



**Minutes of the Council meeting (no.187) held on  
 Monday 12th June 2017 at St Luke's Church, Whyteleafe, CR3 0AA**

**Councillors (Cllrs) present:**

Cllr Celia Rudland (Chair),  
 Cllr Niall Campbell, Cllr John Cheetham,  
 Cllr Fatima Kamara, Cllr David Lee and  
 Cllr Beth Rose.

**Attending:**

1 visitor  
 Geoff Duck (CR3 Forum) and  
 District Cllr Sakina Bradbury

**In attendance:**

Meeting opened at **7:55pm** and closed at **9:46pm**

Simon Bold (Clerk)

<b>1.</b>	<p><b>Apologies for absence</b></p> <ul style="list-style-type: none"> <li>NOTED: None (all Cllrs present)</li> </ul>
<b>2.</b>	<p><b>Code of Members' Conduct</b></p> <ul style="list-style-type: none"> <li>The Clerk confirmed that no Cllr had made a change to their Notification of Disclosable Pecuniary &amp; Other Interests form since the last meeting. Cllr Lee confirmed his role as a Cllr at Tandridge District Council (TDC) as set out in his Notification of Disclosable Pecuniary &amp; Other Interests form and his new role as a Cllr of Surrey County Council (SCC) following elections in the previous month.</li> <li>No Cllr declared any disclosable interest in respect of any item on the agenda.</li> </ul>
<b>3.</b>	<p><b>Acceptance of last minutes</b></p> <ul style="list-style-type: none"> <li>RESOLVED: To approve the minutes of the meeting held on 8th May 2017 which the Chair then signed. ACTION: Clerk to display minutes on the Council's notice boards and website.</li> </ul>
<b>4.</b>	<p><b>Clerk's Report</b></p> <ul style="list-style-type: none"> <li>NOTED: There was no Clerk's activity report on this occasion (due to time constraints).</li> <li>The Clerk provided a summary of correspondence received since the last meeting which Cllrs reviewed. This included notice from TDC of seminars for Parish Councils in respect of the Local Plan &amp; Community Infrastructure Levy (CIL) (see item 13 below) and a request from the East Surrey Domestic Abuse Services (ESDAS) for details of grant funding. ACTIONS: The Clerk to send ESDAS the Council's Grant Scheme application.</li> <li>NOTED: The Clerk advised that the statutory notice in respect of the Council's casual vacancy and the opportunity of electors to seek a 'claimed poll' was due to expire on 14th June. ACTION: The Clerk to contact TDC and if no 'claimed poll' required, the Clerk to advertise the Village Council's vacancy on the notice boards and website with a view to subsequent co-option.</li> <li>NOTED: The Clerk advised that TDC had decided not to hold a Parish Assembly this quarter.</li> </ul>
<b>5.</b>	<p><b>County Councillor's report on Surrey County Council (SCC) activities</b></p> <ul style="list-style-type: none"> <li>County Cllr Lee confirmed that he was busy settling into his new role as the local</li> </ul>



