



Minutes of the remote Council meeting (no.227) held on 9th November 2020*

Councillors (Cllrs) present:

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

Attending:

District Cllr Jeffrey Gray

In attendance:

Simon Bold (Clerk)

Meeting opened at 7:45pm and closed at 9:25pm

1. APOLOGIES FOR ABSENCE

None.

Cllr Cheetham joined the meeting at this point.

2. CODE OF MEMBERS' CONDUCT

NOTED:

- Cllr Lee confirmed his additional roles as a Cllr at Tandridge District Council and a Cllr of Surrey County Council.
- 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 12th October 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 road safety on Whyteleafe Hill and the availability of funds from the County Cllr Members' Community Allocation.

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

District Cllr Gray raised various subjects including changes to local bus services, local business support measures (COVID-19) and two planning enforcement cases.

District Cllr Lee added that sports centres including de Stafford were currently closed due to the current national restrictions (COVID-19) and that TDC were monitoring the situation in the hope that the centres will re-open as soon as they are permitted.

6. CORONAVIRUS (COVID-19) OUTBREAK

Cllrs discussed the impact of the recently imposed national restrictions including the provision of free school meals and support for families in hardship.

ACTION:

- The Clerk to contact The Westway (the local hub for anyone seeking help as a result of the coronavirus outbreak) to ascertain the extent of their support for families and to advise Cllrs.

SB

NOTED:

- Cllrs confirmed that due to current national social distancing restrictions, the next Village Council litter pick could not take place until December (see item 13 for more details).

7. TRANSPORT AND SURREY HIGHWAYS.

a) NOTED:

- Cllr Cheetham had attended the recent East Surrey Transport Committee meeting and provided thanks, on behalf of the Council, to Network Rail for reducing the level crossing delays at Whyteleafe Station.

- County Cllr Lee had asked SCC, on behalf of the Village Council, about the process of issuing licences to utility companies for work on the highway. He was waiting to hear whether anything could be done to reduce the occasions when multiple sets of temporary traffic lights are deployed along the Godstone Road causing, on occasion, significant delays and disruption. DL

ACTIONS:

- The Clerk to circulate details of proposed changes to local bus services for consideration by Cllrs at the next meeting. SB
 - Cllr Lee to arrange an on-line meeting with SCC Highways to discuss a number of pending issues including matters relating to road safety. DL
 - Cllrs to report any incidents of inconsiderate parking and/or road safety at the Tesco store on the Godstone Road to the Clerk or directly to District Cllrs. ALL
- b) **ACTION:**
- The Clerk to add a ‘snow angels’ article (volunteers to clear snow) to the Council’s website. SB

8. BUSINESS PLAN

Cllrs discussed the topic of community resilience and the Clerk advised that the Flood Action Group planned to monitor bore-hole data, weather and ground conditions during the winter months.

ACTIONS:

- Cllr Jamshid and the Clerk to maintain contact with the members of the local Flood Action Groups and provide feedback to Cllrs. JZ SB CV
- Cllr Vadhia and the Clerk to continue development of the Council’s website and to consider options in respect of a Communications Strategy for the Council. SB

9. FINANCE

a) Cllrs discussed a number of ideas in relation to the 2021/22 budget.

ACTION:

- The Clerk to produce a draft budget for discussion at the Council’s next meeting. SB
- b) There was no news on the progress of the External Audit 2019/20. Clerk to chase this up. SB

c) **RESOLVED:**

- To approve the Investment Policy Statement circulated by the Clerk prior to the meeting.
- To invest in the Public Sector Deposit Fund (provided by CCLA) – a Qualifying Money Market Fund – and to permit Cllrs John Cheetham, David Lee, John Moffatt and Celia Rudland to be authorising signatories with the Clerk as the main contact and additional signatory (see also item 14 below).

ACTIONS:

- The Clerk to arrange the completion of the Application Form and submit with the deposit. SB

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) **NOTED:**

- That the planning application in respect of Torwood Farm (2020/1485) had been refused by TDC and the Planning Officer’s report included reference to the policies within the emerging Caterham, Chaldon and Whyteleafe Neighbourhood Plan (see 11a below)
- A decision on the planning application at 21 Whyteleafe Hill (2020/1238) would be taken by the Planning Committee of TDC due to the number of objections submitted.

