



Minutes of the remote Council meeting* (no.220) held on 16th April 2020

Councillors (Cllrs) present:

Cllr John Cheetham (part), Cllr Fatima Kamara,
 Cllr David Lee, Cllr John Moffatt and
 Cllr Chirag Vadhia.

Attending:

District Cllr Jeffrey Gray

In attendance:

Simon Bold (Clerk)

Meeting opened at **8:05pm** and closed at **9:45pm**

1.	Chair to open the meeting In the absence of Cllr Celia Rudland (Chairman of the Council), Cllr Cheetham (Vice-Chair) chaired the meeting.	
2.	Apologies for absence NOTED: Cllrs Celia Rudland and Jamshid Zack 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.	Minutes RESOLVED: To approve the minutes of the meeting of 9 th March 2020. 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: 2020/532 – 14 Hornchurch Hill, Whyteleafe CR3 0DA Cllrs had no wish to object. 2019/2084 - 4 Birdhurst at 21 Portley Wood Road, Whyteleafe CR3 0BQ Cllrs had no wish to object. b) Cllrs discussed the pending application 2020/446 , 16-18 Southview Road, Warlingham situated on the boundary with the Parish of Whyteleafe. Cllrs objected due to the over-development of the site and the likely increase in traffic giving rise to safety issues for all road users. NOTED: No planning appeals had been notified by TDC since the last meeting. ACTION: The Clerk to advise TDC of the Council's comments in respect of the above applications.	SB
	<i>During the next item, the meeting was temporarily adjourned.</i>	
6.	Coronavirus (COVID-19) outbreak a) The Clerk confirmed that the delivery of the 'Directory of Help' flyers created by the Village Council had begun. It was felt that this initiative would be particularly helpful to those without on-line access. NOTED: TDC had compiled a list of vulnerable people to make sure that these households received support if	



	<p>required. TDC had also recently published a Financial Assistance Policy and Cllrs acknowledged that the Village Council could access these funds on behalf of local community groups offering help to residents e.g. the 'Four Parishes' Resilience Hub at the Westway Centre.</p> <p>ACTION: Cllr Moffatt to create a list of local community groups that might be able to offer help and support within the community. The intention would be to approach these disparate groups and try and bring them together as a more coherent network of organisations (and individuals).</p>	JM
	<p><i>At this point, Cllr Cheetham left the meeting and Cllrs selected Cllr Lee to be Chairman for the remainder of the meeting.</i></p>	
	<p>b) NOTED: The Clerk had provided Cllrs with on-line details of advisory information for Town & Parish Councils from the National Association of Local Councils.</p> <p>c) The Clerk had circulated a short paper about 'furloughing' employees and related government schemes. RESOLVED: No action necessary.</p> <p>d) The Clerk had circulated a draft Scheme of Delegation prior to the meeting for consideration by Cllrs. RESOLVED: To adopt.</p>	
7.	<p>Grant Scheme 2020-21</p> <p>The Clerk had circulated a completed grant application received in March. RESOLVED: To grant £1,500 to the Caterham & Warlingham Citizens Advice Bureau (also serving Whyteleafe) in respect of the employment of a Debt Recovery Officer (<i>Local Government Act 1972, s137</i>).</p> <p>ACTIONS: The Clerk to issue the Council's decision using the standard Grant Award letter. The Clerk to write to the Chairmen of other local Parish Councils to invite their thoughts and ideas on how best to support organisations such as the local CAB in future.</p>	SB SB
8.	<p>Flood Risk Update</p> <p>The Clerk reported that the (groundwater) flood warning for Whyteleafe had recently been withdrawn by the Environment Agency (EA) and that despite one of the wettest winter's in recent times (with February 2020 being the wettest on record) Whyteleafe had suffered no significant flood to property. This was due to the coordinated response of many different agencies and the deployment of resources in advance of repeated threats (e.g. Storm Ciara, Storm Dennis and Storm Jorge had passed across the region during February).</p> <p>Both TDC and the Village Council had kept those households and businesses at greatest threat of flood informed of the risks and measures being implemented to mitigate the risks. A number of residents had commented that they felt better informed (than in 2014) and reassured by the actions of the agencies involved e.g. Surrey County Council Highways clearing drains and the EA installing pumping equipment along Downsway.</p> <p>The Clerk had circulated a note of the Whyteleafe Flood Group (WFG) multi-agency meeting held on the 16th March. At that meeting, it was confirmed that no major flood alleviation scheme was planned as computer modelling had shown that other flood mitigations and preventative measures were just as likely to reduce the risks.</p>	



