



**Minutes of the Council meeting (no.188) held on  
 Monday 10th July 2017 at St Luke's Church, Whyteleafe, CR3 0AA**

**Councillors (Cllrs) present:**

Cllr Celia Rudland (Chair),  
 Cllr Niall Campbell, Cllr Fatima Kamara  
 and Cllr David Lee.

**Attending:**

1 visitor  
 District Cllr Sakina Bradbury

**In attendance:**

Meeting opened at **7:45pm** and closed at **9:35pm**

Simon Bold (Clerk)

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| <b>1.</b> | <p><b>Apologies for absence</b></p> <ul style="list-style-type: none"> <li>NOTED: Cllrs John Cheetham and Beth Rose had provided their apologies for absence prior to the meeting.</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 roles as a Cllr at Tandridge District Council (TDC) and a Cllr of Surrey County Council (SCC).</li> <li>Cllr Campbell notified a Disclosable Pecuniary Interest in respect of agenda item "7. Planning" prior to the commencement of that item. No other 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 12th June 2017 which the Chair then signed. ACTION: Clerk to display the 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>The Clerk provided his Activity Report for June to Cllrs (see Appendix 1 - Clerk's Activity Report). No questions or queries were raised by Cllrs.</li> <li>The Clerk provided a summary of correspondence received since the last meeting which Cllrs reviewed. ACTIONS: The Clerk to send the Surrey Clubs for Young People organisation a Grant Application form following a request from them for support (to include the caveat that funding cannot be guaranteed); Cllr Rudland to contact the Whyteleafe Flood Action Group for news on the Atkins report on local flood mitigation; the Clerk to advertise the Council's vacancy, following confirmation from TDC that the Council is able to co-opt, through to the September meeting when the next steps will be considered; Cllr Lee to circulate a draft response to the SCC Community Recycling Centre proposals raising concerns about the cost implications for TDC, the potential for additional pressure on the Caterham Community Recycling Centre and querying SCC's intended use for vacated sites such as Bond Road, Warlingham; Cllrs to advise the Clerk on their availability to attend a TDC Local Plan Workshop on 9 August and the Clerk to provide feedback to Croydon Borough Council on their Red Route proposals for the A22 along the lines that the changes are welcomed but</li> </ul> |



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|           | <p>some concerns remain about the potential for excessive parking and congestion on Old Barn Lane.</p> <ul style="list-style-type: none"> <li>NOTED: The Clerk confirmed that the Council's response to the TDC Trees &amp; Soft Landscaping consultation (Local Plan) had been sent.</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 reported that he would be attending a full County Council meeting at County Hall the next day. Among the topics to be discussed is the future financial support required for the Fire Service in Surrey, the level of support for sheltered housing provision and the parking enforcement service provided by Reigate &amp; Banstead Borough Council.</li> <li>County Cllr Lee reiterated the earlier remarks from Cllrs about SCC's public consultation of its Community Recycling Centres and encouraged local residents to participate in the consultation. In addition, the periodic review of parking restrictions was raised and it was pointed out that SCC would respond to the nomination of sites.</li> <li>County Cllr Lee also reported that he had looked at the occasional parking of vehicles up on the pavements in front of the shops in central Whyteleafe and spoken to Surrey Police, SCC Highways and Reigate &amp; Banstead Borough Council. The installation of bollards was not considered suitable by the parties involved and it was suggested that the Village Council continue to monitor the situation and report any parking infringements to the relevant authority for action.</li> </ul> |
| <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 Lee reported that TDC were proceeding with a review of off-street parking (e.g. public car parks) and that there will be an assessment of the Warlingham, Caterham and Whyteleafe areas in the Autumn. A ticketless parking system had recently been announced for Oxted. Other reviews taking place were the refuse and recycling contract for the District as well as the imminent Regulation 18 consultation in respect of TDC's new settlement strategy under its emerging Local Plan.</li> <li>District Cllr Bradbury reported that she had recently attended the TDC Housing Committee meeting and that the planning application in respect of the Council Housing Scheme on the Godstone Road was proceeding through the planning process.</li> </ul>  |
| <b>7.</b> | <p><b>Planning</b></p> <p>RESOLVED: In respect of five applications notified since the Council's last meeting:</p> <ul style="list-style-type: none"> <li><b>2017/949</b> - Crossways, The Avenue, Whyteleafe CR3 0AQ<br/>Cllrs had no wish to object or comment.</li> <li><b>2017/1009</b> - 21 Hornchurch Hill, Whyteleafe CR3 0DA<br/>Cllrs had no wish to object or comment.</li> </ul>   |
|           | <p><i>Cllr Campbell temporarily left the meeting during the discussion and resolution in respect of 2017/1204, 29 Whyteleafe Hill and rejoined the meeting immediately afterwards</i></p>   |
|           | <p><b>2017/1204</b> - 29 Whyteleafe Hill, Whyteleafe CR3 0AG<br/>Cllrs had no wish to object or comment.</p>  |



