



**Minutes of the Council meeting (no.193) held on
 15th January 2018 at St Luke's Church, Whyteleafe, CR3 0AA**

Councillors (Cllrs) present:

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

Attending:

none

In attendance:

Simon Bold (Clerk)

Meeting opened at **7:45pm** and closed at **9:10pm**

1.	<p>Chair to open the meeting</p> <ul style="list-style-type: none"> Cllr Rudland opened the meeting.
2.	<p>Apologies for absence</p> <ul style="list-style-type: none"> NOTED: Cllr Beth Rose had provided her apologies prior to the meeting.
3.	<p>Code of Members' Conduct</p> <ul style="list-style-type: none"> The Clerk confirmed that Cllr Rudland had made a change to her Notification of Disclosable Pecuniary & Other Interests form since the last meeting. Cllr Lee wished to remind the meeting of his roles as a Cllr at Tandridge District Council (TDC) and a Cllr of Surrey County Council (SCC). No Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of any item on the agenda at this point (see comments after item 6 below).
4.	<p>Acceptance of last minutes</p> <ul style="list-style-type: none"> RESOLVED: To approve the minutes of the meeting held on 11 December 2017 which the Chair then signed. ACTION: Clerk to display the minutes on the Council's notice boards and website.
5.	<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 (see Appendix 1 - Clerk's Activity Report). NOTED: Cllrs discussed the usefulness of this report and asked the Clerk to report 'by exception' in future so that their attention is drawn to any significant ad-hoc work only. The Clerk also provided a summary of correspondence and new consultations since the last meeting. NOTED: The Clerk had circulated an update from the Whyteleafe Surgery about the proposed Falls Prevention Team; the web link of the Caterham Masterplan consultation and updates from the National Association of Local Council's (NALC) in respect of the new General Data Protection Regulations. ACTIONS: The Clerk to send Cllrs details of the NALC Local Councillor Diversity Census Survey. In addition, the Clerk to hand deliver copies of the TDC 'Tandridge Business Event' press release to local businesses in Whyteleafe; write to the Surrey Clubs for Young People to ask about their role within Whyteleafe and to draft a letter, for discussion at the next meeting, to notify groups of residents of the flood victim register at SCC. NOTED: Cllrs Campbell, Cheetham and Rudland confirmed their ongoing participation in the Snow Angels scheme for Whyteleafe (along with the Clerk).



	<p>Finally, the Clerk reminded Cllrs that several Council policies were due for review and that it was his intention to circulate these to Cllrs over the coming months for consideration.</p>
	<p><i>Cllr Fatima Kamara joined the meeting during the next item.</i></p>
6.	<p>County Councillor's report on Surrey County Council (SCC) activities</p> <ul style="list-style-type: none"> County Cllr Lee reported on the following topics: the appointment of a new Chief Executive at SCC (Joanna Killian); the current budget position; the introduction of a business rates pilot scheme; an imminent report by Ofsted on Children's Services and the regular notices about gritting of local roads provided by the SCC Highways team. In addition, Cllr Lee confirmed that a local meeting had taken place, to look at ways of improving on-street parking enforcement provided by Reigate & Banstead Borough Council (RBBC) but unfortunately he had not been able to attend. County Cllr Lee added that he had now allocated his entire member's allowance (grants) to various schemes and would hold his first public surgery on 20th January at 10am in Caterham.
	<p><i>At this point, Cllr Kamara confirmed that she had no Disclosable Pecuniary Interest and/or 'Other Interests' in respect of any item on the agenda.</i></p>
7.	<p>District Councillors' reports on Tandridge District Council (TDC) activities</p> <ul style="list-style-type: none"> District Cllr Lee briefly reported on the last Resources Committee meeting and TDC's recent Business Support document. He also mentioned the Caterham Masterplan consultation; public access to TDC's meetings and the ongoing negotiations for the renewal of the refuse & recycling service. District Cllr Sakina Bradbury had provided her apologies prior to the meeting.
8.	<p>Planning RESOLVED: In respect of the two planning applications notified since the Council's last meeting:</p> <ul style="list-style-type: none"> 2017/2495 - Avening, 66 Salmons Lane, Whyteleafe CR3 0AN Cllrs had no wish to object or comment. 2015/2140/Cond3 - 2 Godstone Road, Whyteleafe CR3 0EA Cllrs had no wish to comment. <p>ACTIONS: The Clerk to advise TDC of the Council's comments in respect of the above applications.</p> <ul style="list-style-type: none"> NOTED: Cllrs discussed the Planning Officer's report and explanation for the approval of 2017/2076 (7 Hornchurch Hill) obtained by the Clerk. ACTIONS: The Clerk to draft a letter to Piers Mason, Chief Planning Officer at TDC, stating that where TDC choose to deviate from the Tandridge Parking Standards Supplementary Planning Document (SPD), as in this case, it only serves to exacerbate the problems of street parking in Whyteleafe. The Clerk to draft a similar letter to Sam Gyimah MP but, in addition, to ask him to make a case within Government that Whyteleafe and other settlements in London Travel Zone 6, which attract high levels of commuter parking, are protected under Planning Policy by ensuring that new developments have adequate on-site parking. Cllrs discussed the Caterham Masterplan consultation and agreed with the summary of Cllrs' comments that had been circulated prior to the meeting. In particular, Cllrs



