



**Minutes of the Council meeting (no. 201) held on  
 10th September 2018 at St Luke's Church, Whyteleafe, CR3 0AA**

**Councillors (Cllrs) present:**

Cllr Celia Rudland (Chair), Cllr John Cheetham,  
 Cllr Fatima Kamara and Cllr Beth Rose

**Attending:**

4 visitors (3 part)

**In attendance:**

Simon Bold (Clerk)

Meeting opened at **7:50pm** and closed at **9:15pm**

<b>1.</b>	<b>Chair to open the meeting</b> Cllr Rudland opened the meeting.
<b>2.</b>	<b>Apologies for absence</b> NOTED: Cllr David Lee had provided his apologies prior to the meeting.
<b>3.</b>	<b>Code of Members' Conduct</b> NOTED: The Clerk confirmed that no Cllr had made a change to their Notification of Disclosable Pecuniary & Other Interests form since the last meeting. Later in the meeting, Cllr Cheetham declared a Disclosable Pecuniary Interest in respect of planning application 2018/1656/TPO under item '8 Planning'. No other Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of any item on the agenda.
<b>4.</b>	<b>Acceptance of last minutes</b> RESOLVED: To approve the minutes of the meeting held on 6th August 2018 which the Chair then signed. ACTION: The Clerk to display the minutes on the Council's notice boards and website.
<b>5.</b>	<b>Clerk's Report</b> The Clerk provided a summary of correspondence and new consultations since the last meeting and Cllrs discussed a couple of these items. NOTED: Cllrs acknowledged the concerns raised by others in respect of the future of the Douglas Brunton Centre but chose to wait to hear from Tandridge District Council (TDC) before considering whether or not to comment. Cllrs also discussed a request for funds in respect of a WW1 ceremony to take place in Caterham Hill but ruled out any support as the event was outside of Whyteleafe. ACTIONS: The Clerk to notify the organisers of the WWI commemoration event. In respect of the possibility of a defibrillator for public use in Whyteleafe, the Clerk to continue to liaise with the First Responders Group and, at the request of Cllr Kamara, the local Clinical Commissioning Group - any progression to be reported back to Cllrs. The Employee Panel to meet immediately before the next meeting in order to complete the Clerk's annual appraisal. In respect of the future funding of verge cutting, the Clerk to respond to TDC stating that Cllrs felt that the method used to calculate the proposed contribution from each Parish Council was not equitable. In the absence of a more suitable proposal, the Council would have to consider fewer cuts per year (from seven to five) on a trial basis.



6.	<p><b>County Councillor's report on Surrey County Council (SCC) activities</b>          In the absence of County Cllr David Lee, no report was provided.</p>
7.	<p><b>District Councillors' reports on Tandridge District Council (TDC) activities</b>          District Cllr Gray reported that he was a member of the TDC Housing Committee and that he was interested in the Douglas Brunton Centre particularly as TDC were proposing a consultation on the Centre's future use. He was concerned that without careful consideration some of the current activities, such as day-care services, could be lost. On a separate issue, Cllr Gray raised the subject of TDC's goal to expand its Council House building program.          District Cllr Lee was absent and no report was provided.</p>
8.	<p><b>Planning</b>          RESOLVED: In respect of the planning application carried over from the last meeting:</p> <ul style="list-style-type: none"> <li>• <b>2018/1325</b> - Former Gadoline House, 2 Godstone Road, Whyteleafe CR3 0EA          Cllrs objected to this proposal. In light of increasing patient numbers and the challenges facing the local surgery in respect of available space at its current site, Cllrs wished to see the option for a larger Clinical Commissioning Group (CCG) building retained at 2 Godstone Road. Cllrs remarked that the justification for a CCG facility at the proposed site had strengthened since the original planning approval several years ago.</li> </ul> <p>RESOLVED: In respect of the eight planning applications notified since the Council's last meeting:</p> <ul style="list-style-type: none"> <li>• <b>2018/1722</b> - 40 Salmons Lane, Whyteleafe CR3 0AN          Cllrs had no wish to object or comment.</li> <li>• <b>2018/1720/TPO</b> - Whyteacre, Court Bushes Road, Whyteleafe CR3 0BG          Cllrs had no wish to comment.</li> <li>• <b>2018/1669</b> - 51 Hillbury Road, Warlingham CR6 9TH          Cllrs had no wish to object or comment.</li> </ul>
	<p><i>Cllr Cheetham declared a Disclosable Pecuniary Interest in respect of the next application and temporarily left the meeting while the item was discussed.</i></p>
	<p><b>2018/1656/TPO</b> - Elizabeth Court, Whytebeam View, Whyteleafe CR3 0AU          Cllrs had no wish to comment.</p>
	<p><i>Cllr Cheetham rejoined the meeting at this point.</i></p>
	<p><b>2018/1601/NH</b> - 87 Whyteleafe Hill, Whyteleafe CR3 0AJ          Cllrs had no wish to comment.</p> <p><b>2018/1483</b> - 3 Regents Close, Whyteleafe CR3 0AH          Cllrs had no wish to object or comment.</p> <p><b>2018/1435</b> - 37 Tithepit Shaw Lane, Warlingham CR6 9AS          Cllrs had no wish to object or comment.</p> <p><b>2016/1514/Cond2</b> - 100 to 108 Godstone Road, Whyteleafe CR3 0EB          Cllrs had no wish to comment.</p> <p>RESOLVED: In respect of the following pending application:</p> <ul style="list-style-type: none"> <li>• <b>2018/1292</b> - Part single/part two storey side and rear extension (amended plans).          Cllrs wished to object on the same basis as the original application - for reasons of a potential loss of amenity for neighbours and that the size of the proposed extension was over-development and out of character for the location.</li> </ul>