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|                   | <p><b>2017/950</b> - Land at Hillside Road, adjoining 325 Godstone Road, CR6 9TA<br/>         Cllrs had no wish to object or comment.</p> <p><b>2017/1185</b> - 67, Torwood Lane, Whyteleafe, CR3 0HD<br/>         Cllrs had no wish to object or comment.</p> <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>No comments or queries were raised by Cllrs in respect of the summary report of recent applications, appeals and TDC decisions.</li> <li>NOTED: The Clerk provided the quarterly Community Infrastructure Levy (CIL) report for information. It showed total CIL funds of £16,231.49 following the addition of £4,432.80 in the first quarter of 2017/18.</li> <li>ACTION: Cllrs discussed the response from the office of the Planning Inspectorate in respect of 2015/1517 Southview Road on the subject of parking. The Clerk to write to the Inspectorate's Office to state that the Council feels strongly that the Inspectorate should be aware of the particular circumstances relating to Whyteleafe and that the Tandridge Parking Standards Supplementary Planning Document (SPD) must be upheld to help mitigate parking issues in the Parish.</li> </ul> |
| <p><b>8.</b></p>  | <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>NOTED: The Clerk confirmed the Council's bank balances as follows: Current Account £34,319.08 and the Reserve Account £26,869.25. The Clerk also reported that since the last meeting, payments of £3,71.22 had been completed (including one longstanding unpresented cheque of £15) and receipts of £5.52 (interest).</li> <li>NOTED: The Chairman signed a copy of the Council's Financial Statement for the first quarter 2017/18, which had been prepared by the Clerk, after checking that it reconciled with the Council's bank statements as at 30 June 2017. The Clerk had also provided a variances report (expenditure against budget) which Cllrs acknowledged - no questions or queries were raised.</li> </ul>   |
| <p><b>9.</b></p>  | <p><b>Grants</b></p> <ul style="list-style-type: none"> <li>Cllrs discussed the grant application received from the organisers of the Whyteleafe Village Fete. RESOLVED: To approve the amount requested of £500 subject to the organisers providing copies of invoices paid for this amount. ACTIONS: The Clerk to send confirmation of the above to the applicant and to reiterate the terms of the scheme including the timings of applications and payments.</li> </ul>   |
| <p><b>10.</b></p> | <p><b>Environmental enhancements</b></p> <ul style="list-style-type: none"> <li>NOTED: The Clerk raised a number of existing environmental enhancement schemes being funded by the Council (e.g. festive lighting, hanging baskets and spring bulb planting) but Cllrs wished to wait until after the business planning discussions, later in the month, before making any further, or alternative, commitments (see item 14 also)</li> </ul>   |
| <p><b>11.</b></p> | <p><b>Transport (including highways)</b></p> <ul style="list-style-type: none"> <li>NOTED: The next East Surrey Transport Committee meeting to take place on</li> </ul>   |



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|            | <p>Wednesday (12th July). It was expected that Cllr Cheetham would attend and provide advice from the Committee on the Govia Thameslink Railways (GTR) timetable proposals for 2018/19. There had been no news on a meeting with SCC concerning the bus stop on the Godstone Road.</p> <ul style="list-style-type: none"> <li>The Clerk confirmed that he had spoken to the grounds maintenance contractor to seek urgent cutting of the grass on the Whyteleafe Roundabout. This was expected to be completed within the next 10 days. ACTION: Cllrs to monitor and also record any blocked drains they see and keep the Clerk informed.</li> </ul>   |
| <b>12.</b> | <p><b>Neighbourhood Plan</b></p> <ul style="list-style-type: none"> <li>RESOLVED: Cllrs discussed the draft Neighbourhood Plan and agreed to submit their written comments to the Clerk within the next week. These would form the basis of the Council's response to the consultation. ACTION: The Clerk to compile the comments and circulate to Cllrs for final review before submitting to the CR3 Forum. No future meeting dates of the CR3 Forum were provided or discussed.</li> </ul>  |
| <b>13.</b> | <p><b>Events (public) and meetings of Outside Bodies.</b></p> <ul style="list-style-type: none"> <li>ACTION: Cllr Rudland to draft a question to go to the Tandridge Local Committee (prior to its next meeting on 22 September) on the subject of local parking issues and the usefulness of SCC Highways comments when consulted on planning applications. Attendees for the next Tandridge Local Committee meeting were not discussed.</li> </ul>   |
| <b>14.</b> | <p><b>Training and conferences</b></p> <ul style="list-style-type: none"> <li>Cllr Lee provided a brief overview of the Local Plan &amp; CIL seminar that he had attended which had been organised by TDC. He commented that TDC were striving to develop a strategy amongst Councils for the allocation of CIL monies. The seminar had involved workshops which had worked well in helping attendees understand the issues and the merits of a coordinated approach to spending. Further information was expected once the results of the seminars had been assessed.</li> <li>ACTIONS: Cllrs to attend an informal business planning meeting on 24 July and the Clerk to arrange and confirm a venue. Cllr Rudland to confirm her availability to attend a Chairs Networking Day on 28 September organised by the Surrey Association of Local Councils (SALC).</li> <li>RESOLVED: Cllr Cheetham to attend new Cllr training organised by SALC and hosted by Chaldon Village Council. Cllrs approved expenditure of £28.</li> </ul> |
| <b>15.</b> | <p><b>Autumn Newsletter</b></p> <ul style="list-style-type: none"> <li>ACTION: Cllrs to consider possible items for the next edition of the newsletter and advise the Clerk.</li> </ul>  |
| <b>16.</b> | <p><b>Payments</b></p> <ul style="list-style-type: none"> <li>NOTED: The Clerk reported that Cllr Campbell had been confirmed as a bank signatory with respect to the Council's accounts.</li> <li>RESOLVED: To approve the list of payments which had been prepared and circulated by the Clerk prior to the meeting (see Appendix 2 - Schedule of Payments). ACTIONS: The Clerk to dispense payments.</li> </ul>   |



