



**Minutes of the Council meeting (no.215) held on
 9th December 2019 at St Luke's Church, Whyteleafe, CR3 0AA**

Councillors (Cllrs) present:

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

Attending:

five visitors
 District Cllr Jeffrey Gray

In attendance:

Simon Bold (Clerk)

Meeting opened at **7:48pm** and closed at **9:24pm**

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 a) 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). Cllr Cheetham declared a Disclosable Pecuniary Interest in respect of item 5. and application 2019/1945/TPO, Land at Whitebeam View. No other Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of any item on the agenda. b) The Clerk confirmed that a dispensation had been granted so that item 6b. could proceed unhindered with the Council able to remain quorate throughout.	
4.	Acceptance of last minutes RESOLVED: To approve the minutes of the meeting of 11 th November 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 five applications notified since the last meeting: 2019/2034 – 45 Tithepit Shaw Lane, Warlingham, CR6 9AS Cllrs had no wish to object. 2019/1988 – 38 Court Farm Road, Warlingham, CR6 9BD Cllrs objected for a number of reasons including over-development, loss of amenity to neighbouring property, loss of wooded hillside, lack of flood mitigation measures and lack of conformity with TDC planning policies DP7, DP8, DP19 and CSP 18.	
	<i>Cllr Cheetham temporarily left the meeting at this point.</i>	
	2019/1945/TPO – Land at Whitebeam View, Caterham, CR3 0AU Cllrs wished to have more time to consider the details of the proposed tree management work. ACTION: Application to be reviewed at the next meeting.	
	<i>Cllr Cheetham re-joined the meeting.</i>	



	<p>2019/1942 – 424 Godstone Road, Whyteleafe, CR3 0BB Cllrs had no wish to comment.</p> <p>2019/1766 – Land to the rear of 18 Westview Avenue, Whyteleafe, CR3 0EQ Cllrs objected on the basis of over-development, lack of on-site parking and insufficient landscaping and outside space for any new occupants.</p> <p>ACTION: The Clerk to advise TDC of the Council's comments in respect of the above applications.</p> <p>b) NOTED: Amended applications had been submitted in respect of 2019/325 and 2019/1699 (both sites in Caterham on the Hill) – no action was considered to be appropriate in the circumstances.</p> <p>The Clerk was unable to provide an update on recent TDC planning decisions and/or appeals as the TDC planning portal had been unavailable prior to the meeting.</p>	SB
6.	<p>Finance</p> <p>a) NOTED: The Clerk had circulated a financial statement (unaudited) as at 30 November 2019 which showed the Council's bank balances as follows: Current Account £63,332.39 and the Reserve Account £60,366.76. These balances included Community Infrastructure Levy funds of £46,389 and earmarked reserves of £12,250. The Council's payments and receipts for the financial year were also provided.</p> <p>b) Cllrs discussed the draft budget which had been circulated prior to the meeting by the Clerk following discussions amongst Cllrs on the 20th November - no amendments were requested. RESOLVED: To approve the Council's budget for 2020/21.</p>	
7.	<p>Councillor vacancy</p> <p>NOTED: The Clerk confirmed that TDC had not received a 'claimed poll' request. Therefore, the Council was permitted to fill its most recent Councillor vacancy by co-option. ACTIONS: Cllrs to conduct at least one informal interview on the 19th December and the Clerk to circulate copies of the Council's interview checklist, in advance, to Cllrs.</p>	ALL SB
8.	<p>Business Plan</p> <p>a) Cllrs discussed rainfall and ground water level data obtained from various sources including TDC, the Environmental Agency and SES Water. NOTED: The data showed that the last few months of rainfall had been above the long-term average and that ground water levels had started to rise although they remained at levels typical for the time of year. ACTION: The Chair to call an extraordinary Council meeting for the 19th December in order to review further data and to decide what steps, if any, should be taken.</p> <p>NOTED: The Clerk reported that he had checked all the SCC grit bins across the Parish and that the majority were full and ready for winter. However, he would report three bins to SCC in need of attention with a copy of the details to the County Cllr.</p> <p>b) The Clerk had circulated a draft Project Initiation Policy which provided the steps to follow prior to the commencement of any future project. RESOLVED: To adopt this policy.</p>	CR SB



	<i>The meeting was temporarily adjourned at this point.</i>	
9.	<p>Transport (including highways) ACTIONS: To carry forward discussions about additional road signage on Salmons Lane and Church Road to the next meeting. The Clerk to contact TDC to obtain an update on the promotion of the parking permit scheme in Whyteleafe (following the outcome of the recent TDC Community Services Committee meeting). NOTED: The Clerk confirmed that SCC Highways had acknowledged receipt of details of proposed changes to parking restrictions along Church Road as part of the 2020 Tandridge Parking Review.</p>	SB
10.	<p>Events (public) and meetings of Outside Bodies. None.</p>	
11.	<p>Caterham, Chaldon and Whyteleafe Neighbourhood Plan. ACTION: Cllr Cheetham to attend the next Neighbourhood Plan Steering Group meeting to review those subjects most likely to be raised during the formal examination of the Plan. NOTED: The Council had made an earmarked reserve in its 2020/21 budget, at the advice of the Steering Group, to enable the Council to make a contribution towards any examination and referendum costs should the need arise.</p>	
12.	<p>Training and conferences RESOLVED: To approve the cost of Councillor Briefing and Awareness training provided by the Surrey Association of Local Councils for one Cllr (at a cost of £70 + VAT). ACTION: The Clerk to check if Cllr Zack available to attend.</p>	SB
13.	<p>Employment a) RESOLVED: In light of the personal and confidential nature of the subject of the Clerk's employment, this item was moved to sub-section 2 and the public excluded in accordance with the Public Bodies (Admissions to Meetings) Act 1960. b) NOTED: The Council would be closed during the bank holidays over the festive period and the Clerk and Cllrs would be available, on a limited basis, for the two weeks commencing Monday 23rd December.</p>	
14.	<p>Clerk's Report a) ACTIONS: The Clerk to chase up the Community Right to Bid application made to TDC and to copy the original request to District Cllrs Gray and Lee. ACTION: The Clerk to add the topic of Litter Picks to the next meeting agenda. NOTED: Two residents had responded positively to the Council's publicity seeking volunteers to help with future Litter Picks. b) The Clerk raised a couple of items of correspondence that he felt might be of interest to Cllrs. No questions or queries were raised. c) ACTION: The Clerk to draft the next CR3 magazine article, on the subject of flood warnings and preparedness, and to circulate to Cllrs prior to publication.</p>	SB SB SB
15.	<p>Payments and expenditure RESOLVED: To approve the list of payments totalling £1,529.04 (see Appendix 1 - Schedule of Payments). The Clerk to dispense payments.</p>	SB



16.	Next Council Meeting NOTED: The next scheduled meeting to take place on Monday, 13 th January 2020 at St Luke's Church, Whyteleafe Hill. In addition, an extraordinary meeting to take place on the 19 th to review flood data and related issues.	ALL
	Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960: RESOLVED: To update the Clerk's pay-scale and amend the Clerk's pay effective 1 April 2020.	

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
293	Simon Bold	929.03	Clerk's November 2019 salary plus expenses claimed for November 2019.
294	Surrey Pension Fund	215.61	Clerk's Pension - employee and employer contributions for November 2019
295	A Siddall	55.00	Monthly community garden maintenance in November 2019
296	PCC of St Luke Whyteleafe	45.00	Hall hire for meetings on 20 th November, 9 th & 19 th December 2019.
297	Tandridge District Council	284.40	Additional street cleaning in October and November 2019
	TOTAL	£1,529.04	