



Minutes of the remote* Council meeting (no.225) held on 14th September 2020

Councillors (Cllrs) present:

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

Attending:

3 visitors (part)
District Cllr Jeffrey Gray (part)

In attendance:

Simon Bold (Clerk)

Meeting opened at **7:55pm** and closed at **9:15pm**

1. APOLOGIES FOR ABSENCE

NOTED: Cllr Jamshid Zack had provided his apologies prior to the meeting

2. CODE OF MEMBERS' CONDUCT

NOTED:

- The Clerk confirmed that no Cllr had made a change to their Notification of Disclosable Pecuniary & Other Interests 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.

3. MINUTES

RESOLVED:

- that the Chair sign the minutes of the Council meeting of 10th August 2020 as a correct record.

ACTION:

- The Clerk to display the minutes on the Council's notice boards and website.

SB

4. COUNTY COUNCILLOR'S REPORT ON SURREY COUNTY COUNCIL (SCC) ACTIVITIES

County Cllr Lee raised the subjects of the government's proposed "Recovery and Devolution White Paper" (relating to local government reorganisation), SCC's emerging active travel schemes and the availability of funds via the County Cllr Members' Community Allocation.

5. DISTRICT COUNCILLORS' REPORTS ON TANDRIDGE DISTRICT COUNCIL (TDC) ACTIVITIES

District Cllr Gray raised the subject of the District Council's imminent Open Spaces consultation. In addition, he mentioned the Community Infrastructure Levy Bid process for local infrastructure providers e.g. Whyteleafe Surgery and his involvement in a number of local issues.

District Cllr Lee had nothing to add.

At this point, Cllr Lee left the meeting and Item 9 was brought forward in order to deal with the subject earlier in proceedings. The order of items, as stated in the agenda, is retained here for ease of reference.

6. CORONAVIRUS (COVID-19) OUTBREAK

RESOLVED:

- To apply to TDC for a Local Authority Emergency Assistance Grant on behalf of The Westway to help fund the community response covering Whyteleafe. Any monies awarded (maximum available £1,500) to be passed to The Westway.

ACTION:

-
- The Clerk to contact the Westway in order to complete the Grant Application. SB
 - Cllr Zack to attend, subject to his availability, TDC’s COVID-19 Workshop scheduled for 20th October. JZ
- 7. FINANCE**
- a) NOTED:
- That the Council’s Financial Statements, provided by the Clerk, reconciled with the Council’s bank balances as at 31 August 2020.
- b) RESOLVED:
- To extend the period for grant applications (re: second half of the year) to 30th November.
- ACTION:
- The Clerk to amend the 2020/21 Grant Application form and upload a copy to the Council’s website. SB
- c) The Clerk outlined the time-line for setting the 2021/22 budget for the benefit of new Cllrs.
- ACTION:
- To hold an initial informal budget meeting on 28th October 2020. All Cllrs to consider potential budget items prior to this. ALL
- 8. BUSINESS PLAN**
- ACTION:
- Each Cllr to compile a list of priorities pertaining to their respective area of responsibility and nominate a “Top 3” for discussion at a future meeting ALL
 - Cllr Moffat and the Clerk to discuss the process of regular monitoring and review. JM
- In respect of public communication (one of the Business Plan priorities) it was SB
- RESOLVED:
- To engage the services of a new contractor to provide a new Council website and email addresses (see item 13 for expenditure details) ahead of new accessibility regulations.
- ACTIONS:
- Cllr Vadhia and the Clerk to prepare the migration of the Council’s website. The Clerk to instruct the contractor to proceed. CV
SB
- 9. PLANNING**
- a) RESOLVED:
- See Appendix 2: Planning Application Cases.
- ACTION:
- The Clerk to advise TDC of the Council's comments in respect of Appendix 2. SB
- During item 9a) the meeting was temporarily adjourned.*
- b) None.
- 10. TRANSPORT AND SURREY HIGHWAYS.**
- NOTED:
- Cllrs were pleased with the work completed by Network Rail to the northbound stopping point at Whyteleafe Station. As a result, the level crossing barriers on Whyteleafe Hill should remain down for less time which will help keep traffic flowing.
- 11. EVENTS (PUBLIC) AND MEETINGS OF OUTSIDE BODIES.**
- NOTED:
- To discuss future litter picks at the next meeting (in the context of COVID-19 social distancing guidelines).
- 12. CLERK'S REPORT**
- a) None.
- b) Cllrs briefly discussed the government’s consultation on proposed changes to the planning system and felt it was appropriate for others, such as the Neighbourhood Plan Steering Group and Local Planning Authority, to respond.
- ACTIONS:
- Cllr Rudland or Cllr Cheetham to attend TDC’s “Local Government Reorganisation” CR

- webinar on the 15th September. JC
- Cllr Rudland to complete a draft of the Clerk’s 2020 appraisal by the end of October. CR
 - Cllrs to review the training opportunities available from the Surrey Association of ALL
Local Councils and to let the Clerk know of any courses to book. SB
 - The Local Government Services Pay Award (2020/21) had been agreed and would be applied to the Clerk’s salary backdated to 1 April 2020. The Clerk to advise the Council’s payroll bureau. SB
- c) ACTION:
- The Clerk to produce a CR3 article, for publication in November, prior to the next Council meeting. SB

13. PAYMENTS AND EXPENDITURE

RESOLVED:

- To approve the list of payments (see Appendix 1: Schedule of Payments) which had been circulated by the Clerk, and updated, prior to the meeting.
- To agree expenditure of £1,209 in respect of a new Council website and new email addresses (to include domains, hosting and annual maintenance).

