



**Minutes of the Council meeting (no. 202) held on
 8th October 2018 at St Luke's Church, Whyteleafe, CR3 0AA**

Councillors (Cllrs) present:

Cllr Celia Rudland (Chair)
 Cllr David Lee and
 Cllr Beth Rose

Attending:

4 visitors (all part)
 District Cllr Jeffrey Gray

In attendance:

Simon Bold (Clerk)

Meeting opened at **7:55pm** and closed at **9:40pm**

1.	Chair to open the meeting Cllr Rudland opened the meeting.
2.	Apologies for absence NOTED: Cllrs John Cheetham and Fatima Kamara had provided apologies prior to the meeting.
3.	Code of Members' Conduct NOTED: 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 additional roles as a Cllr of both Tandridge District Council (TDC) and Surrey County Council (SCC). No Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of any item on the agenda.
4.	Acceptance of last minutes RESOLVED: To approve the minutes of the meeting held on 10th September 2018 which the Chair then signed. ACTION: The Clerk to display the minutes on the Council's notice boards and website.
5.	Clerk's Report The Clerk provided a summary of correspondence and new consultations since the last meeting and Cllrs briefly reviewed these items. NOTED: In respect of the consultation by TDC of their housing priorities, Cllrs felt that it was inappropriate for the Council to respond, on this occasion, as a response may not be a fair representation of the wider views of local residents. ACTIONS: The Clerk confirmed that as part of the Council's efforts to improve the appearance of Whyteleafe, he was due to meet with TDC to discuss the poor condition of many of the litter bins in central Whyteleafe. In addition, the Clerk to continue to look at, with the assistance of a local resident who had kindly offered to help, aspects of community resilience relevant to Whyteleafe and to report in due course. NOTED: The Clerk to attend the forthcoming Clerks' Technical Networking Day and to pass details of a Basic Tree Surveying training day to Cllr Rudland who, if available, to attend. The cost of both courses, £80 and £155 (excl. VAT) were within the amount of available funds from the Council's training budget. ACTION: The Clerk to see if joint funding might be available for the Technical Networking Day from his other employer. NOTED: No attendees available for the Surrey Association of Local Councils' AGM but the Clerk will attend, on behalf of another Parish Council, in any case.



	ACTION: The Clerk's appraisal to be completed by members of the Council's Employee Panel prior to the next Council meeting.
6.	<p>County Councillor's report on Surrey County Council (SCC) activities County Cllr David Lee reported that financial pressures at the County Council meant that further reviews of its services across many areas of responsibility would take place. He added that he found the current situation very concerning. County Cllr Lee confirmed that he planned to use this year's Members Highways Allowance on several schemes including bollards on the Godstone Road, the clearing of vegetation on the verges of Succombs Hill and the pathway along Tithepit Shaw Lane. He reported that he had attended the last Tandridge Local Committee and that nothing of specific relevance to Whyteleafe had been discussed.</p>
7.	<p>District Councillors' reports on Tandridge District Council (TDC) activities District Cllr Jeffrey Gray reported on matters that had been raised at Committee meetings he had recently attended. In respect of Planning, he confirmed that despite raising concerns about a planning case on Whyteleafe Hill, the Planning Committee had decided to approve. In respect of the Douglas Brunton Centre, despite his reservations, the TDC Housing Committee had instigated a consultation on the future use of the Centre.</p>
8.	<p>Planning</p> <ul style="list-style-type: none"> • To review five applications notified since the Council's last meeting: <ul style="list-style-type: none"> 2018/1815 - 44 Salmons Lane, Whyteleafe CR3 0AN Cllrs had no wish to object or comment. 2018/1813 - 44 Salmons Lane, Whyteleafe, CR3 0AN Cllrs had no wish to object or comment. 2018/1793 - 16 Station Road, Whyteleafe, CR3 0EP Cllrs had no wish to object or comment. 2018/1492 - 26 to 32 Godstone Road, Whyteleafe, CR3 0EA Cllrs had no wish to object or comment. 2018/1497 - 3 Stuart Road, Warlingham, CR6 9JH Cllrs commented that the details supplied did not appear to clearly show the proposal in its setting and that this made it difficult to tell how much the proposed dwelling would overlook neighbouring properties. In addition, concerns were raised about the dominance of a (two-storey) property built at the front boundary of the site, unlike existing dwellings which were set back from the road, and that this could adversely impact the character of the road and possibly set an unwelcome precedent. <p>ACTION: The Clerk to advise TDC of the Council's comments in respect of the above applications.</p> <ul style="list-style-type: none"> • NOTED: The TDC Planning Committee had approved the planning application 2018/1292 (28 Whyteleafe Hill), despite objections by the Village Council. • Cllrs remarked that the cessation of the printing of A1 plans by TDC during October was a cause for concern. The Council did not have any facility (such as large screens, a Wi-Fi enabled meeting room or in-house printing larger than A3) to enable the shared viewing of complex plans. Cllrs acknowledged that these limitations would also apply to many local residents. ACTION: Cllrs to review the situation at the end of October and, in the meantime, to consider what might be done to help resolve this problem if TDC were to permanently cease printing plans at A1 size.



