



Minutes of the remote* Council meeting (no.222) held on 8th June 2020

Councillors (Cllrs) present:

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

Attending:

District Cllr Jeffrey Gray (part)

In attendance:

Simon Bold (Clerk)

Meeting opened at **7:45pm** and closed at **9:15pm**

1.	Chair to open the meeting Cllr Cheetham (Vice Chair) opened the meeting in the absence of Cllr Rudland.	
2.	Apologies for absence Cllr Jamshid Zack had provided his apologies prior to the meeting.	
	<i>At this point, Cllr Rudland joined the meeting.</i>	
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 11 th May 2020. ACTION: The Clerk to display the minutes on the Council's notice boards and website.	SB
	<i>At this point, Cllr Rudland took over as Chair of the meeting.</i>	
5.	Coronavirus (COVID-19) outbreak Cllrs had completed visits to those properties where residents had been identified by TDC as potentially vulnerable. All information had been collated and passed back to the Westway Centre including suggestions for follow-up action in a small number of cases. NOTED: The Clerk confirmed that the Financial Assistance grant of £1,000 from TDC had been paid across to the Westway Centre (in accordance with the decision made at the last meeting).	
6.	Business Planning Cllr Moffatt reported that he had discussed the current draft Business Plan with a number of Cllrs. ACTION: Cllr Moffatt to speak to the reminder of Cllrs before producing an updated version of the Plan for review at the next meeting. Cllrs expressed their gratitude to Cllr Moffatt for his work so far.	JM
7.	Flood mitigation The Clerk provided an update on the work by the Environment Agency (EA) to clear the culvert in Downsway (at the northern end of Whyteleafe). ACTION: Cllr Rudland to report on the outcome of a survey by the EA of the part of the Bourne that runs in a channel at the southern end of the Village. NOTED: In light of the above work, Cllrs felt that it would be an appropriate time to	CR



<p>12.</p>	<p>Clerk's Report</p> <p>a) ACTION: Cllr Lee to chase up TDC for a response to the Council's Community Right to Bid application which had been outstanding for many months.</p> <p>b) ACTIONS: The Clerk to question TDC about inconsistencies with the collection of refuse and recycling in Bournefield Road, Whyteleafe. The Clerk to write to the South East Cancer Help Centre drawing attention to the rules governing the Council's grant application scheme. The Clerk provided a brief summary of other items of correspondence notified to Cllrs since the last meeting. NOTED: No action required.</p> <p>c) ACTION: The Clerk to write to the editors of the CR3 magazine thanking them for their ongoing assistance. Additionally, the Clerk to confirm a commitment to provide a regular article over the coming year.</p>	<p>DL</p> <p>SB</p> <p>SB</p> <p>SB</p>
<p>13.</p>	<p>Finance</p> <p>NOTED: The Clerk had circulated the financial statement (unaudited) as at 31 May 2020 which showed the Council's bank balances as follows: Current Account £70,418.61 and the Reserve Account £60,578.03. These balances included Community Infrastructure Levy (CIL) reserves of £57,540 and earmarked reserves of £20,500. The Council's payments and receipts in the first two months of the financial year were £9,897.02 and £26,769.97 respectively.</p> <p>ACTIONS: The Clerk to prepare the external audit forms for consideration and approval at the next meeting in addition to the Internal Auditor's report (once available).</p>	<p>SB</p>
<p>14.</p>	<p>Payments and expenditure</p> <p>RESOLVED: To approve the list of payments totalling £2,341.22 (see Appendix 1: Schedule of Payments) which had been circulated by the Clerk prior to the meeting</p> <p>ACTIONS: The Clerk to dispense payments. The Clerk to send additional bank signatory forms to relevant Cllrs for completion prior to the next meeting.</p> <p>NOTED: The Clerk outlined the costs incurred so far with respect to the new hedge in the Community Garden and advised that preparatory groundworks had been delayed due to the impact of COVID-19. As a result, planting would take place over the remainder of the year (and subject to suitable weather conditions).</p>	<p>SB</p> <p>SB</p>
<p>15.</p>	<p>Next Council Meeting</p> <p>a) NOTED: The next scheduled meeting of the Council to be held on 13 July 2020.</p> <p>b) NOTED: The Clerk had circulated a schedule of proposed dates for Council meetings (from July 2020 through to May 2021).</p>	<p>ALL</p> <p>ALL</p>
<p>16.</p>	<p>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:</p> <p>NOTED: None.</p>	

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Appendix 1 - Schedule of Payments

Chq No.	Payee	Amount £	Comments
339	A Siddall	105.00	Community Garden maintenance and additional grass cutting in May
340	Simon Bold	1,047.49	Clerk's salary in May 2020
341	Simon Bold	60.22	Expenses in May 2020 (Clerk's phone and stationery)
342	Surrey Pension Fund	275.31	Clerk's Pension - employee and employer contributions for May 2020
343	Tandridge District Council	853.20	Additional street cleaning in December to May 2020 (£711 ex-VAT).
	TOTAL	£2,341.22	

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