



Minutes of the remote* Council meeting (no.221) held on 11th May 2020

Councillors (Cllrs) present:

Cllr Celia Rudland (Chair), John Cheetham,
 Cllr Fatima Kamara (part), Cllr David Lee, Cllr John Moffatt,
 Cllr Chirag Vadhia and Jamshid Zack

Attending:

District Cllr Jeffrey Gray

In attendance:

Simon Bold (Clerk)

Meeting opened at 7:45pm and closed at 9:18pm

1.	Chair to open the meeting Cllr Rudland opened the meeting.	
2.	Apologies for absence None	
3.	Code of Members' Conduct 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. Cllr Moffatt declared an 'Other Interest' in item 7a, 2020/752, Torwood Lane, Whyteleafe and Cllr Kamara declared a Disclosable Pecuniary Interest relating to the same item and did not participate in the discussion and the decision that was reached by the Council. No other 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 16 th April 2020. ACTION: The Clerk to display the minutes on the Council's notice boards and website.	SB
5.	County Councillor's report on Surrey County Council (SCC) activities County Cllr Lee provided a report of recent activity at SCC including the re-opening of the Earlswood Community Recycling Centre. He confirmed that he hoped to convene a site visit with SCC Highways in Whyteleafe, once COVID-19 restrictions had eased, and that he was currently putting together a proposal for the use of his Local Highways Members Fund allocation.	
	<i>The meeting was briefly adjourned at this point.</i>	
6.	District Councillors' reports on Tandridge District Council (TDC) activities District Cllr Gray provided an update on recent TDC activity including the work by the District Council and volunteers at the Westway Centre to support potentially vulnerable individuals across the local four Parishes. He added that a detailed Open Spaces strategy for the whole District was expected later in the year. District Cllr Lee added that the bin replacement strategy had been ratified by the Council and that the new parking enforcement contract with Sevenoaks District Council had commenced.	



7.	<p>Planning</p> <p>a) RESOLVED: In respect of the seven applications notified since the last meeting: 2020/752 – Torwood Farm, Torwood Lane, Whyteleafe CR3 0HD Cllrs objected as this constituted inappropriate development of the Green Belt and the requirement to protect green space that is of landscape and ecological value.</p>	
<p><i>At this point, Cllr Zack left the meeting for a short period.</i></p>		
	<p>2020/669 - 43 Westhall Road, Warlingham CR6 9BJ Cllrs commented that they did not wish to see the converted garage used as habitable space. 2020/663 - 23A Stuart Road, Warlingham CR6 9JH Cllrs objected to the proposed rear dormer which overlooked neighbouring properties. 2020/662 - 23A Stuart Road, Warlingham CR6 9JH Cllrs objected to the proposed dormers along the rear elevation (see 2020/663). 2020/651 - 29 Downsway, Whyteleafe CR3 0EW Cllrs had no wish to object. 2018/1325/COND1 - Former Gadoline House, 2 Godstone Road, CR3 0EA Cllrs had no wish to comment. 2020/272 - 16 Court Farm Road, Warlingham CR6 9BD 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: Cllrs reviewed the change of details in respect of 2020/532, 14 Hornchurch Hill and had no wish to comment.</p> <p>The Clerk provided a verbal report on a number of recent planning decisions by TDC which included 2020/268, 43 to 45 Godstone Road (approved subject to lighting details); 2019/1455, Edgehill (refused), 2019/1962/NC, 4 Station Road (deemed consent) and 2020/135/NC, 52 to 54 Godstone Road (Prior approval given).</p> <p>He also highlighted the Planning Inspector's appeal decisions in respect of 2018/2445, Land off Annes Walk ('Allowed') and 2019/38, 156-170 Whyteleafe Road ('Dismissed'). No new appeal cases had been notified since the last Council meeting.</p> <p>The Clerk also reported on the response of the Surrey Association of Local Councils' Planning Advisor to the Council's query relating to 2008/423, Whyteleafe House i.e. the developer is legally bound by its Unilateral Undertaking (s106) to implement the details of the approval without variation.</p>	SB
8.	<p>Coronavirus (COVID-19) outbreak</p> <p>NOTED: The Council's (Financial Assistance) grant application to TDC had been successful. RESOLVED: To pay the Westway Centre £1,000 towards the cost of providing the 'Four Parishes' response to the Coronavirus outbreak.</p> <p>ACTION: Cllrs to visit addresses identified by TDC to ensure that potentially vulnerable householders are safe, well and receiving support as required. The</p>	ALL