	<p>NOTED: No other pending applications, recent TDC decisions and/or appeals were discussed.</p> <p>ACTION: The Clerk to advise TDC of the Council's comments in respect of the above applications.</p>
	<p><i>Cllr Kamara temporarily left the meeting.</i></p>
<b>9.</b>	<p><b>Finance</b></p> <p>ACTION: The Clerk to circulate details of the Council's bank balances after the meeting.</p> <p>NOTED: Cllrs to consider items for the 2019/20 budget to enable the Clerk to prepare a draft budget prior to the November meeting.</p>
<b>10.</b>	<p><b>Audit</b></p> <p>NOTED: Cllrs acknowledged the external auditor's report for the year ending 31 March 2018 and that no concerns had been raised. RESOLVED: As a result, no follow-up action was considered necessary. ACTION: The Clerk to issue the statutory 'Notice of Conclusion of Audit' on the Council's notice boards and website.</p>
	<p><i>Cllr Kamara rejoined the meeting.</i></p>
<b>11.</b>	<p><b>Environmental Enhancements</b></p> <ul style="list-style-type: none"> <li>• RESOLVED: To accept the quotation for winter hanging baskets at the village entry signs (A22) at a cost of £260 (+VAT) for the supply of planted baskets and aftercare from October to May 2019. To approve a maximum of £50 for plants for the decorative trough in the centre of Whyteleafe.</li> <li>• ACTION: Cllrs to attend the next Whyteleafe Litter Pick, in and around the Community Garden on Whyteleafe Hill, on Sunday 23 September.</li> <li>• The Clerk to undertake a site visit with the Christmas Lights contractor in order to consider suitable locations for additional lights. Cllr Rose and Rudland to attend, if available.</li> </ul>
<b>12.</b>	<p><b>Transport (including highways)</b></p> <ul style="list-style-type: none"> <li>• ACTION: Cllr Cheetham to attend the next East Surrey Transport Committee meeting.</li> <li>• RESOLVED: To agree the On-Street Parking Enforcement Survey response prepared by the Clerk. ACTION: The Clerk to send to TDC.</li> </ul>
<b>13.</b>	<p><b>Neighbourhood Plan</b></p> <p>Cllrs expressed their gratitude for the presentation by Jeremy Webster and Annette Evans prior to the start of the meeting - they had given Cllrs a brief synopsis of the project, the financial requirements and future work needed to get the draft Neighbourhood Plan to referendum. ACTIONS: Cllrs to consider the Village Council's future financial contribution at the next meeting.</p> <p>NOTED: No Cllr was available to attend the next CR3 Forum Steering Group meeting.</p>
<b>14.</b>	<p><b>Councillor vacancy</b></p> <p>The Clerk reported that a potential candidate had come forward but that they did not qualify as they had lived in the area for only a few months (the minimum qualifying period is twelve months). ACTIONS: The Clerk to contact another individual who had expressed interest in the Village Council and to continue advertising the Cllr vacancies via the Council's notice boards and website.</p>



<b>15.</b>	<b>Events (public) and meetings of Outside Bodies.</b> <ul style="list-style-type: none"> <li>RESOLVED: To approve expenditure of £35 in respect of a floral tribute to be laid on behalf of the residents of Whyteleafe at the Battle of Britain ceremony at St Luke's Church on 16 September. ACTIONS: Cllrs Cheetham and Rudland to attend and the Clerk to purchase the floral tribute.</li> <li>NOTED: Cllr Rose to attend the Tandridge Local Committee meeting on 19 September, subject to work commitments.</li> </ul>
<b>16.</b>	<b>Training</b> NOTED: None.
<b>17.</b>	<b>Payments</b> RESOLVED: To approve the list of payments totalling £1,260.36 (see Appendix 1 - Schedule of Payments). ACTION: The Clerk to dispense payments.
<b>18.</b>	<b>Next Council Meeting</b> NOTED: The next ordinary meeting to take place on Monday, 8th October 2018 at St Luke's Church, Whyteleafe Hill, Whyteleafe.
	<b>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960</b> NOTED: None

### Appendix 1 - Schedule of Payments

Chq No.	Payee	Amount £	Comments
184	The Society of Local Council Clerks (SLCC)	100.00	Registration with SLCC for the Certificate in Local Council Administration (CiLCA).
185	Simon Bold	614.73	Clerk's salary, office allowance and expenses (e.g. Council's phone).
186	Surrey Pension Fund	165.63	Clerk's Pension - employee and employer contributions for August 2018
187	A Siddall	105.00	Community Garden monthly maintenance and additional mowing in August 2018.
188	PCC of St Luke Whyteleafe	15.00	Hall Hire (September meeting)
189	East Surrey Transport Committee	20.00	Annual affiliation 2018/19
190	PKF Littlejohn LLP	240.00	External audit services and report for year ending 31 March 2018.
	<b>TOTAL</b>	<b>£1,260.36</b>	