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| <b>17.</b> | <b>Notification of business for inclusion on next agenda</b> <ul style="list-style-type: none"> <li>• None.</li> </ul>   |
| <b>18.</b> | <b>Next Council Meeting</b> <ul style="list-style-type: none"> <li>• NOTED: The date of the next ordinary meeting on Monday, 11th September 2017 at St Luke's Church, Whyteleafe Hill, Whyteleafe.</li> <li>• The Clerk provided a schedule of provisional meeting dates through to May 2018. Each Cllr to review and let the Clerk know of their availability. The Clerk to consolidate responses and re-issue the list for Cllrs to agree at the next meeting (for subsequent publication).</li> </ul> |
|            | <b>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960</b> <ul style="list-style-type: none"> <li>• None.</li> </ul>   |

### **Appendix 1 - Clerk's Activity Report**

#### **Matters arising from minutes, agenda items and main activities through month.**

1. Advising Cllrs of planning applications, issuing the Council's feedback to TDC Officers and updating the summary report for the website.
2. Updating the Council's website - documents and news items.
3. Preparing agenda and supporting papers for the Council's June meeting in accordance with Standing Orders.
4. Clerking the June meeting.
5. Updating notice boards with agenda, minutes, local authority and community notices.
6. Making payments (as approved) by Council and running HMRC Basic PAYE Tools.
7. Calculating monthly pension contributions and submitting details to SCC.
8. Contacting District and County Council Officers on specific matters.

#### **Other activities for information**

1. Handling enquiries from local residents and organisations by email and phone and providing written replies and advice as applicable.
2. Backing-up computer files.
3. Helping promote the Neighbourhood Plan through distribution of the newsletter and notices.
4. Notifying TDC of timings of planning consultation responses.
5. Preparing data for the first quarter Financial Statement.
6. Preparing and submitting external audit papers.
7. Liaising with Chairman to draft, circulate and submit a response to the TDC Trees and Soft Landscaping (SPD) consultation.
8. Advertising the Councillor vacancy, following the 'claimed poll' notice, via website and notice boards.



9. Restocking the planted trough (Godstone Road).
10. Completing the annual Community Infrastructure Levy (CIL) return for 2016/17 (to TDC) and updating the Village Council's internal CIL report for Cllrs.

### **Appendix 2 - Schedule of Payments**

| <b>Chq No.</b> | <b>Payee</b>                    | <b>Amount<br/>£</b> | <b>Comments</b>   |
|----------------|---------------------------------|---------------------|---|
| 083            | Simon Bold                      | 746.71              | Clerk's salary, office allowance and expenses for June 2017.                            |
| 084            | Surrey Pension Fund             | 170.20              | Clerk's Pension - employee and employer contributions for June 2017                     |
| 085            | Post Office Limited             | 174.00              | Payment to HMRC - PAYE (Tax & NI) for Q1 2017/18.                                       |
| 086            | A Siddall                       | 110.00              | Community Garden monthly maintenance and additional mowing for June 2017.               |
| 087            | PCC of St Luke Whyteleafe       | 15.00               | Hall hire (July Council Meeting)  |
| 088            | Information Commissioner        | 35.00               | Data Protection Registry renewal (annual payment)                                       |
| 089            | East Surrey Transport Committee | 20.00               | Annual affiliation 2017/18  |
| 090            | Simon Bold                      | 815.04              | Clerk's salary, office allowance and holiday pay for July 2017 (post-dated cheque).     |
| 091            | Surrey Pension Fund             | 206.12              | Clerk's Pension - employee and employer contributions for July 2017 (post-dated cheque) |
|                | <b>TOTAL</b>                    | <b>£2,292.07</b>    |   |