	<p>County Cllr (Caterham Valley). He remarked that the County Cllr allocation had been cut but that limited funds remained available for local projects excluding those relating to highways. He invited Cllrs and the electorate to raise any local issues relating to SCC with him.</p>
<b>6.</b>	<p><b>District Councillors' reports on Tandridge District Council (TDC) activities</b></p> <ul style="list-style-type: none"> <li>• District Cllr Bradbury confirmed that she was a member of the following TDC Committees: Housing, Overview &amp; Scrutiny and Licensing. She advised that she would provide reports from each to the Village Council and added that the Housing Committee was making good progress with its Council House building program. She invited Cllrs and the electorate to raise any issues relating to these Committees with her.</li> <li>• District Cllr Lee confirmed that he was a member of two Committees: Community Services and Resources. Once again, he invited Cllrs and the electorate to raise any issues in respect of these Committees with him.</li> </ul>
<b>7.</b>	<p><b>Planning</b></p> <p>RESOLVED: In respect of eight applications notified since the Council's last meeting:</p> <ul style="list-style-type: none"> <li>• <b>2017/846/TPO</b> - Southview, 5 Southview Road, Warlingham, CR6 9JE Cllrs had no wish to object or comment.</li> <li>• <b>2017/878</b> - 20 Westview Avenue, Whyteleafe CR3 0EQ Cllrs objected as they felt this proposal would harm the amenity value and privacy of neighbouring properties due to overlooking and its proximity to existing dwellings. In addition, Cllrs objected to the lack of adequate on-site parking.</li> <li>• <b>2017/924</b> - 12 Hillbury Road, Warlingham CR6 9TA Cllrs had no wish to object or comment.</li> <li>• <b>2017/950</b> - Land at Hillside Road, adjoining 325 Godstone Road, CR6 9TA Cllrs had no wish to object or comment.</li> <li>• <b>2017/1015</b> - 25 Mosslea Road, Whyteleafe, CR3 0DR NOTED: TDC had already responded to this consultation by the London Borough of Croydon. Cllrs had no wish to object or comment.</li> <li>• <b>2017/1097</b> - 12 Hornchurch Hill, Whyteleafe CR3 0DA Cllrs had no wish to object or comment.</li> <li>• <b>2016/1514/Cond1</b> - 108 Godstone Road, Whyteleafe CR3 0EB Cllrs had no wish to comment.</li> <li>• <b>2017/1054</b> - 284A Godstone Road, Whyteleafe CR3 0BA Cllrs had no wish to object or comment.</li> </ul> <p>ACTIONS: The Clerk to advise TDC of the Council's comments in respect of the above applications. The Clerk to update the summary report of applications for display on the Council's website.</p> <ul style="list-style-type: none"> <li>• NOTED: Cllrs were pleased to see that the appeal case in respect of Court Farm Road (2016/575) had been dismissed by the Planning Inspectorate (upholding the original decision by TDC). ACTION: Cllrs discussed and agreed a draft letter, prepared by the Clerk, to the Planning Inspectorate in respect of application 2015/1517 Southview Road highlighting the Council's concerns about the lack of adequate on-site parking and the likely consequence of greater pressure on the availability of parking spaces around the village.</li> </ul>



	<ul style="list-style-type: none"> <li>• <b>ACTION:</b> The Clerk and Chairman to review and, if appropriate, circulate to Cllrs a response to TDC's consultation on the draft Trees and Soft Landscaping Supplementary Planning Document. The Clerk to submit prior to the extended deadline.</li> </ul>
<b>8.</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• <b>NOTED:</b> The Clerk confirmed the Council's bank balances as follows: Current Account £38,034.30 and the Reserve Account £26,863.73. The Clerk also reported that since the March 2017 meeting, payments of £7,034 had been completed (with one unrepresented cheque of £15) and receipts of £22,222. Receipts were made up of the half yearly precept of £17,772, Community Infrastructure Levy (CIL) £4,433 and £17 interest. The Clerk confirmed the Council's current distribution of reserves as follows: earmarked £18,718, CIL £16,231 and £29,949 of general reserves.</li> <li>• Cllrs discussed a request for a donation from the Chairman of the Whyteleafe Village Fete Committee. Cllrs were concerned that the request had not been made using the standard Grant Application Form and had been received after the published deadline for applications. <b>NOTED:</b> The Council had written to the Treasurer of the Fete Committee last year (which had been acknowledged) outlining the terms of the Grant Scheme and the procedure for applying for donations. <b>ACTION:</b> The Clerk to write to the Chairman of the Fete Committee stating that the Council wish to uphold existing procedures for the sake of good order, fairness and transparency and adding that the Council would be willing to consider a fully completed Grant Application at its July meeting if received by the 30th June. In addition, the letter to include the standard caveat that, as for all applicants, the Committee should not rely on the award of money from Whyteleafe Village Council to carry out any of its activities and that an award by the Council cannot be guaranteed. Finally, if a donation is agreed following receipt of a completed grant application form and consideration by Cllrs, the award payment will be made in October with the second tranche of awards in accordance with the Council's published Grant Scheme.</li> <li>• <b>RESOLVED:</b> To add Cllr Campbell as a new signatory to the Council's bank accounts and agree to the changes outlined in the completed Change of Details form. <b>ACTIONS:</b> Cllr Campbell to provide documentation required by the Bank to verify his identity. The Clerk to send all documentation to the Bank for action.</li> </ul>
<b>9.</b>	<p><b>External Audit</b></p> <ul style="list-style-type: none"> <li>• <b>NOTED:</b> Sections 1 and 2 of the audit had been reviewed and approved at the 8th May 2017 Council meeting. The Clerk summarised the information to be submitted to the external auditor for completeness and outlined the details of the notification of electors' rights. <b>RESOLVED:</b> The Clerk to send the completed Annual Return to the external auditor.</li> </ul>
<b>10.</b>	<p><b>Transport (including highways)</b></p> <ul style="list-style-type: none"> <li>• Cllr Cheetham reported that Charlie King, Chairman of the East Surrey Transport Committee (ESTC) was due to provide details of a joint site visit with SCC to review the bus stop on the Godstone Road (A22). No other ESTC matters were raised.</li> <li>• <b>ACTION:</b> Cllr Rudland to circulate details of planned level crossing works in</li> </ul>



