



**Minutes of the Council meeting (no.190) held on
 Monday 23rd October 2017 at St Luke's Church, Whyteleafe, CR3 0AA**

Councillors (Cllrs) present:

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

Attending:

Geoff Duck, Chairman CR3 Forum
 (part)

In attendance:

Meeting opened at **7:57pm** and closed at **9:11pm**

Simon Bold (Clerk)

1.	<p>Apologies for absence</p> <ul style="list-style-type: none"> NOTED: Cllr Celia Rudland had provided her apologies prior to the meeting. In her absence, Cllr Lee was nominated as Chair of the meeting which Cllr Cheetham had seconded.
2.	<p>Code of Members' Conduct</p> <ul style="list-style-type: none"> The Clerk confirmed that no Cllr had made a change to their Notification of Disclosable Pecuniary & 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). No other Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of any item on the agenda.
3.	<p>Acceptance of last minutes</p> <ul style="list-style-type: none"> RESOLVED: To approve the minutes of the meeting held on 11th September 2017 which the Chair then signed. ACTION: Clerk to display the minutes on the Council's notice boards and website.
4.	<p>Clerk's Report</p> <ul style="list-style-type: none"> NOTED: The Clerk provided his Activity Report for the period since the last meeting to Cllrs (see Appendix 1 - Clerk's Activity Report). The Clerk also provided a summary of correspondence and consultations (including a "Right Homes, Right Places" consultation by Government and a Surrey Pension Scheme review by SCC) since the last meeting. ACTIONS: Cllrs to meet to discuss budget proposals for 2018/19 prior to the Council's meeting on 11 December. In addition, the Employee Panel to arrange a staff appraisal prior to the 11 December meeting. The Clerk to arrange both. The Clerk to provide additional information to Cllrs about changes to Data Protection legislation including opportunities for training via SSALC.
5.	<p>Planning</p> <p>To review nine applications notified since the Council's last meeting:</p> <ul style="list-style-type: none"> 2017/1822 - 21 Westhall Road, Warlingham, CR6 9BJ Cllrs had no wish to object or comment. 2017/1857/TPO - Gladeside Court, Succombs Hill, Warlingham, CR6 9JG Cllrs had no wish to object or comment. 2017/1906 - 16 Regents Close, Whyteleafe, CR3 0AH Cllrs had no wish to object or comment.



	<p>2017/1962 - 20 Westview Avenue, Whyteleafe, CR3 0EQ. Cllrs objected due to a lack of on-site parking.</p> <p>2017/1945 - 469 Godstone Road, Whyteleafe, CR3 0BL. Cllrs had no wish to object or comment.</p> <p>2017/1988 - 3 Stuart Road, Warlingham, CR6 9JH. Cllrs had no wish to object or comment.</p> <p>2017/2022 - 71 Hillbury Road, Warlingham, CR6 9TH. Cllrs had no wish to object or comment.</p> <p>2017/2039 - 27 Stuart Road, Warlingham, CR6 9JH. Cllrs had no wish to object or comment.</p> <p>2017/2047 - 16 Westview Avenue, Whyteleafe, CR3 0EQ. Cllrs commented that if the Planning Officer was minded to approve, that conditions be included to ensure that the garage space could never be converted into habitable space and also that all rear fenestration be obscured glazing to reduce overlooking. Also, Cllrs wished to see some improvement to the road surface as part of the development (e.g. use of a 106 agreement).</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>
<p>6.</p>	<p>Finance</p> <ul style="list-style-type: none"> • NOTED: The Clerk confirmed the Council's bank balances as follows: Current Account £51,333.24 and the Reserve Account £26,886.19. The Clerk also reported that since the last meeting, payments of £2,035.84 had been completed and £21,243.30 of income received. The receipts were made up of £17,772.50 in precept (half-year); £3,459.57 of re-claimed VAT and £11.23 in bank interest. • RESOLVED: The Chairman signed a copy of the Council's Financial Statement for the second quarter 2017/18, which had been prepared by the Clerk, after checking that it reconciled with the Council's bank statements as at 30 September 2017. The Clerk had also provided a variances report (expenditure against budget) which Cllrs acknowledged - no questions or queries were raised.
<p>7.</p>	<p>Environmental enhancements</p> <ul style="list-style-type: none"> • The Clerk provided details of the cost of festive lights on the basis of either retaining the current design for a further year or adopting a new design for a further three years. RESOLVED: Cllrs chose a new design (brighter and bigger) and approved a maximum expenditure of £4,000 per year (excluding VAT) with the current local contractor due to their exemplary service over recent years. ACTION: The Clerk to obtain the appropriate attachment licence from SCC Highways and to liaise with the supplier for installation towards the end of November. • RESOLVED: Cllrs approved the cost of £950 (ex-VAT) for 23 winter hanging baskets to be supplied, installed and maintained in the centre of Whyteleafe for the period of January to May 2018 (inclusive) based on the quotation circulated by the Clerk prior to the meeting. Cllrs also agreed that the £3,000 available under the Environmental Enhancements budget could be used, in part, to offset the slight overspend that would occur in the Hanging Baskets and Winter



