



**Minutes of the Council meeting (no.217) held on  
 13<sup>th</sup> January 2020 at St Luke's Church, Whyteleafe, CR3 0AA**

**Councillors (Cllrs) present:**

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

**Attending:**

District Cllr Jeffrey Gray

**In attendance:**

Simon Bold (Clerk)

Meeting opened at **7:45pm** and closed at **9:28pm**

<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.	
<b>3.</b>	<b>Councillor vacancy</b> a) NOTED: The Clerk provided a brief update which included confirmation that an eligible co-optee candidate had met with existing Cllrs since the last meeting. b) Cllrs briefly reviewed the co-optee meeting (at 3a above) and whether to co-opt. <b>RESOLVED:</b> To co-opt. <b>ACTION:</b> The Clerk to obtain a Declaration of Acceptance of Office from the new Cllr. c) NOTED: The Clerk confirmed that Cllr Moffatt, who had been co-opted at the Council's last meeting, had completed a Declaration of Acceptance of Office. <b>ACTION:</b> Cllr Moffatt to provide a completed Notification of Disclosable Pecuniary & Other Interest form within the next 28 days to the Clerk. d) <b>RESOLVED:</b> Cllr Moffatt to attend the Councillor Briefing and Awareness training provided by the Surrey & Sussex Association of Local Councils (SSALC) at a cost of £70 (excl. VAT). <b>ACTION:</b> The Clerk to make the booking with SSALC. NOTED: Cllr Zack was already booked on the course (as approved in December 2019).	SB  JM JM SB JZ
<b>4.</b>	<b>Code of Members' Conduct</b> 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 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) The Clerk confirmed that a dispensation had been granted so that item 9b. could proceed unhindered with the Council able to remain quorate throughout.	
<b>5.</b>	<b>Acceptance of last minutes</b> <b>RESOLVED:</b> To approve the minutes of the meetings of 9 <sup>th</sup> and 19 <sup>th</sup> December 2019 which the Chair then signed. <b>ACTION:</b> The Clerk to display the minutes on the Council's notice boards and website.	SB
<b>6.</b>	<b>County Councillor's report on Surrey County Council (SCC) activities</b> County Cllr David Lee raised the subject of mean traffic speeds on the Godstone Road around the Hillside Road junction following a fatal road traffic accident at this	



	<p>location (the subject of a Police investigation). In brief, there was no evidence that vehicles were consistently travelling in excess of the speed limit – recent traffic data showed an actual mean speed of 24 mph.</p> <p>Cllr Lee gave his views on the SCC budget for 2020/21.</p>	
<b>7.</b>	<p><b>District Councillors’ reports on Tandridge District Council (TDC) activities</b></p> <p>District Cllr Gray reported on discussions at the recent meeting of the East Surrey Transport Committee in respect of delays at the level crossings in Whyteleafe. He confirmed that Network Rail had agreed to look at the feasibility of extending the stopping point of trains at the north-bound platform of Whyteleafe Railway Station.</p> <p>District Cllr Gray noted that the proposed expansion of the doctor’s surgery at 19 Station Road had been turned down by TDC’s planning department.</p> <p>Cllr Gray gave his views on the financial situation at TDC.</p>	
<b>8.</b>	<p><b>Planning</b></p> <p>a) <b>RESOLVED:</b> In respect of the one application notified since the last meeting:  <b>2019/2165</b> – 434 Godstone Road, Whyteleafe CR3 0BB        Cllrs had no wish to object.  <b>ACTION:</b> The Clerk to advise TDC of the Council's comment in respect of this application.</p> <p>b) <b>NOTED:</b> The Clerk provided a verbal report on recent TDC planning decisions within Whyteleafe. This included the reasons for refusal of permission by TDC in respect of the extension to the doctor’s surgery in Station Road (ref 2019/1838) and the dismissal of the planning appeal in respect of 71 Hillbury Road (ref 2019/1141).</p>	SB
<b>9.</b>	<p><b>Finance</b></p> <p>a) <b>NOTED:</b> The Clerk had provided, prior to the meeting, a copy of the Council's financial statement (unaudited) for the period ending 31 December 2019 (Q3) which Cllr Lee signed along with the bank statements after the paperwork had been checked and reconciled.</p> <p>The financial statement showed the Council's bank balances as follows: Current Account £61,343 and the Reserve Account £60,397. These figures included Community Infrastructure Levy (CIL) funds of £46,389 and £12,250 of earmarked reserves. The Clerk confirmed that in the last full month, the Council had made payments totalling £1,529.04 and had received £29.77 in interest.</p> <p>The Clerk provided a brief verbal overview of budget and expenditure variances for 2019/20.</p> <p>b) <b>RESOLVED:</b> To approve the Council’s precept for 2020/21 of £41,795 based on the budget approved in December and in light of no apparent items of significant new expenditure arising since the last meeting. <b>ACTIONS:</b> The Clerk to obtain a projected tax-base figure from TDC in order to calculate the Village Council charge in 2020/21 per Band D household. The Clerk to advise TDC of the Council's precept by 17th January.</p>	SB
	<p><i>The meeting was briefly adjourned at this point.</i></p>	
<b>10.</b>	<p><b>Business Plan</b></p> <p>a) The Clerk provided a report on discussions with TDC following the Village</p>	



