



Minutes of the remote Council meeting (no.226) held on 12th October 2020*

Councillors (Cllrs) present:

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

Attending:

District Cllr Jeffrey Gray

In attendance:

Simon Bold (Clerk)

Meeting opened at 7:48pm and closed at 9:27pm

1. APOLOGIES FOR ABSENCE

NOTED: Cllrs Fatima Kamara and Chirag Vadhia had provided their 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 (TDC) and a Cllr of Surrey County Council (SCC).
- Cllr Zack declared a Disclosable Pecuniary Interest in respect of item 10a below (planning application 2020/1230). No other 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 meeting of 14th September 2020 as a correct record. CR

ACTION:

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

4. TRANSPORT AND SURREY HIGHWAYS.

ACTION:

- Cllr Lee to arrange a site visit by SCC Highways to Whyteleafe to discuss a number of pending issues, particularly those relating to road safety. Cllr Lee to follow-up on his request to SCC to investigate reports of excessive vibrations from the carriageway along a section of the Godstone Road. DL

NOTED:

- Prior to the meeting, District Cllr Gray had confirmed that he would contact SCC Highways to enquire about the installation of 'switch-off your engine while stationary' signs at the level crossing on Whyteleafe Hill.

5. FINANCE

a) NOTED:

- That the Council's Financial Statements, provided by the Clerk, reconciled with the Council's bank balances as at 30 September 2020.

ACTION:

- The Clerk to circulate details of the Public Sector Deposit Fund provided by CCLA. SB

b) NOTED:

- The report on variances provided by the Clerk (as Responsible Finance Officer) prior to the meeting.
- Cllrs were mindful not to erode the level of Community Infrastructure Levy reserves in case a substantial amount might be needed for future use on a priority project (to be identified).

c) RESOLVED:

- To add Cllr Cheetham and Cllr Moffatt as new signatories to the Council's bank accounts and agree to the changes outlined in the completed Change of Mandate Details form.

6. BUSINESS PLAN

ACTIONS:

- Cllr Zack to contact the Whyteleafe Flood Group with a view to helping with the next multi-agency meeting. Cllr Zack to also attend a COVID-19 workshop organised by TDC. JZ
- Cllr Vadhia and the Clerk to continue work on establishing a new website and new Council email addresses. CV
SB
- Cllr Moffatt to discuss, after the meeting, the related topic of budget setting with the Clerk. JM

NOTED:

- Cllr Zack had provided his 'top 3' priorities in respect of Resilience and Road Safety to Cllr Moffatt.
- Cllr Rudland offered to assist fellow Cllrs with their respective areas of responsibility.

7. POLICIES

RESOLVED:

- To re-adopt the Council's Standing Orders and Financial Regulations circulated prior to the meeting.

ACTION:

- The Clerk to re-issue these documents (with new dates). SB

8. EVENTS (PUBLIC) AND MEETINGS OF OUTSIDE BODIES.

ACTIONS:

- Either Cllr Cheetham or Cllr Rudland to contact St Luke's Church about this year's Remembrance Day commemorations and, if an event is planned, to attend as a representative of the Village Council. The Clerk to obtain a wreath as required. JC
CR
- Either Cllr Cheetham or Cllr Rudland to attend a 'Chairs webinar' organised by the Sussex and Surrey Association of Local Councils (SSALC). JC
CR
- The Clerk to update the Council's Litter Pick Risk Assessment (taking account of COVID-19 risks) and, subject to prevailing coronavirus social distancing rules, the Council to conduct a litter pick at the end of November 2020. SB
ALL

NOTED:

- Cllrs had no wish to raise a question at the next Tandridge Local Committee meeting (scheduled for 6th November).
- The Clerk to attend a (free) safeguarding course organised by Tandridge Voluntary Action.