	Decorations budgets as a result of the decisions above.
8.	<p>Transport (including highways)</p> <ul style="list-style-type: none"> • NOTED: No proposal had been received from TDC in respect of a scheme to part-fund highways verge cutting in future years. Item carried forward until further details received from TDC. • ACTION: The Clerk to attend the local Parishes' winter maintenance meeting to discuss, amongst other things, the adequacy of salt supplies for the coming months.
9.	<p>Neighbourhood Plan</p> <ul style="list-style-type: none"> • ACTION: Cllr Cheetham to attend the next CR3 Forum meeting on 6 November 2017. • NOTED: The Chairman of the CR3 Forum had spoken, prior to the start of the meeting, about the outline budget for the remainder of the financial year in order to bring the draft Neighbourhood Plan to the point of referendum. RESOLVED: Cllrs agreed that expenditure under the existing Neighbourhood Plan budget and earmarked reserves (£1,400) could be exceeded to help support the completion of the project with additional funds coming from general reserves. An additional £1,030 was approved which was the proportion requested of Whyteleafe - the other three participating Councils had also been asked to make an additional contribution based on their respective size of electorate. NOTED: The majority of the addition funds related to a contingency in case of a need to re-write part(s) of the draft document following consultations.
10.	<p>Events (public) and meetings of Outside Bodies.</p> <ul style="list-style-type: none"> • RESOLVED: To approve a donation to the RBL Poppy Appeal of £35 (under Section 137 of the Local Government Act 1972) in respect of a Remembrance Day wreath to be laid on behalf of the community of Whyteleafe. Cllr Rudland to represent the Village Council or, in her absence, Cllr Campbell.
11.	<p>Training and conferences</p> <ul style="list-style-type: none"> • RESOLVED: To approve the Clerk's attendance of the 'Clerk's Technical Networking Day' at a cost of £32.50 (ex-VAT). Cllrs also approved the Clerk's attendance of the 'Basics of Being A Clerk' course over three days in 2018 at a discounted total cost of £120 due to the breadth of the topics covered. ACTIONS: The Clerk to secure bookings with the Surrey Association of Local Councils (SSALC) and to also re-circulate the full SSALC programme of training to Cllrs for review - Cllrs to nominate any training opportunities of interest to the Clerk.
12.	<p>Autumn Newsletter</p> <ul style="list-style-type: none"> • NOTED: Cllrs wished to postpone completion of the next Newsletter until more work had been completed with respect to Business Planning. It was felt that an article entitled "Who We Are" giving background details on Cllrs and the role of the Council as a whole could prove beneficial to readers.
13.	<p>Payments</p> <ul style="list-style-type: none"> • 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.



14. Next Council Meeting
<ul style="list-style-type: none">NOTED: The date of the next ordinary meeting on Monday, 13 November 2017 at St Luke's Church, Whyteleafe Hill, Whyteleafe.
Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:
<ul style="list-style-type: none">NOTED: None.

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 September meeting in accordance with Standing Orders.
4. Clerking the September 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. Displaying external audit notices on notice boards and website.
4. Helping to draft the Council's Garden Village (Local Plan) consultation response.
5. Advertising the Cllr vacancy via website and notice boards.
6. Arranging a Cllrs' business planning meeting
7. Participating in Clerks Leadership training day
8. Attending Flood Group meeting on behalf of the community of Whyteleafe
9. Attending Data Protection training course
10. Attending Tandridge Parish Assembly meeting on behalf of the Village Council
11. Checking highways gullies on the A22 and coordinating the reporting to Surrey County Highways and monitoring thereafter.
12. Organising the extraordinary Council meeting following the cancellation of the scheduled meeting due 9 October 2017.
13. Obtaining quotations for Christmas Lighting arrays.
14. Ordering a Remembrance Day wreath on behalf of the Village Council (and community).
15. Preparing and circulating the financial statement for the financial year to 30/09/17.



Appendix 2 - Schedule of Payments

Chq No.	Payee	Amount £	Comments
102	PCC of St Luke Whyteleafe	15.00	Hall Hire (meeting 25 September 2017)
103	Simon Bold	880.35	Clerk's salary, office allowance, holiday pay and expenses claimed for September 2017.
104	Surrey Pension Fund	188.16	Clerk's Pension - employee and employer contributions for September 2017
105	Post Office Limited	165.61	Payment to HMRC - PAYE (Tax & NI) for Q2 2017/18.
106	A Siddall	110.00	Community Garden monthly maintenance and additional mowing for September 2017.
107	Tandridge District Council	284.40	Additional street cleaning in Whyteleafe (August to September inclusive)
108	PCC of St Luke Whyteleafe	15.00	Hall Hire (Extraordinary Meeting 23 October 2017)
109	- SPOILED -	00.00	- SPOILED -
110	SSALC Limited	48.00	Training - Surrey Conference 12 October 2017
111	CJS Plants Limited	312.00	Winter hanging baskets for village entry signs
	TOTAL	£2,018.52	