ACTION:

- The Clerk to dispense payments. SB

14. NEXT COUNCIL MEETING

a) NOTED:

- The next scheduled meeting of the Council to be held on 12th October 2020. ALL

b) RESOLVED:

- To defer the Annual Council Meeting and Parish Assembly to 2021 due to COVID-19 restrictions (*in accordance with 2020 Regulations**).

SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960.

NOTED: None.

APPENDIX 1: SCHEDULE OF PAYMENTS (PERIOD: JULY & AUGUST 2020)

Chq No.	Payee	Amount £	Comments
997	Simon Bold	**	Clerk's salary in July 2020 (including correction of underpayment in June 2020)
998	- SPOILED -	00.00	- SPOILED -
999	Surrey Pension Fund	289.61	Clerk's Pension - employee and employer contributions for July 2020
000	East Surrey Transport Committee	10.00	Annual affiliation fee (2020/21).
001	Simon Bold	**	Clerk’s salary in August 2020
002	- SPOILED -	00.00	- SPOILED -
003	Simon Bold	352.11	Reimbursement of costs incurred by the Clerk (e.g. hedging plants; stationery etc)
004	A Siddall	210.00	Community garden maintenance and additional grass cutting (July & August).
005	Netwise Training Ltd (T/A Netwise UK)	1,209.00	New Council website and emails including first year’s annual maintenance fee.
006	Surrey Pension Fund	261.00	Clerk’s Pension – employee and employer contributions for August 2020
	TOTAL	£4,426.71	

** (payments relating to salary have been redacted and form part of a confidential record in accordance with Financial Regulation 7.4)

APPENDIX 2: PLANNING APPLICATION CASES (see item 9a above)

Application Number	Address	Village Council resolution	Type
2020/1509/NH Proposal TDC Decision	46 Whyteleafe Hill, CR3 0AB Erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.5 metres, for which the maximum height would be 3.55 metres, and for which the height of the eaves would be 2.6 metres. Not yet determined	No comment	Larger householder extension
2020/1485 Proposal TDC Decision	Torwood Farm, Torwood Lane, CR3 0HD Demolition of existing stables. Erection of 2x five-bedroom detached houses along with associated access and landscaping. Not yet determined	Cllrs objected for numerous reasons including inappropriate development of Green Belt (and absence of exception); over-development and harm to character and landscape.	Dwellings
2020/1497/NH Proposal TDC Decision	12 Maple Road, CR3 0ET Erection of a single storey side extension and internal alterations, which would extend beyond the rear wall of the original house by 3.98 metres, for which the maximum height would be 2.96 metres, and for which the height of the eaves would be 2.73 metres. Not yet determined	No comment	Larger householder extension
2020/1434 Proposal TDC Decision	Edgehill, Succombs Hill, Warlingham CR6 9JG Demolition of the existing dwelling and the erection of two blocks containing a total of 14 apartments, incorporating altered access arrangements and associated hard and soft landscaping. Not yet determined	Cllrs objected due to over-development; harm to character; poor amenity and doubts about the adequacy of flood mitigations. Also concerns raised about road safety (re: access) and harm to wooded hillside/views.	Dwellings
2020/1327 Proposal TDC Decision	16-18 Southview Road, Warlingham CR6 9JE Demolition of existing houses, nos. 16 & 18 Southview Road and the erection of two blocks of 14 units comprising of 7 x 3-beds and 7 x 2-beds with shared undercroft car park and street entry level to accommodate 21 spaces with an additional 3 off-street parking and extra 4 spaces within property boundary. Not yet determined	Cllrs objected for numerous reasons including over-development; minimal on-site parking; poor amenity; lack of flood assessment and mitigations; harm to landscape.	Dwellings

Application Number	Address	Village Council resolution	Type
2020/1238	21 Whyteleafe Hill, CR3 0AG	Cllrs objected for numerous reasons including over-development; harm to local character; lack of flood mitigation provisions and road safety.	Dwellings
Proposal	Demolition of the existing dwelling. Erection of two storey building with accommodation in the roofspace comprising of 4 x 1 bed and 5 x 2 bed flats with vehicular access from Hornchurch Hill, provision of associated parking and landscaping.		
TDC Decision	Not yet determined		

Application Number	Address	Village Council Resolution	Type
2015/1746	Rca Kenley Aerodrome, Whyteleafe Hill	Cllrs supported the concerns raised by Surrey County Council Highways (re: access) and the Caterham Flood Action Group (re: flood risks).	Dwellings
Proposal	Demolition of part of the former Officer's Mess building and erection of extension to west wing and conversion of extended building to 32 flats. Erection of two storey building to provide 12 flats. Restoration of former Lodge Building to provide 1 dwelling. Erection of building on site of former Flintfield House to provide 10 flats. Erection of three refuse storage buildings and formation of car parking areas. Repositioning and realignment of access from Whyteleafe Hill (Amendments to the design of Flintfield House)		
TDC Decision	Not yet determined		
2020/1117	23 Hornchurch Hill, Whyteleafe CR3 0DA	No objection	Householder Developments
Proposal	Erection of a single storey rear extension; Enlargement of the existing raised terrace area at the rear to include associated balustrading. (Amended description)		
TDC Decision	Not yet determined		

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