11. CLERK'S REPORT

a) The Clerk confirmed that he had attended an on-line briefing of TDC Planning Officers about the need to give the emerging Caterham, Chaldon and Whyteleafe Neighbourhood Plan (now at the Regulation 18 stage) ‘significant weight’ in the decision-making process.

b) The Clerk raised a number of items of correspondence from local organisations and residents. No further action was deemed necessary.

c) **ACTION:**

- The Clerk to produce the next CR3 article, prior to the next scheduled Council meeting, for publication in January 2021. SB

12. STAFFING

ACTION:

- Cllr Cheetham and Rudland (Employment Panel) to conduct the Clerk's appraisal and circulate a report to fellow Cllrs prior to the next Council meeting. JC
CR

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

NOTED:

- John Cheetham (Vice-Chair) had attended the Remembrance Day service at St Luke's and an on-line meeting of Parish & Town Council Chairs ('Chairs Networking Forum' organised by the Surrey & Sussex Association of Local Councils) on behalf of the Council.
- Cllr Zack had attended two TDC on-line workshops dealing with the national resurgence of the COVID-19 virus and the response by community groups across the District.

ACTION:

- Cllr Cheetham to circulate notes taken at the Chairs Networking Forum to fellow Cllrs. JC
- If government restrictions allow, Cllrs to attend a litter pick on 6th December. The Clerk to publicise and update the litter pick risk assessment (re: COVID-19).

14. PAYMENTS AND EXPENDITURE

RESOLVED:

- To approve the list of payments (see Appendix 1: Schedule of Payments) circulated prior to the meeting and to include the deposit payment in respect of the Public Sector Deposit Fund (see also 9c ii above).

ACTION:

- The Clerk to dispense these payments. SB

AGREED:

- Expenditure of £60 (ex-VAT) on two Society of Local Council Clerks training webinars for the Clerk. The Clerk to place bookings. SB

15. NEXT COUNCIL MEETING

NOTED:

- The next scheduled meeting of the Council to be held on 14th December 2020. ALL

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

NOTED: None.

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
017	SSALC Limited	36.00	Training webinar (planning)
018	Simon Bold	**	Clerk's salary in October 2020
019	Simon Bold	98.12	Reimbursement of costs incurred by the Clerk (October 2020)
020	Surrey Pension Fund	268.16	Clerk's Pension - employee and employer contributions for October 2020
021	A Siddall	105.00	Community garden maintenance and additional grass cutting in October.
022	Public Sector Deposit Fund	75,000.00	Deposit payment into the Council's Public Sector Deposit Fund (CCLA)
	TOTAL	£76,545.90	

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

*** (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
<u>2020/1956</u>	<u>158 WHYTELEAFE HILL, WHYTELEAFE, CR3 0AF</u> Proposal Erection of single storey wrap-around extension. TDC Decision Not yet determined	No objection	Householder Developments
<u>2020/1934/NC</u>	<u>248 GODSTONE ROAD, CR3 0EF</u> Proposal Change of use of rear element of a Class A2 unit to form an A2 unit and 1 apartment (in rear floorspace) (Class C3). TDC Decision Not yet determined	No comment	Retail to residential
<u>2020/1834</u>	<u>11 COURT FARM ROAD, WARLINGHAM, CR6 9BL</u> Proposal Extension to front dormer and rear dormer/first floor extension in association with balcony. TDC Decision Not yet determined	Cllrs raised a concern about the potential for overlooking and loss of amenity for neighbours	Householder Developments
<u>2020/1662</u>	<u>319 GODSTONE ROAD, WHYTELEAFE, CR3 0BD</u> Proposal Erection of single storey rear extension and roof extension in association with conversion of loft to habitable accommodation. (Certificate of Lawfulness for Proposed Use or Development) TDC Decision Not yet determined	No comment	Certificate of Lawfulness
<u>2020/969</u>	<u>WHYTEACRE, COURT BUSHES ROAD, WHYTELEAFE, CR3 0BG</u> Proposal Construction of communal bin store. TDC Decision Not yet determined	No comment	All other Developments