	Clerk to obtain address details via the Westway Centre and collect, in advance, Personal Protection Equipment for use by Cllrs.	SB
	<i>At this point, Cllr Zack left the meeting for a short period.</i>	
9.	<p>Finance</p> <p>a) NOTED: The Council's 2019/20 year-end Financial Statement (unaudited) was reconciled with the bank statements as at 31 March 2020.</p> <p>b) RESOLVED: To agree the Council's Community Infrastructure Levy (CIL) Annual Spending Form for 2019/20. ACTION: The Clerk to send to TDC by 31 May and add the subject of CIL expenditure to the agenda of the next meeting.</p> <p>c) ACTION: The Clerk to circulate a summary of the changes to the external audit Regulations for the 2019/20 reporting year in light of the COVID-19 outbreak.</p>	SB SB
10.	<p>Insurance</p> <p>NOTED: The Clerk had circulated details of the terms of the Council's insurance policy renewal and gave a brief summary of cover on offer from another potential supplier. RESOLVED: To approve the continuation of the current insurance for a discounted three-year period effective from 1 June 2020 (see also Appendix 1: Schedule of Payments). ACTION: The Clerk to arrange.</p>	SB
11.	<p>Clerk's Report</p> <p>a) ACTIONS (from previous meetings): Cllr Rudland to raise with the local Police Community Support Officer examples of parking that can cause obstruction to pedestrians. Cllr Moffatt to compile a list of local community organisations that might be able to give ongoing support to the local community.</p> <p>NOTED: Cllrs felt that current Government social distancing guidelines did not enable the Council to re-establish litter picks for the foreseeable future.</p> <p>b) ACTIONS: The Clerk to write to the Chairmen of other local Parish Councils to invite their thoughts and ideas on how best to support local organisations (e.g. Citizens Advice Bureau) that provide help to communities.</p> <p>c) ACTION: The Clerk to write an article for the June edition of the CR3 magazine (subject to the availability of space) on the topics of 'business as usual', an update on flood prevention, a reminder of sources of help during the COVID-19 outbreak and an important 'Thank you' to the groups and individuals that have helped the people of Whyteleafe.</p>	CR JM SB SB
12.	<p>Payments and expenditure</p> <p>RESOLVED: To approve the list of payments totalling £4,988.23 (see Appendix 1: Schedule of Payments) which had been circulated by the Clerk prior to the meeting – the amount payable in respect of the Council's insurance was reduced following the decision (see item 10) to enter into a long-term agreement. The list also included a contribution to Caterham on the Hill Parish Council towards the cost of arranging a piper to play in Whyteleafe (and elsewhere) to commemorate V.E. Day (subsequently broadcast via social media). ACTION: The Clerk to dispense payments.</p>	SB



13.	Next Council Meeting a) NOTED: The next meeting of the Council to be held on 8 June 2020. Topics to include the Council's proposed business plan, future CIL expenditure and an update of flood mitigation work at Downsway. ACTION: Cllrs to provide feedback to Cllr Moffatt on the draft business plan within the next seven days. He will produce a further draft (if necessary) for review by all. b) NOTED: Council meetings to be held on a monthly basis for the time-being.	ALL
	Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960: NOTED: None	

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

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
331	The Westway Community and Wellbeing Centre	1,000.00	Grant payment (<i>Local Government Act 1972, s137</i>)
332	A Siddall	105.00	Community Garden maintenance and additional grass cutting in April
333	Simon Bold	1,047.69	Clerk's April 2020 salary (including additional 'resilience' work).
334	Surrey Pension Fund	275.31	Clerk's Pension - employee and employer contributions for April 2020
335	Simon Bold	9.14	Clerk's expenses for April 2020
336	CJS Plants Limited	2,130.00	Summer hanging baskets supply and maintenance - June to September inclusive (£1,775.00 ex-VAT).
337	Came & Company	373.09	Annual insurance policy premium (2020/21) based on a 3-year agreement.
338	Caterham on the Hill Parish Council	48.00	V.E. Day commemoration event.
	TOTAL	4,988.23	