	Whyteleafe for information.
<b>11.</b>	<p><b>Neighbourhood Plan</b></p> <ul style="list-style-type: none"> <li>Geoff Duck, the Chairman of the CR3 Forum had provided an update on the status of the Neighbourhood Plan prior to the start of meeting. NOTED: The consultation period for the draft Neighbourhood Plan was to be extended to 29th July to enable additional data to be considered by the public. No future dates of CR3Forum meetings had been advised to the Council. ACTIONS: The Clerk to display publicity of the consultation showing the revised closure date and Cllrs to review the draft Plan and send comments to fellow Cllrs by the end of June for consideration.</li> </ul>
<b>12.</b>	<p><b>Events (public) and meetings of Outside Bodies</b></p> <ul style="list-style-type: none"> <li>NOTED: Cllr Cheetham to attend the Tandridge Local Committee (TLC) meeting on 23 June as an audience member. Cllr Lee will be present as a County Cllr member of the Committee. ACTION: Cllr Rudland to consider a question concerning parking for the September meeting of the TLC.</li> <li>NOTED: The dates of the next TDC Parish Assembly meetings of 27th September and 6th December.</li> </ul>
<b>13.</b>	<p><b>Training and conferences</b></p> <ul style="list-style-type: none"> <li>ACTIONS: Cllr Rudland to check her availability to attend a Chairs' Networking Day organised by Surrey Association of Local Councils (SALC) in September. Cllrs to advise the Clerk if they would be interested to attend a half-day of Cllr training organised by SALC and hosted by Chaldon Parish Council.</li> <li>ACTION: The Clerk to advise TDC that Cllrs Lee and (provisionally) Cllr Rudland will be attending the Local Plan &amp; Community Infrastructure Levy (CIL) seminar at Caterham on the 28th June.</li> <li>NOTED: Cllrs to meet on the 24th July for an informal business planning discussion. ACTIONS: The Clerk to book a suitable venue (provisionally St Lukes) and Cllr Lee to see if he can find a volunteer to act as facilitator.</li> </ul>
<b>14.</b>	<p><b>Payments</b></p> <ul style="list-style-type: none"> <li>RESOLVED: To approve the list of payments which had been prepared and circulated by the Clerk prior to the meeting (see Appendix 1- Schedule of Payments). ACTIONS: The Clerk to dispense payments.</li> <li>RESOLVED: Cllrs approved expenditure of a maximum of £50 for new compost and plants for the decorative trough on the Godstone Road.</li> </ul>
<b>15.</b>	<p><b>Notification of business for inclusion on next agenda</b></p> <ul style="list-style-type: none"> <li>None.</li> </ul>
<b>16.</b>	<p><b>Next Council Meeting</b></p> <ul style="list-style-type: none"> <li>NOTED: The date of the next ordinary meeting on Monday, 10th July 2017 at St Luke's Church, Whyteleafe Hill, Whyteleafe. Cllr Cheetham provided his apologies in advance of the meeting.</li> </ul>
	<p><b>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960.</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>

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### Appendix 1 - Schedule of Payments

Chq No.	Payee	Amount £	Comments
077	Tandridge District Council	284.40	Additional street cleaning in Whyteleafe (April to May 2017 inclusive)
078	Simon Bold	918.77	Clerk's salary, office allowance and holiday pay for May 2017.
079	Surrey Pension Fund	242.05	Clerk's Pension - employee and employer contributions for May 2017
080	CJS Plants Limited	2,130.00	Summer hanging baskets supply and maintenance
081	A Siddall	110.00	Community Garden monthly maintenance and additional mowing for May 2017.
082	PCC of St Luke Whyteleafe	15.00	Hall hire (June Council Meeting)
	<b>TOTAL</b>	<b>£3,700.22</b>	