	<p>Council's letter to Elaine Jackson, Chief Executive of TDC, seeking action with respect to flood risk in the area. He also provided details of the ground water levels recorded between 6<sup>th</sup> December 2019 to 9<sup>th</sup> January 2020 – the rate of increase had slowed but the level was now above the seasonal average.</p> <p>RESOLVED: To produce an 'information' letter to inform residents and businesses of the latest ground water level and possible action to be taken given the likelihood of further rain in the coming months.</p> <p>ACTIONS: The Clerk to produce approximately 250 copies of this letter and to meet with Cllrs on Sunday 19<sup>th</sup> January in order to hand-deliver around flood prone areas in Whyteleafe.</p> <p>The Clerk to circulate a copy of a joint letter by TDC (to be signed-off by the Village Council and possibly other agencies) to be delivered in Whyteleafe in the case of a Flood Alert being issued by the Environment Agency (EA). The Clerk to also circulate a status report compiled by TDC detailing the actions taken by them and other agencies in response to rising ground water levels.</p> <p>RESOLVED: To extend Financial Regulations (ref 4.5) for the next five months to enable the Clerk, in conjunction with two Cllrs, to commit expenditure of up to £2,000 to protect the community, if needed, in the case of an emergency following a Flood Alert and/or Flood Warning from the EA (not to be used to protect individuals, individual households or individual businesses). The Clerk to document this temporary change (<i>in accordance with LGA 1972, s.137</i>).</p> <p>NOTED: A Met Office yellow warning for rain had been issued covering the next two days.</p> <p>b) ACTION: The Clerk to write to TDC seeking an update on their proposed strategies in respect of Litter Bin Replacement and Open Spaces (consultations took place back in the Autumn of 2019).</p> <p>c) ACTIONS: Cllrs to attend the next Village Council Litter Picks on 23 February and 29 March 2020. The Clerk to notify other Litter Pick volunteers and add a notification on Twitter.</p>	<p>SB ALL</p> <p>SB</p> <p>SB</p> <p>SB</p> <p>SB</p> <p>ALL SB</p>
<b>11.</b>	<p><b>Transport (including highways)</b></p> <p>NOTED: SCC Highways had confirmed that the damaged grit bin half-way up Succombs Hill would be replaced in the next round of grit bin re-stocking (following a request by the Village Council).</p> <p>ACTION: Cllrs Moffatt and Zack to provide proposals prior to the next meeting in respect of pedestrian road safety along Salmons Lane.</p>	<p>JM JZ</p>
	<p><i>During item 11, Cllr Cheetham left the meeting.</i></p>	
<b>12.</b>	<p><b>Events (public) and meetings of Outside Bodies.</b></p> <p>ACTIONS: The Clerk to attend the next Surrey Branch meeting of the Society of Local Council Clerks in Godalming.</p> <p>Cllrs to let the Clerk know whether they are available to attend the TDC Community Infrastructure Levy training scheduled for 30<sup>th</sup> January 2020.</p>	<p>SB</p> <p>ALL</p>
<b>13.</b>	<p><b>Caterham, Chaldon and Whyteleafe Neighbourhood Plan.</b></p> <p>In the absence of Cllr Cheetham, this item was not discussed.</p>	
<b>14.</b>	<p><b>Training and conferences</b></p> <p>ACTION: The Clerk to circulate the 2020 SSALC Training Programme (once it's</p>	<p>SB</p>



	available). NOTED: Training for the newest Cllrs had already been approved (see item 3d).	
<b>15. Clerk's Report</b>	<p>a) NOTED: The Clerk confirmed that he had asked local District Cllrs to chase up, on behalf of the Village Council, the Community Right to Bid application made back in mid-2019. The Clerk confirmed that TDC had advised that the reinstatement of paper planning applications was delayed until 1 April 2020 (it had been scheduled to start 1 January 2020).</p> <p>b) ACTION: The Clerk to circulate details of a Police &amp; Crime Commissioner for Surrey consultation on future funding and a membership survey by SSALC. The Clerk to also pass details of the 2020-2025 Surrey Hills AONB Management Report to Cllr Rudland.</p> <p>c) NOTED: The next article for the CR3 magazine would be discussed at the February meeting (for publication in March 2020 at the earliest).</p>	SB
<b>16. Payments and expenditure</b>	<p>RESOLVED: To approve the list of payments totalling £8,517.01 (see Appendix 1 - Schedule of Payments). ACTION: The Clerk to dispense payments.</p> <p>In addition, to approve expenditure to acquire Hi-Viz vests for use by Council volunteers at a maximum cost of £150. ACTION: The Clerk to procure.</p>	SB SB
<b>17. Next Council Meeting</b>	<p>a) NOTED: The next scheduled meeting to take place on Monday, 10<sup>th</sup> February at St Luke's Church, Whyteleafe Hill.</p> <p>b) ACTION: The Clerk to add the discussion topics of business planning and climate change to the next agenda.</p> <p>c) ACTION: The Clerk to check the availability of St Luke's Church for the Annual Village Assembly to be held in March. Cllr Rudland to ask the Vicar of St Luke's whether she would wish to speak and other Cllrs to check whether they know of others willing to speak on the subject of climate change (impact and mitigations).</p>	ALL SB SB CR ALL
	<p><b>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960</b></p> <p>NOTED: None.</p>	

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### Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
298	Ultralite Ltd	6,960.00	Festive street lighting motifs 2019/20
299	Simon Bold	943.24	Clerk's December 2019 salary plus expenses claimed for December 2019.
300	Surrey Pension Fund	215.61	Clerk's Pension - employee and employer contributions for December 2019
301	A Siddall	55.00	Monthly community garden maintenance in December 2019
302	HM Customs & Revenue	229.16	PAYE (Tax & NI) for Q3 of 2019/20
303	PCC of St Luke Whyteleafe	30.00	Hall hire for meetings on 20 <sup>th</sup> November, 9 <sup>th</sup> & 19 <sup>th</sup> December 2019.
304	SSALC Limited	84.00	Councillors' Briefing & Awareness training.
	<b>TOTAL</b>	<b>£8,517.01</b>	