



## Minutes of the remote\* Council meeting (no.223) held on 13<sup>th</sup> July 2020

### Councillors (Cllrs) present:

Celia Rudland (Chair), John Cheetham,  
 David Lee, John Moffatt and Jamshid Zack

### Attending:

District Cllr Jeffrey Gray (part)

### In attendance:

Simon Bold (Clerk)

Meeting opened at **7:46pm** and closed at **9:52pm**

1.	<b>Chair to open the meeting</b> Cllr Rudland opened the meeting.	
2.	<b>Apologies for absence</b> NOTED: Cllrs Fatima Kamara and Chirag Vadhia had provided their apologies prior to the meeting.	
3.	<b>Code of Members' Conduct</b> 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.	
4.	<b>Minutes</b> RESOLVED: To approve the minutes of the meeting of 8 <sup>th</sup> June 2020. ACTION: The Clerk to display the minutes on the Council's notice boards and website.	SB
5.	<b>County Councillor's report on Surrey County Council (SCC) activities</b> County Cllr David Lee reported on recent activity by SCC including work to support the government's COVID-19 'test and trace' work. He added that a government white paper on the restructuring of local government (for Surrey) was expected to be published in the Autumn. In terms of local activity, Cllr Lee will monitor the ongoing surface dressing work along Hillbury Road and the parking issues around the Tesco store on the A22.	
6.	<b>District Councillors' reports on Tandridge District Council (TDC) activities</b> District Cllr Lee confirmed that the new on-street parking enforcement team (Sevenoaks District Council) were now active following their appointment in April and the easing of lock-down restrictions (COVID-19). He added that he planned to attend a site visit with TDC Officers with respect to a number of locations where rubbish and recycling collections had been sporadic and inconveniencing residents. District Cllr Gray reported that he continued to contact local businesses to ensure that they each took full advantage of their COVID-19 grant entitlements. He remarked that the financial situation for TDC continued to be difficult particularly with the additional burden on resources and services due to the coronavirus outbreak. He confirmed that the TDC planning enforcement team were following up the situation at Tesco to ensure that planning conditions with respect to deliveries and parking were being followed.	



7.	<p><b>Coronavirus (COVID-19) outbreak</b></p> <p>Cllr Lee (along with District Cllr Gray) had distributed posters and campaign materials relating to TDC's 'Stay Safe and Shop Local' to local businesses.</p> <p>NOTED: Volunteers at The Westway continued to support local residents who required additional support and advice.</p>	
8.	<p><b>Finance</b></p> <p>a) NOTED: The Clerk had circulated the Q1 Financial Statement (unaudited) as at 30 June 2020 which showed the Council's bank balances as follows: Current Account £63,499.19 and the Reserve Account £60,578.03. These balances included Community Infrastructure Levy reserves of £57,540 and earmarked reserves of £20,500. The Council's payments and receipts in the last full calendar month were £2,341.22 and £nil respectively. Cllrs to reconcile the bank balances and bank statements at the next meeting.</p> <p>b) NOTED: The Clerk had circulated a variances report prior to the meeting and gave a brief overview of the situation as at 30 June - Cllrs acknowledged that more of their focus should be on the Council's spending plans and budgets (<i>see also item 10 below</i>).</p>	
9.	<p><b>Audit</b></p> <p>In respect of the Annual Governance and Accountability Return 2019/20, Cllrs:</p> <p>a) NOTED: The annual Internal Audit Report for 2019/20. ACTION: None (as nothing of concern had been raised).</p> <p>b) RESOLVED: To approve Section 1 – Annual Governance Statement 2019/20 prepared by the Clerk.</p> <p>c) RESOLVED: To approve Section 2 – Accounting Statements 2019/20 prepared by the Clerk (acting as the Responsible Finance Officer).</p> <p>ACTIONS: The Chairman to sign the original documents (9b and 9c) and the Clerk to submit to the external auditor prior to 31<sup>st</sup> July. The Clerk to issue the Notice of Public Rights and Publication before 20<sup>th</sup> July.</p>	CR SB
10.	<p><b>Business Planning</b></p> <p>Cllr Moffatt had circulated a revised draft Business Plan prior to the meeting after consulting with each Cllr and the Clerk. ACTIONS: Cllrs to provide their final comments to Cllr Moffatt so that he can circulate a final version for approval at the next Council meeting. NOTED: Once approved, Cllrs to progress their respective areas of responsibility and periodically provide progress reports and spending proposals.</p>	ALL JM
11.	<p><b>Planning</b></p> <p>a) RESOLVED: In respect of the seven new applications notified since the last meeting:</p> <p><b>2020/1059</b> - 314 Godstone Road, Whyteleafe CR3 0BA Cllrs had no wish to object.</p> <p><b>2020/944</b> - Little Grange Cottage, 17 Portley Wood Road, CR3 0BQ Cllrs had no wish to object.</p> <p><b>2020/916</b> - 203 Godstone Road, Whyteleafe CR3 0EL Cllrs had no wish to object.</p> <p><b>2020/866</b> - 134 Salmons Lane, Whyteleafe CR3 0HA</p>	



