



Minutes of the remote* Council meeting (no.228) held on 14th December 2020

Councillors (Cllrs) present:

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

Attending:

District Cllr Jeffrey Gray

In attendance:

Simon Bold (Clerk)

Meeting opened at 7:48pm and closed at 9:08pm

1. Apologies for absence

NOTED: Cllrs Fatima Kamara and Jamshid Zack had provided their apologies prior to the meeting.

2. Code of Members' Conduct

NOTED:

- Cllr Lee confirmed his additional roles as a Cllr at Tandridge District Council (TDC) and Surrey County Council (SCC). Cllr Moffatt declared an 'Other Interest' in respect of item 9a).
- No other Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of any item on the agenda.

3. Dispensation(s)

NOTED:

- The Clerk confirmed that a dispensation was in place to enable the Council to remain quorate and therefore able to discuss item 6b) on the agenda. This dispensation, relating to discussions and approval of the Council's budget and precept for 2021/22, would remain in place for two months.

4. Minutes

RESOLVED:

- That the Chair sign the minutes of the meeting of 9th November 2020 as a correct record.

ACTION:

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

SB

5. Coronavirus (COVID-19) outbreak

Cllrs reviewed the current situation and response from local agencies. No changes had been made to the local restriction Tier for Surrey although London (bordering Tandridge) had moved to Tier 3 (high level) earlier in the day.

NOTED:

- The level of positive COVID-19 tests in Surrey had risen (from below the national average) in recent weeks. A review of all local restriction Tiers in England was due by Government later in the week.
- Cllr Zack and the Clerk had attended further TDC workshops on the COVID-19 pandemic during the month. Within the next week, the Westway in Caterham would become a vaccine hub serving the local area including Whyteleafe.

ACTION:

- The Clerk and Cllrs to circulate any details, over the coming weeks, of changes to local support services. The Clerk to also place public information onto the Council's notice board and website as and when available.

ALL

SB

6. Finance

a) NOTED: There were no grant applications for Cllrs to consider.

b) Cllrs discussed the draft budget circulated prior to the meeting by the Clerk (acting as the Responsible Finance Officer). ACTION:

- Cllrs to provide any further comments to the Clerk prior to the next meeting when the final budget and precept for 2021/22 will be reviewed and approved.

ALL

- c) NOTED:
- Cllrs acknowledged the External Auditor's Report and Certificate for the year ending 31 March 2020 which had been circulated prior to the meeting.
- ACTIONS:
- Cllrs agreed that, in the circumstances, the Council should review and appoint a new Internal Auditor in order to avoid errors, reinvigorate the level of scrutiny and provide greater support to the Clerk and Cllrs. The Clerk to seek quotes from internal auditors serving the Town & Parish Council sector and to circulate details to Cllrs for review. SB
 - The Clerk to issue the Notice of Conclusion of Audit 2019/20, before the 30th November, on the Council's notice board and website. SB
 - Cllr Moffatt suggested that the Council could review its cumulative 'skills set' to establish any gaps in Cllrs' knowledge.
- 7. Transport and Surrey Highways.**
Cllrs discussed the current Transport for London bus route consultation involving new routes 443 (currently 407) and 434. ACTION:
- The Clerk to respond to the consultation on behalf of the Council reflecting the views of the East Surrey Transport Committee (i.e. route 443 should serve central Croydon). SB
- 8. Business Plan**
ACTIONS:
- Cllr Moffatt to liaise with the Clerk before drafting an introductory letter to local organisations with the aim of encouraging greater communication and, where appropriate, joint working. The draft to be circulated to Cllrs for comment. JM
 - Cllr Zack to contact the Whyteleafe Flood Group in order to share information. JZ
 - The Clerk to confirm to TDC that the Council is willing to match-fund the purchase of replacement on-street litter bins to a maximum level of £2,970 (ex-VAT) – as outlined in the Council's bin replacement strategy with funds available from the Council's environmental enhancement budget (and some underspending on other budget lines). SB
 - Cllr Lee to progress discussions with SCC Highways about improvements to road safety measures (e.g. along the Godstone Road, Whyteleafe Hill and Salmons Lane). DL
 - Cllr Vadhia to continue work with the Clerk on development of a new website. The Clerk to liaise with the contractor about a suitable new Council domain name. CV
 - Cllrs discussed a presentation given by a communications advisor prior to the meeting. Cllrs agreed that, for the time-being, Cllr Vadhia should, when time allows, develop a Council Facebook page to complement the new website. CV
- 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
- b) ACTION:
- The Clerk to contact the Chairman of the Neighbourhood Plan Steering Group to bring to his attention the Council's objections to pending applications 2020/2015 (Torwood Farm, Torwood Lane) and 2020/1434 (Edgehill, Succombs Hill). Cllrs felt that given the significant weight now applicable to the policies within the emerging Neighbourhood Plan, it would be appropriate to provide the Steering Group with an opportunity to send additional comments to TDC (Local Planning Authority). SB
- NOTED:
- That TDC had recently refused three local planning applications, to which the Village Council had objected, as follows: 2020/1327 (16-18 Southview Road), 2020/1219 (16 Westview Avenue) and 2020/1238 (21 Whyteleafe Hill).
- 10. Clerk's Report**
- a) NOTED:
- The Clerk confirmed that the Council's CR3 magazine article for January 2021 had been completed and sent for print.
- b) NOTED:
- That the £95,000 exit payment cap legislation did not apply to the Council (under current circumstances) and that the Surrey Pension Fund would be updated in early 2021 to