	<ul style="list-style-type: none"> NOTED: Cllr Lee confirmed that the first meeting of the TDC Community Infrastructure Levy (CIL) Committee had been postponed and so Cllrs agreed to defer any discussion about the appropriate use of CIL funds.
9.	<p>Finance</p> <ul style="list-style-type: none"> NOTED: The Clerk reported the Council's bank balances as at 30 September 2018 as follows: Current Account £79,731.21 and the Reserve Account £26,998.38. These figures reflected the receipt of the final precept instalment of the year and included a total of £38,065 of CIL funds and £17,250 of (remaining) earmarked reserves. RESOLVED: To approve the Council's financial statement for the period ending 30 September 2018 (Q2) which Cllr Rose signed along with the bank statements and bank reconciliation after the paperwork had been checked and verified. NOTED: The Clerk had provided, prior to the meeting, a variance report based on the Q2 Financial Statement which Cllrs reviewed. RESOLVED: To re-appoint the Internal Auditor for the year ending 2018/19. ACTION: Cllrs agreed to hold an informal budget discussion in mid-November in order that the Clerk could provide a draft budget at the December meeting.
10.	<p>Grants</p> <p>One grant application had been received by the Clerk and circulated to Cllrs prior to the meeting. As a result, Cllrs RESOLVED to grant £388 (as requested) in respect of St Catherine's Hospice (<i>Local Government Act 1972, s137</i>) towards equipment for use during the Charity's home visits in Whyteleafe. ACTION: The Clerk to dispense this payment (see Appendix 1: Schedule of Payments) and notify the applicant in writing.</p>
11.	<p>Environmental Enhancements</p> <ul style="list-style-type: none"> RESOLVED: To approve expenditure of £50 towards low growing spring bulbs (e.g. snowdrops) to be planted at the Whyteleafe roundabout. ACTION: Cllr Rudland to investigate prices and suppliers. RESOLVED: In respect of festive lights, Cllrs agreed expenditure (in accordance with the Council's budget) towards five new power connections and additional festive motifs for attachment to street lamps in the heart of Whyteleafe. NOTED: The Clerk reported that in response to his request to consider lights near Well Farm Heights, Skanska had advised that this stretch of road presented difficulties and that they did not recommend installations in this particular location. <p>In response to the Clerk's enquiries, SCC Highways could not guarantee to install power to any of the additional lighting columns before the festive season. ACTIONS: The Clerk to arrange the relevant attachment licence from SCC Highways and to monitor and chase up progress if needed. The Clerk to also keep the supplier of the festive lights updated.</p> <ul style="list-style-type: none"> ACTION: Cllrs agreed to hold the next Litter Pick on either the 27th or 28th October. The Clerk to liaise with other Cllrs and volunteers and confirm the date to all within the next week. NOTED: The Clerk reminded Cllrs of the need for the Council to periodically conduct tree surveys on its land. ACTION: To be reviewed at a future meeting once Cllr Rudland had considered the Basic Tree Surveying training course (see item 5).
12.	<p>Transport (including highways)</p> <ul style="list-style-type: none"> NOTED: Cllr Cheetham had not attended a meeting of the East Surrey Transport