	<p>NOTED: The EA intended to survey the condition of the culvert along Downsway where the flow of the Caterham Bourne was currently impeded. Once surveyed, it was expected that the WFG would seek a further meeting to discuss the extent of any remedial work (and its funding). ACTION: The Clerk to schedule a meeting of Cllrs to consider a) what lessons might be learned from the last four months and b) how the work to clear the obstructed culvert in Downsway can be speedily and successfully completed.</p>	SB
9.	<p>Finance</p> <p>a) NOTED: The Clerk had circulated the year-end financial statement (unaudited) as at 31 March 2020 which showed the Council's bank balances as follows: Current Account £48,428.53 and the Reserve Account £60,486.76. These balances included Community Infrastructure Levy (CIL) reserves of £46,389 and earmarked reserves of £12,250. The Council's payments and receipts for the financial year were also recorded within the statement.</p> <p>b) The Clerk had circulated a variance report prior to the meeting which showed under-spending in a number of areas. Cllrs acknowledged that the Council's spending needed to be in-line with its budgets in order to deliver more of its Business Plan proposals. ACTION: Cllr Moffatt to circulate comments on the current draft Business Plan before Cllrs schedule a discussion to take matters forward. ACTION: The Clerk to circulate a draft copy of the CIL Annual Return 2019/20 prior to the next meeting.</p> <p>c) NOTED: No expenditure had been incurred under 4.5 of Financial Regulations.</p>	JM SB
10.	<p>Clerk's Report</p> <p>a) Cllr Moffatt confirmed that the examination of the Neighbourhood Plan had taken place as scheduled and that the findings of the Examiner were expected in due course.</p> <p>b) NOTED: No items of general correspondence were raised by the Clerk.</p> <p>c) NOTED: In light of the publication and distribution of the COVID-19 Directory of Help by the Council (see item 6a), Cllrs felt that there was no need to publish similar information in the May edition of the CR6 magazine.</p>	
11.	<p>Payments and expenditure</p> <p>RESOLVED: To approve the list of payments totalling £4,908.79 (see Appendix 1 - Schedule of Payments). ACTION: The Clerk to dispense payments.</p>	SB
12.	<p>Next Council Meeting</p> <p>a) RESOLVED: To defer the date of the Annual Council Meeting and to roll-over all Council appointments until September 2020. To defer setting a date for the Annual Parish Assembly until later in the year.</p> <p>b) NOTED: The date of the next meeting of the Council to be held on 11 May 2020.</p>	ALL
	<p>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960</p> <p>NOTED: None.</p>	



Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
319	Simon Bold	910.52	Clerk's March 2020 salary
320	Surrey Pension Fund	215.61	Clerk's Pension - employee and employer contributions for March 2020
321	HM Revenue & Customs	251.14	PAYE (Tax & NI) for Q4 of 2019/20
322	Simon Bold	56.72	Clerk's expenses for March 2020 (Council's phone, stamps)
323	Surrey ALC Limited	1,243.30	Surrey Association of Local Councils & National Association of Local Councils subscription for 2020/21
324	The Society of Local Council Clerks	113.50	Membership renewal 2020/21
325	ALCC	20.00	Membership renewal of the Association of Local Council Clerks for 2020/21
326	A Siddall	105.00	Community Garden maintenance and additional grass cutting in March
327	SPOILED	00.00	SPOILED
328	DM Payroll Services	120.00	Payroll services for 2020/21
329	CS Podd & Son Ltd	373.00	Print and production of COVID-10 flyer
330	Caterham and Warlingham Citizens Advice Bureau	1,500.00	Grant Award (LGA 1972 s.137).
	TOTAL	4,908.79	

**Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.*