	<p>Cllrs had no wish to object.  <b>2020/817</b> - 209 Godstone Road, Whyteleafe CR3 0EL          Cllrs had no wish to object.  <b>2020/577</b> - 19 Station Road, Whyteleafe CR3 0EP (Doctor's surgery)          Cllrs had no wish to object but raised a concern about the adequacy of on-site parking.  <b>2020/252</b> – 209 Godstone Road, Whyteleafe CR3 0EL          NOTED: TDC had already permitted this application.          and in respect of the seven cases relating to conditions attaching to existing planning permissions:  <b>2020/268/Cond1</b> - 43 to 45 Godstone Road, Whyteleafe CR3 0EG          Cllrs wished to see the inclusion of mitigations in order to minimise the light pollution (nuisance) to neighbouring properties, have a level of general lighting in keeping with the neighbourhood and include vegetative screening.  <b>2020/1010</b> - Whyteleafe House, 439 to 445 Godstone Road, CR3 0BL          Cllrs had no wish to comment.  <b>2020/1008</b> - 439 Whyteleafe House, Godstone Road, Whyteleafe CR3 0BL          Cllrs emphasised the need to position the refuse and recycling points where they can be readily accessed by collection lorries.  <b>2020/997</b> - 439 Whyteleafe House, Godstone Road, Whyteleafe CR3 0BL          Cllrs strongly objected to the proposal and re-iterated the need for the developer to seek prior approval from TDC for its surface water regulation system and drainage plans (in accordance with the original planning approval).  <b>2008/423/COND4</b> - Whyteleafe House, 439 to 445 Godstone Road, CR3 0BL          Cllrs had no wish to comment.  <b>2015/2140/Cond6</b> – Gadoline House, Godstone Road, Whyteleafe CR3 0EA          Cllrs had no wish to comment.  <b>2018/1325/COND2</b> - 2 Welcomes Terrace, Godstone Road, CR3 0EA          Cllrs had no wish to comment  <b>ACTION:</b> The Clerk to advise TDC of the Council's comments in respect of the above applications.          b) The Clerk reported that the planning application in respect of <b>2020/645</b>, Land to the north east of Blossom Hill, Tithepit Shaw Lane had been refused by TDC (the Village Council and many residents had objected to the application).</p>	<p>SB</p>
<p><b>12.</b></p>	<p><b>Surrey Highways and transport</b>          NOTED: Network Rail to re-position the northbound train stopping point at Whyteleafe Station in early September. Once completed, it should reduce the number of delays at the level crossing on Whyteleafe Hill.  <b>ACTION:</b> The Clerk to write to the London Borough of Croydon (LBC) seeking improvements in their communication of scheduled roadworks that might impact the A22 in Whyteleafe. Cllr Cheetham to also ask the East Surrey Transport Committee (ESTC) to lobby LBC for better notification of planned roadworks.</p>	<p>SB</p>
<p><b>13.</b></p>	<p><b>Events (public) and meetings of Outside Bodies.</b>          NOTED: Cllrs to consider the re-introduction of Whyteleafe Litter Picks at the next meeting (and subject to government guidelines).</p>	