	<p>felt that the draft Masterplan did not provide sufficient analysis of traffic flows, parking and railway services and that a greater appreciation of the future needs of the town would lead to a more sustainable plan. ACTION: The Clerk to submit the comments of the Council via the on-line Representation Form before the consultation deadline of 22 January.</p>
9.	<p>Finance</p> <ul style="list-style-type: none"> NOTED: The Clerk confirmed the Council's bank balances as follows: Current Account £47,934.04 and the Reserve Account £26,908.66 which included £19,444 of Community Infrastructure Levy. The Clerk also reported that since the last meeting, payments of £1,067 had been completed and £11.23 of income (bank interest) received. RESOLVED: The Chairman signed a copy of the Council's Financial Statement for the third quarter 2017/18, which had been prepared by the Clerk, after checking that it reconciled with the Council's bank statements as at 31 December 2017.
10.	<p>Employment</p> <ul style="list-style-type: none"> Cllrs discussed the Clerk's recent appraisal report circulated prior to the meeting and which had been conducted by the Council's Employee Panel (three Cllrs). RESOLVED: To agree the appraisal report except the Clerk's undertaking of the Certificate in Local Council Administration (CiLCA). ACTION: In respect of CiLCA, the Clerk to liaise with Surrey Association of Local Clerks (SALC) and the Society of Local Council Clerks, if necessary, to ascertain the typical amount of study time required and what safeguards and benefits exist (other than the Council acquiring the General Power of Competence) should the Council part-fund the Clerk's training. The Council to review the subject of CiLCA at the next meeting.
11.	<p>Business Planning</p> <ul style="list-style-type: none"> Cllrs discussed the best way to proceed with the initial priorities identified so far. ACTIONS: Cllrs agreed to focus on one or two topics at this stage and Cllrs Kamara and Lee volunteered to meet to consider this further. This topic to be discussed at a future council meeting which will be abridged to allow time for this topic.
12.	<p>Transport (including highways)</p> <ul style="list-style-type: none"> Cllr Cheetham confirmed that he had attended the last East Surrey Transport Committee meeting. NOTED: There had been no response from SCC about a site visit to Whyteleafe to discuss the accessibility to the bus stop opposite South Whyteleafe Station. ACTIONS: If no further progress is made, the Council to escalate this issue within SCC by asking the County Cllr to intervene. Cllr Rudland agreed to provide more details of railway crossing closures that had caused delays and road congestion so that Cllr Cheetham can inform the ESTC. Cllr Lee reported that RBBC were due to provide more data about parking enforcement activities and the costs of the warden services in Tandridge. NOTED: The Clerk confirmed that TDC had not provided any proposal about the future funding of highways verge maintenance.
13.	<p>Neighbourhood Plan</p> <ul style="list-style-type: none"> Cllr Cheetham reported that the current draft Plan continued to be reviewed by third



	parties to check its suitability for final presentation and that he would attend the next Neighbourhood Plan meeting on 22 January. NOTED: The meeting scheduled for 15th February will clash with the next Village Council meeting.
14. Events (public) and meetings of Outside Bodies.	<ul style="list-style-type: none"> NOTED: Cllrs felt that the next Annual Parish Assembly could be held on the same night as an abridged Council meeting. At this stage, no topic had been decided and so, as a result, Cllrs felt that the Assembly should be held in either April or May. ACTION: Cllrs to consider a suitable topic for discussion/ presentation.
15. Training and conferences	<ul style="list-style-type: none"> ACTIONS: The Clerk to provide Cllrs with provisional dates for training in the new General Data Protection Regulations. Cllrs to advise the Clerk of their availability so that he can secure bookings at a local venue.
16. Payments	<ul style="list-style-type: none"> RESOLVED: To approve the list of payments totalling £7,272.40 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.
17. Next Council Meeting	<ul style="list-style-type: none"> NOTED: The date of the next ordinary meeting on Monday, 12th February 2018 at St Luke's Church, Whyteleafe Hill, Whyteleafe.
	<p>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960.</p> <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.
2. Updating the Council's website - documents and news items.
3. Preparing agenda and supporting papers for the Council's December meeting in accordance with Standing Orders.
4. Clerking the December 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. Completing the Council's monthly financial statement (including reconciliation).
9. 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. Advertising the Councillor vacancy via website and notice boards.
3. Arranging Cllrs' business planning meetings
4. Participating in Clerks Leadership training.
5. Organising the installation and timing of the festive lighting display
6. Completing the Council's Q3 Financial Summary.
7. Preparing financial information ahead of 2018/19 budget discussions and creating a budget illustration document for Cllrs.
8. Following up answers from the Tandridge Local Committee (re: flooding and road safety) .
9. Preparing and coordinating Clerk's Appraisal meeting with the Employee Panel.
10. Meeting with Chairman to review matters at hand.
11. Liaising with local Parish Clerk's to consider local training for Cllrs' with respect to General Data Protection Regulations.
12. Speaking with Whyteleafe Surgery about a Falls Prevention initiative for Whyteleafe.

Appendix 2: Schedule of Payments

Chq No.	Payee	Amount £	Comments
124	Tandridge District Council	284.40	Additional street cleaning in Whyteleafe (October to November inclusive)
125	Ultralite Limited	4,524.00	Festive Street lighting motifs 2017/2018
126	Simon Bold	865.62	Clerk's salary, office allowance and holiday pay for December 2017.
127	HM Revenue & Customs	165.80	PAYE (Tax & NI) for Q3 of 2017/18
128	Surrey Pension Funds	224.08	Clerk's Pension - employee and employer contributions for December 2017
129	CJS Plants Limited	1,138.50	Winter/Spring hanging basket supply and maintenance
130	A Siddall	55.00	Community Garden monthly maintenance in December 2017.
131	PCC of St Luke Whyteleafe	15.00	Hall hire (January 2018 Council meeting)
	TOTAL	£7,272.40	