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**Minutes of the Council meeting (no.214) held on  
 11<sup>th</sup> November 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:**

two visitors  
 District Cllr Jeffrey Gray

**In attendance:**

Simon Bold (Clerk)

Meeting opened at **7:52pm** and closed at **9:10pm**

<b>1.</b>	<b>Chair to open the meeting</b> Cllr Rudland opened the meeting.	
<b>2.</b>	<b>Apologies for absence</b> NOTED: Cllr Fatima Kamara had provided her apologies prior to the meeting. Beth Rose had resigned from the Council since the last meeting and Cllrs wished to record their thanks for the help and support to the council and community over the years.	
<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 and a Cllr of Surrey County Council. 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 of 14 <sup>th</sup> October 2019 which the Chair then signed. ACTION: The Clerk to display the minutes on the Council's notice boards and website.	SB
<b>5.</b>	<b>County Councillor's report on Surrey County Council (SCC) activities</b> County Cllr David Lee advised that SCC would be moving its main offices from Kingston to Woking. He, and other members of the Local Area Committee, had met at the SCC Godstone Depot and seen the winter preparations by SCC Highways (e.g. stocks of salt). He confirmed that his Members' Community Allocation for the year had been fully utilised.	
<b>6.</b>	<b>District Councillors' reports on Tandridge District Council (TDC) activities</b> District Cllr Gray advised that he would be attending the next East Surrey Transport Committee (ESTC) meeting and that he intended to raise, again, concerns about the delays, on occasion, in raising the level crossing barriers in Whyteleafe which caused delays and congestion. He then raised the topics of road safety at the entrance to Whyteleafe Station, the TDC emerging Local Spaces Strategy and the lack of use of the permit holder's car park at Hillside Road. District Cllr Lee had nothing more to add.	



7.	<p><b>Planning</b></p> <p>a) RESOLVED: In respect of the five applications notified since the last meeting:  <b>2019/1838</b> – 19 Station Road, Whyteleafe, CR3 0EP          Cllrs had no wish to object.  <b>2019/1876</b> – 43 Westhall Road, Warlingham CR6 9BJ          Cllrs had no wish to object.  <b>2019/1786/TPO</b> – Gladeside Court, Succombs Hill, Warlingham CR6 9JG          Cllrs had no wish to comment.  <b>2019/1554</b> - 479 Godstone Road, Whyteleafe CR3 0BL          Cllrs had no wish to object.  <b>2019/1889</b> – 121 Godstone Road, Whyteleafe, CR3 0EH          Cllrs had no wish to object.</p> <p>ACTION: The Clerk to advise TDC of the Council's comments in respect of 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. He had also circulated the written submission by SCC (lead Flood Authority) with respect to the pending application 2019/1455, Edgehill, Succombs Hill, CR6 9JG.</p>	SB
8.	<p><b>Finance</b></p> <p>NOTED: The Clerk reported on the Council's bank balances as at 31 October 2019 as follows: Current Account £62,903.11 and the Reserve Account £60,336.01. These balances included Community Infrastructure Levy funds of £46,389 and earmarked reserves of £12,250.</p> <p>In the last full calendar month, the council had made payments of £3,174 and received £6,732, the latter made up of a CIL receipt of £6,370, a refund from SCC of £332 and bank interest.</p> <p>ACTION: Cllrs to meet to discuss the 2020/21 budget on 20<sup>th</sup> November.</p>	ALL
9.	<p><b>Councillor vacancy</b></p> <p>NOTED: The Clerk confirmed that following the resignation of Beth Rose, the statutory 'claimed poll' notice had been issued and was currently publicised on the council's notice boards and website. If no claimed poll was received by TDC by 25<sup>th</sup> November, the council would be free to advertise the vacancy and co-opt as appropriate. ACTION: The Clerk to organise interviews with eligible candidates subject to the availability of sufficient Cllrs.</p>	SB
10.	<p><b>Business Plan</b></p> <p>Cllrs discussed the need for flood-related data (e.g. groundwater levels) to be routinely collected and collated in order to monitor the potential risks during each winter. ACTION: Cllrs and the Clerk to seek current data from the relevant authorities e.g. SCC and the Environment Agency. A review of available data to be included in the agenda for the next meeting.</p>	ALL SB
11.	<p><b>Transport (including highways)</b></p> <p>NOTED: Cllr Cheetham would be unavailable to attend the next ESTC meeting.</p>	