	<p>Committee since the last Council meeting.</p> <ul style="list-style-type: none"> With respect to TDC's current proposal with respect to funding of highways verge cutting, Cllrs discussed and queried the details of a map provided by TDC showing areas of roadside verge (and hedgerow) currently cut by SCC Highways. ACTION: The Clerk to send additional comments (to those sent following the last Council meeting) to TDC requesting that, in future, any cutting be clearly documented by the contractor to show schedules of cutting, maps and confirmation of completed work. ACTION: The Clerk and Cllr Cheetham to attend the next winter preparations meeting with representatives of adjacent Parish Councils.
13.	<p>Caterham, Chaldon and Whyteleafe Neighbourhood Plan</p> <ul style="list-style-type: none"> NOTED: The Clerk had circulated a copy of the external consultant's recommendations, with respect to the progression of the draft Neighbourhood Plan, which Cllrs acknowledged. RESOLVED: In response to a request from the Chairman of the CR3 Forum Steering Group for funding, Cllrs approved a contribution of £1,800 towards the additional costs of bringing the draft Plan to conclusion. NOTED: A similar contribution will be made by the other Parish Councils participating in this project and the Council would fund £750 from its current Neighbourhood Plan budget and £1,050 from general reserves. ACTION: The Clerk to dispense payment to the Neighbourhood Plan accountable body - Caterham on the Hill Parish Council.
14.	<p>Events (public) and meetings of Outside Bodies.</p> <p>Subject to their availability, either Cllr Rudland (as Chairman) or Cllr Cheetham (as Vice-Chairman) to represent the Council at the Remembrance Day service at St Luke's Church, Whyteleafe Hill and lay a wreath on behalf of the village (Cllr Lee will also be present on behalf of TDC). RESOLVED: To obtain a wreath from the Royal British Legion by making a donation of £40.00.</p> <p>NOTED: No plans were made for a Cllrs' surgery.</p>
15.	<p>Payments</p> <p>RESOLVED: To approve the list of payments totalling £3,571.00 (see Appendix 1 - Schedule of Payments) which included the payments approved under items 10 and 13 above. ACTION: The Clerk to dispense payments.</p>
16.	<p>Next Council Meeting</p> <p>NOTED: The next ordinary meeting to take place on Monday, 12th November 2018 at St Luke's Church, Whyteleafe Hill, Whyteleafe at which Cllrs to nominate one of the 'Business Plan' topics for discussion at the December meeting.</p>
	<p>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960.</p> <p>NOTED: None.</p>

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Appendix 1 - Schedule of Payments

Chq No.	Payee	Amount £	Comments
191	Simon Bold	789.24	Clerk's salary, office allowance and expenses for September 2018.
192	Surrey Pension Fund	176.59	Clerk's Pension - employee and employer contributions for September 2018
193	HM Revenue & Customs	297.17	PAYE (Tax & NI) for Q2 of 2018/19
194	A Siddall	105.00	Community Garden monthly maintenance and additional mowing in September 2018.
195	PCC of St Luke Whyteleafe	15.00	Hall Hire (October meeting)
196	St Catherine's Hospice	388.00	Grant payment (<i>Local Government Act 1972 s.137</i>)
197	Caterham on the Hill Parish Council	1,800.00	Funding of Neighbourhood Plan - payment to accountable body (<i>LGA s.142</i>)
	TOTAL	£3,571.00	