accommodate this new legislation.

11. Staffing & Training

a) RESOLVED:

- To approve the Clerk's appraisal circulated prior to the meeting.

ACTION:

- Cllrs Cheetham and Rudland (Employee Panel members), as well as the Clerk, to sign the completed appraisal form.

CR

JC

SB

b) ACTION:

- The Clerk to circulate new training opportunities notified by the Surrey & Sussex Association of Local Councils (SSALC), and other providers, as and when they arise.

SB

c) NOTED:

- The days, over the festive period, when the Council will be open for business.

ACTION:

- The Clerk to add these details to the Council's website.

SB

12. Events (public) and meetings of Outside Bodies.

Cllr Cheetham had recently attended the Parish Councils' Chairs and Vice-Chairs meeting hosted by the SSALC. A brief summary of topics was provided by the Clerk.

NOTED:

- The Council and volunteers had successfully completed a litter pick of Church Road (area around Whyteleaf School), the Community Garden, lower Whyteleaf Hill, Aspen Vale, St Luke's Road and the Station Road car park on 6th December.

ACTION:

- To conduct a Litter Pick on Sunday 17 January 2021 (subject to COVID-19 restrictions). Venue to be advised and the Clerk to publicise nearer the time.

SB

13. Payments and expenditure

RESOLVED:

- To approve the list of payments (see Appendix 1: Schedule of Payments) circulated prior to the meeting and to expenditure, not exceeding £220 (ex-VAT), for a tree survey of the Community Garden.

ACTION:

- The Clerk to dispense these payments and procure a tree survey.

SB

14. Next Council Meeting

NOTED:

- The next scheduled meeting of the Council to be held on 11th January 2021.

ALL

Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:

NOTED: None.

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
023	- SPOILED -	0.00	- SPOILED -
024	Simon Bold	**	Clerk's salary in November 2020
025	Simon Bold	298.04	Reimbursement of costs incurred (i.e. phone, zoom subscriptions, stationery and training)
026	PKF Littlejohn LLP	360.00	Charge for annual external audit for the year ending 31 March 2020.
027	Surrey Pension Fund	268.16	Clerk's Pension - employee and employer contributions for November 2020
028	Tandridge District Council	284.40	Additional street cleaning (Oct and Nov 2020)
	TOTAL	£2,249.22	

APPENDIX 2: PLANNING APPLICATION CASES

Application Number	Address	Village Council resolution	Type
2020/2099	74 WHYTELEAFE HILL, WHYTELEAFE, CR3 0AB	No comment	Certificate of Lawfulness
Proposal	Erection of hip to gable roof extension and dormer to rear in association with conversion of loft space to habitable accommodation. Installation of roof lights to front. (Certificate of Lawfulness for a proposed use or development)		
TDC Decision	Not yet determined		
2020/2015	TORWOOD FARM, TORWOOD LANE, CR3 0HD	Cllrs objected due to inappropriate development of Green Belt land, proposed scale and character, harm to landscape and habitat and conflict with policies within the emerging Neighbourhood Plan.	Dwellings
Proposal	Demolition of existing buildings. Erection of 2 x detached dwellings with associated detached car ports, hardstanding and landscaping alterations.		
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.*

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