9. CLERK'S REPORT

a) ACTIONS:

- All Cllrs to notify the Clerk by 28th October of any potential 2021/22 budget items for consideration by fellow Cllrs. ALL
- Cllr Rudland to organise and complete the Clerk's appraisal prior to the Council's next meeting. CR
- The Clerk to investigate the cost of a formal tree survey of the Community Garden. SB

NOTED:

- The Clerk had written and submitted the Council's CR3 magazine article for publication in November. The next article was scheduled for January 2020 and would require completion prior to the Council's December meeting.

b) ACTIONS:

- The Clerk to submit the Council's Open Space Strategy consultation response, circulated prior to the meeting, to TDC. SB
- Cllr Moffatt to circulate a copy of the SSALC webinar on the government's 'Planning for the Future' proposals. The Clerk to add a weblink (through to the government's relevant webpage) to the Council's website and Twitter. JM

Cllr Cheetham temporarily took over the role of Chair during item 9b. At the start of item 9c, Cllr Rudland returned to the meeting and resumed the Chair.

c) RESOLVED:

- To adopt the Flexible Working Policy circulated prior to the meeting.

10. 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
- b) ACTION: The Clerk to attend a meeting of representatives from the Parish Councils making up the local Neighbourhood Plan area and members of the TDC Planning Department to discuss the impact of the emerging Plan on future planning assessments by TDC. SB

11. PAYMENTS AND EXPENDITURE

RESOLVED:

- To approve the list of payments (see Appendix 1: Schedule of Payments) which had been circulated by the Clerk prior to the meeting.

ACTION:

- The Clerk to dispense these payments. SB

AGREED:

- Expenditure of £5,800 (ex-VAT) on festive lights for central Whyteleafe (within the Council's budget) and up to £35 for a Remembrance Day wreath (*s137, Local Government Act 1972*).

12. NEXT COUNCIL MEETING

NOTED:

- The next two scheduled meetings of the Council to be held on 9th November and 7th December 2020.

ACTION:

- The Clerk to circulate a list of proposed meeting dates ending May 2021. SB

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

NOTED: None.

APPENDIX 1: SCHEDULE OF PAYMENTS

Chq No.	Payee	Amount £	Comments
007	TVA (Tandridge Voluntary Action)	20.00	Annual Membership 2020/21 (replacement cheque)
008	SSALC Limited	36.00	Training webinar (communications)
009	CJS Plants Ltd	312.00	Winter hanging baskets at village entry signs (supply and maintenance to May 2021)
010	Simon Bold	**	Clerk's salary in September 2020 (including back-dated) pay.
011	Simon Bold	39.13	Reimbursement of costs incurred by the Clerk
012	Surrey Pension Fund	304.71	Clerk's Pension - employee and employer contributions for September 2020
013	HM Revenue & Customs	529.00	PAYE (Tax & NI) for Q2 of 2020/21
014	Caterham on the Hill Parish Council	48.00	V.J. Day commemorations
015	A Siddall	105.00	Community garden maintenance and additional grass cutting in September.
016	The Westway Community and Wellbeing Centre	1,500.00	Grant payment (<i>Local Government Act 1972, s137</i>)
	TOTAL	£4,019.63	

** (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

Application Number	Address	Village Council resolution	Type
2020/1591/TPO Proposal TDC Decision	Whyteacre, Court Bushes Road, Whyteleafe CR3 0BG T82) - Ash - Fell T83) - Ash - Fell T16) - Sycamore - Remove broken / damaged branches. (Please refer to Tree report for pictures and more information) Not yet determined	No comment	TPO
2020/1370 Proposal TDC Decision	242 Godstone Road, Whyteleafe CR3 0EF Retention of two timber sheds at the rear of property. Not yet determined	No objection	All other Developments
2020/1230 Proposal TDC Decision	Thornbury Court, Salmons Lane, Whyteleafe CR3 0AP Erection of bay window extension at basement level to east elevation in association with land excavation, external retaining wall, lightwell, associated paving and extension to existing parking area. Conversion of basement to form 1 x 2-bedroom flat (Amended description and plans to include revised site location plan) Not yet determined	Cllrs objected as the site is designated Green Belt and little detail on provision for on-site parking and access.	Dwellings
2020/1332 Proposal TDC Decision	164 Godstone Road, Whyteleafe CR3 0ED Erection of single storey side/rear extension, hip to gable roof extension and rear dormer in association with conversion of loft space to habitable accommodation. (Amended site location plan) Not yet determined	Cllrs commented that they felt on-site parking was likely to be insufficient and the re-positioning of the building entrance may be a safety issue.	Householder Developments

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