and, if appropriate, adopt.</p>	<p>SB</p> <p>SB</p>
9.	<p>Transport (including highways)</p> <p>a) NOTED: The Clerk had written to SCC Highways seeking the re-painting of the double yellow lines at the Salmons Lane end of Church Road, Whyteleafe. ACTION: The Clerk to copy this request to County Cllr Lee for monitoring and chasing-up if appropriate.</p> <p>ACTION: The Clerk provided details of TDC's response to questions concerning the permit parking scheme operating in car parks in Whyteleafe. The Clerk to draft a question to be submitted to the TDC Community Services Committee seeking clarification on the management of the scheme as it was felt that the scheme was lacking impetus and promotion which was undermining its appeal to potential scheme users.</p> <p>b) ACTIONS: Cllr Cheetham and the Clerk to attend the next local winter maintenance meeting (to be arranged by Caterham on the Hill Parish Council). Cllr Rudland to check current stocks of salt and to advise the Clerk if an additional tonne should be requested from TDC. The Clerk to arrange a repair of the salt gritter (funded via the winter gritting budget) and publicise the need for additional 'snow angel' volunteers via the Council's website and CR3 magazine (see item 14c) below.</p>	<p>SB</p> <p>SB</p> <p>JC SB CR SB</p>
10.	<p>Events (public) and meetings of Outside Bodies.</p> <p>RESOLVED: A donation of £25 to the Royal British Legion (RBL) in respect of a wreath for Remembrance Sunday (<i>LGA 1972, s.137</i>). ACTIONS: Cllr Rudland or Cllr Cheetham to attend the Remembrance Sunday event at St Luke's Church and to lay a wreath on behalf of the Council. The Clerk to order the wreath from the RBL.</p> <p>ACTION: Cllrs to consider possible subjects for the 2020 Annual Parish Assembly and to pass suggestions to the Clerk prior to the next meeting.</p>	<p>CR JC SB</p> <p>ALL</p>
11.	<p>Employment</p> <p>RESOLVED: In light of the personal and confidential nature of the subject of the Clerk's appraisal and other matters relating to the Clerk's employment, this item was moved to sub-section 2 (at the end of the meeting) at which point the public was excluded in accordance with the Public Bodies (Admissions to Meetings) Act 1960.</p>	
12.	<p>Policies and procedures</p> <p>RESOLVED: To approve the Financial Regulations, circulated by the Clerk prior to the meeting, which had been prepared following a review of the latest model</p>	



	wording supplied by the National Association of Local Councils. ACTION: The Clerk to issue the final document.	SB
13. Training	<p>RESOLVED: To fund the Clerk's attendance of a 'Clerks Technical Networking Day' hosted by the Surrey Association of Council Clerks (SALC) at a cost of £110 (excl VAT). Cllrs had also given their agreement, prior to the meeting (in accordance with Financial Regulations 4.10) for the Clerk to attend a 'Managing Volunteers' training course hosted by Tandridge Voluntary Action at a cost of £40. The Clerk to complete the bookings for these courses.</p> <p>ACTION: The Clerk to circulate the 2020 SALC Training Schedule to all Cllrs when it becomes available later in the current year.</p>	SB SB
14. Clerk's Report	<p>a) Cllr Cheetham confirmed that he had attended the most recent Caterham, Chaldon and Whyteleafe Neighbourhood Plan Steering Group meeting at which the feedback from the public (under Regulation 16) had been considered. NOTED: A small number of residents had raised objections to the six new dwellings at Edgeworth Close in Whyteleafe (this site also forms part of TDC's emerging Local Plan - site reference HSG19). Cllr Cheetham added that the Chair of the Steering Group was likely to contact each of the Parish/ Village Councils in the coming weeks with an update on the project and a request for ongoing support.</p> <p>b) The Clerk raised a couple of items of correspondence that he felt may be of interest to Cllrs. No questions or queries were raised.</p> <p>c) ACTION: The Clerk to submit an article for the next edition of the CR3 magazine on the following topics i) seeking volunteers to help clear any heavy snowfall during the winter ('snow angels') ii) seeking volunteers for the council's litter pick in November and iii) publicising (on behalf of Surrey Prepared and Surrey Fire & Rescue Service) a flood water safety event.</p>	SB
15. Payments and expenditure	<p>RESOLVED: To approve the list of payments totalling £3,173.81 (see Appendix 1 - Schedule of Payments and expenditure in respect of a lockable metal filing cabinet at a maximum cost of £150 (excl VAT) and expenditure in respect of winter hanging baskets from January to May at a cost of £948.74 (excl VAT). NOTED. Both of these items of expenditure were within the relevant budgets for the year. ACTION: The Clerk to dispense the payments listed in Appendix 1 and purchase the filing cabinet.</p>	SB
16. Next Council Meeting	<p>NOTED: The next meeting to take place on Monday, 11th November 2019 at St Luke's Church, Whyteleafe Hill.</p>	ALL
	<i>At this point, the public were excluded from the meeting.</i>	
	<p>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960: Cllrs conducted the Clerk's appraisal and discussed other personal and confidential</p>	



	matters relating to the Clerk's employment under this item (see item 11 above).	
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Appendix 1 - Schedule of Payments

Chq No.	Payee	Amount £	Comments
277	CJS Plants Ltd	312.00	Village entry sign winter hanging baskets (supply and maintenance to May 2020)
278	SSALC Limited	72.00	Introduction to project management training course.
279	A Siddall	105.00	Monthly community garden maintenance and additional grass cutting in September 2019
280	PCC of St Luke Whyteleafe	15.00	Hall hire for October 2019 Council meeting.
281	Simon Bold	925.30	Clerk's September 2019 salary plus expenses claimed for September 2019.
282	Surrey Pension Fund	204.41	Clerk's Pension - employee and employer contributions for September 2019
283	HM Revenue & Customs	215.70	PAYE (Tax & NI) for Q2 of 2019/20
284	Tandridge District Council	284.40	Additional street cleaning in Whyteleafe (August to September 2019 inclusive)
285	Alzheimer Café Tandridge	500.00	Grant award (<i>LGA 1972 s.137</i>).
286	Surrey Fire & Rescue	500.00	Grant award (<i>LGA 1972 s.137</i>)
287	Tandridge Voluntary Action	40.00	Training course 'Managing Volunteers'
	TOTAL	£3,173.81	