	<p><b>ACTION:</b> The Clerk to chase up SCC Highways with respect to re-painting the double-yellow lines at the Salmons Lane end of Church Road.</p> <p><b>NOTED:</b> SCC had confirmed to the Clerk that the highways wet-spot near the Shell garage on the Godstone Road would be added to the Surrey Interactive map. However, SCC had no intention to allocate the junction of Godstone Road and Maple Road as a highways wet-spot as they had no recent record of carriageway flooding at this location. <b>ACTION:</b> Cllrs to monitor this location and report any incidents of surface water.</p>	<p>SB</p> <p>ALL</p>
<b>12.</b>	<p><b>Events (public) and meetings of Outside Bodies.</b></p> <p><b>NOTED:</b> Cllr Cheetham had submitted a written question ahead of the next TDC Community Services Committee (scheduled for 14 November) seeking greater promotion of the permit holder scheme and use of the new car park at Hillside Road in Whyteleafe. Cllr Cheetham to circulate the Committee's response to fellow Cllrs. The Parish Assembly organised by TDC and scheduled for the 11 December had been cancelled due to its proximity to the General Election. Cllrs had no topics they wished to raise at the next Tandridge Local Committee in December.</p> <p><b>ACTION:</b> Cllrs Cheetham, Lee and Zack confirmed their availability to attend the next Whyteleafe Litter Pick on 17<sup>th</sup> November 2019.</p>	<p>JC</p> <p>JC DL JZ</p>
<b>13.</b>	<p><b>Caterham, Chaldon and Whyteleafe Neighbourhood Plan.</b></p> <p><b>NOTED:</b> No report was available from the Neighbourhood Plan Steering Group on this occasion.</p>	
<b>14.</b>	<p><b>Employment</b></p> <p><b>NOTED:</b> The Clerk reported that the Surrey Association of Local Councils (SALC) had offered to provide guidance to the council with respect to employment matters including terms and conditions. <b>ACTION:</b> Cllr Rudland to instruct SALC (in accordance with the council's October discussions) and provide a report and, if appropriate, proposals prior to the next meeting.</p>	CR
<b>15.</b>	<p><b>Policies &amp; Procedures</b></p> <p>The Clerk provided a revised version of the council's Risk Register (following work completed in respect of the Certificate in Local Council Administration). <b>RESOLVED:</b> To approve the (new) Risk Register. <b>ACTION:</b> The topics listed within the Register to be periodically presented to Cllrs for review.</p>	SB
<b>16.</b>	<p><b>Clerk's Report</b></p> <p>a) <b>NOTED:</b> Cllrs Cheetham and Rudland counter-signed the clerk's appraisal which had been approved at the last meeting.</p> <p>The Clerk advised that a draft Project Initiation Document would be circulated prior to the next meeting and that a list of potential projects and items of expenditure would be collated prior to budget discussions for 2020/21.</p> <p>The Clerk advised that the repair of the salt gritter had been completed at no cost to the Council due to the generosity of a local mechanic based in the centre of Whyteleafe. <b>ACTION:</b> The Clerk to send a 'thank you' letter on behalf of the council and to state how this kind gesture will benefit the local community.</p>	<p>SB</p> <p>SB</p>



	<p>b) NOTED: Cllrs had no questions or queries in respect of correspondence raised by the Clerk.</p> <p>c) NOTED: Cllrs discussed the council's article published in the November CR3 magazine. ACTION: The Clerk to add the subject of an article for the January 2020 issue of the magazine to the next meeting agenda.</p>	SB
<b>17.</b>	<p><b>Payments and expenditure</b>          RESOLVED: To approve the list of payments totalling £1,373.57 (see Appendix 1 - Schedule of Payments). The Clerk to dispense payments.</p>	SB
<b>18.</b>	<p><b>Next Council Meeting</b>          NOTED: The next meeting to take place on Monday, 9<sup>th</sup> December 2019 at St Luke's Church, Whyteleafe Hill. Suitable subjects for the next Annual Village (Parish) Assembly were briefly discussed and the Clerk to make enquiries with potential guest speakers.</p>	ALL SB
	<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
288	A Siddall	55.00	Monthly community garden maintenance in October 2019
289	SSALC Limited	132.00	Clerks Technical Training Day (inc VAT).
290	Simon Bold	967.16	Clerk's October 2019 salary including expenses claimed for October 2019.
291	Surrey Pension Fund	204.41	Clerk's Pension - employee and employer contributions for October 2019
292	PCC of St Luke Whyteleafe	15.00	Hall hire for November 2019 Council meeting.
	<b>TOTAL</b>	<b>£1,373.57</b>	