<p><b>14. Clerk's Report</b></p>	<p>a) <b>ACTIONS:</b> The Clerk to arrange, if possible, a site visit to Downsway with the Environment Agency (EA) to review completed flood mitigation work - Cllrs Lee and Rudland expressed a wish to attend.          Cllr Rudland to inspect the trees in and around the Community Garden (Whyteleafe Hill) and provide a report to the Clerk.          The Clerk to send information about how to become an additional bank signatory to Cllrs Cheetham and Moffatt.</p> <p>b) The Clerk summarised items of correspondence received since the last meeting (some items had been addressed elsewhere on the agenda) and consultations.  <b>NOTED:</b> TDC had sent confirmation that the Whyteleafe Tavern has been made an Asset of Community Value (<i>s.88, Localism Act 2011</i>). The Westway had written to the Council thanking Cllrs for their help in contacting potentially vulnerable people across the village.  <b>ACTIONS:</b> Cllr Cheetham to ask the ESTC to seek confirmation that the Network Rail proposals to mitigate the 'Croydon bottleneck' will be sufficient to meet rail capacity requirements in the decades ahead.          The Clerk to circulate details of training available from the Surrey Association of Local Councils.</p> <p>c) The Clerk to write the next CR3 magazine article on the topics of inconsiderate parking, on-street parking enforcement, a shopping service initiated by The Westway, keeping parks and other green open spaces clear of litter and the Council's emerging Business Plan.</p>	<p>DL CR  CR  SB    JC SB  SB</p>
<p><b>15. Payments and expenditure</b></p>	<p>a) <b>RESOLVED:</b> To approve the list of payments totalling £2,261.81 (see Appendix 1: Schedule of Payments) which had been circulated by the Clerk prior to the meeting.          Cllrs agreed that the Clerk should replace the existing Council phone at a cost not exceeding £175.</p> <p>b) <b>RESOLVED:</b> To agree the list of recurring payments, attaching to the Council's Scheme of Delegation, circulated prior to the meeting.</p>	
<p><i>The meeting was temporarily adjourned at this point.</i></p>		
<p><b>16. Caterham, Chaldon and Whyteleafe Neighbourhood Plan.</b></p>	<p>Cllrs briefly discussed the comments of the Steering Group Chairman following receipt of the Public Examiner's Report. <b>ACTIONS:</b> Cllrs Cheetham and Moffatt to attend the next Steering Group meeting and the Council to review the outcome at the next Council meeting.</p>	<p>JC JM</p>
<p><b>17. Next Council Meeting</b></p>	<p><b>NOTED:</b> The next scheduled meeting of the Council to be held on either the 7<sup>th</sup> or 14<sup>th</sup> September.          An extraordinary meeting, to deal with urgent matters such as planning cases, was provisionally scheduled for 10 August.</p>	
<p><b>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960</b>  <b>NOTED:</b> None.</p>		



### Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
344	A Siddall	415.00	Preparatory groundwork for new Community Garden hedge
345	Peter Frost	65.00	Internal audit services (year ending 31 March 2020)
346	Simon Bold	933.39	Clerk's salary in June 2020
347	Simon Bold	77.47	Expenses in June 2020 (Clerk's phone and plants for Community Garden & trough)
348	Surrey Pension Fund	232.40	Clerk's Pension - employee and employer contributions for June 2020
349	HM Revenue & Customs	393.55	PAYE (Tax & NI) for Q1 2020/21
995 <sup>#</sup>	A Siddall	105.00	Community Garden maintenance and additional grass cutting in June 2020.
996	Information Commissioner	40.00	Data Protection Registry annual renewal
	<b>TOTAL</b>	<b>£2,261.81</b>	

<sup>#</sup>*new chequebook*

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