



**Minutes of the Council meeting (no. 206) held on  
 11th February 2019 at St Luke's Church, Whyteleafe, CR3 0AA**

**Councillors (Cllrs) present:**

Cllr Celia Rudland (Chairman),  
 Cllr John Cheetham and  
 Cllr David Lee

**Attending:**

none

**In attendance:**

Simon Bold (Clerk)

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

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| <b>1.</b> | <b>Chair to open the meeting</b><br>Cllr Rudland opened the meeting.  |    |
| <b>2.</b> | <b>Apologies for absence</b><br>NOTED: Cllrs Fatima Kamara and Beth Rose had provided their apologies prior to the meeting.   |    |
| <b>3.</b> | <b>Code of Members' Conduct</b><br>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 at Tandridge District Council (TDC) and a Cllr of Surrey County Council (SCC).<br>No 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><br>RESOLVED: To approve the minutes of the 14th January 2019 meeting which the Chair then signed. ACTION: The Clerk to display the minutes on the Council's notice boards and website.  | SB |
| <b>5.</b> | <b>Planning</b><br>a) RESOLVED: In respect of the one application carried over and four new applications:<br><b>2019/3</b> - 24 Stuart Road, Warlingham, CR6 9JH<br>Cllrs raised concerns about the height of the proposed development at the front of the property boundary and its potential impact on the street-scene. Cllrs added that if the Planning Officer is minded to approve, that any windows overlooking neighbouring properties use obscured glazing and that the new building be made ancillary to the main dwelling.<br><b>2019/131</b> - 11 Torwood Lane, Whyteleafe, CR3 0HD<br>Cllrs had no wish to object or comment.<br><b>2019/120</b> - 42 Salmons Lane, Whyteleafe, CR3 0AN<br>Cllrs had no wish to object or comment.<br><b>2019/83</b> - 7 Court Farm Road, Warlingham, CR6 9BL<br>Cllrs had no wish to object or comment.<br><b>2019/26/NH</b> - 48 Salmons Lane, Whyteleafe, CR3 0AN<br>Cllrs had no wish to comment.<br>ACTION: The Clerk to advise TDC of the Council's comments in respect of the above applications. | SB |



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|    | <p>In respect of:<br/> <b>2018/2507/TPO</b> - Whitegates, Court Bushes Road, Whyteleafe, CR3 0BX<br/>         NOTED: Information about this application was not available on the TDC Planning Portal (website). ACTION: The Clerk to alert TDC of their on-line system error.</p> <p>b) NOTED: The Council had raised concerns about planning application 2018/2307 (209 Godstone Road) at the last meeting. TDC had subsequently refused the application.</p> <p>c) Cllrs briefly discussed projects that may be suitable for Community Infrastructure Levy (CIL) funding. NOTED: Nothing conclusive agreed.</p>  | SB  |
| 6. | <p><b>Business Plan</b></p> <p>a) Environmental Enhancements</p> <ul style="list-style-type: none"> <li>• NOTED: Cllrs were aware of work to install high kerbs at the roundabout in the centre of Caterham and wished to note the success of this scheme (in protecting the roundabout from damage) over the coming months to see if a similar scheme might benefit Whyteleafe roundabout.</li> <li>• ACTION: The Clerk to chase up UK Power Networks for their response to the Council's request to improve the appearance of the sub-station next to the Community Garden on Whyteleafe Hill.</li> <li>• RESOLVED: In respect of the hedge between the Community Garden and the electricity sub-station, Cllrs agreed a maximum of £150 to employ a contractor to refurbish the existing hedge (hard pruning and soil enrichment). ACTION: The Clerk to advise the groundwork contractor on this basis and Cllrs to monitor the situation for the remainder of the growing season.</li> <li>• NOTED: The Clerk reported that he had spoken and then written to SCC Highways about creating procedures to enable the prompt removal of illegal fly-posters and advertising banners from street furniture around the main focal points in Whyteleafe. He was waiting to receive a formal response from Highways Officers but in the meantime continued to report to SCC (on-line) unsightly fly-posting. ACTION: The Clerk to update Cllrs at the next meeting.</li> <li>• RESOLVED: The Clerk had circulated a survey of litter bins in central Whyteleafe with proposals to replace twelve bins and install four new bins. Cllrs agreed that the outcome should be two-fold - to improve the appearance of Whyteleafe and to reduce the amount of litter dropped. Cllrs agreed that a maximum contribution of £3,200 (<i>Litter Act 1983, s5.6</i>) be offered to TDC from the Council's environmental enhancements budget. ACTION: The Clerk to submit the Village Council's survey to Piers Mason, Strategic Director of Place at TDC (copied to local District Cllrs) with the Council's proposal for the wholesale replacement of bins in central Whyteleafe. NOTED: Cllrs wished to see a second and third phase to this project, covering the southern and northern stretches of the Godstone Road over the remainder of the year.</li> <li>• NOTED: Details of the next Litter Pick were confirmed for the 24th February 2019 at noon.</li> </ul> <p>b) Community Resilience</p> | <p>ALL</p> <p>SB</p> <p>SB<br/>ALL</p> <p>SB</p> <p>SB</p> <p>ALL</p> |



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|     | <p>Cllrs Rudland and Cheetham, as well as the Clerk, had met representatives from SCC and TDC in January to discuss the subject of Community Resilience in Whyteleafe. As a result, Cllrs reviewed and discussed the 'Resilience Plan Consideration Checklist' and 'Surrey Community Risk Register' from the perspective of Whyteleafe.</p> <p>ACTIONS: The Clerk to send the results of this discussion to both SCC and TDC for comments and further advice. Cllrs to provide the Clerk with details of local community groups that may be able and willing to help with further community resilience work. The Clerk to ask TDC for assistance with respect to contacting local business who may be in a position to offer specific support in certain circumstances (e.g. temporary storage of equipment).</p>  | <p>SB<br/>ALL<br/>SB</p>                                   |
| 7.  | <p><b>Newsletter</b><br/>         RESOLVED: To agree, subject to one change, the draft newsletter circulated by the Clerk prior to the meeting. In addition, to agree the cost of production of £468 and distribution £66 (<i>Local Government Act 1972, s142</i>). ACTION: The Clerk to issue the newsletter for printing.</p>  | <p>SB</p>  |
| 8.  | <p><b>Events (public) and meetings of Outside Bodies.</b><br/>         NOTED: Cllrs had no wish to raise a question, on this occasion, for the forthcoming Tandridge Local Committee meeting in March. ACTION: The Clerk to attend the next TDC Parish Assembly on behalf of the Council.</p>  | <p>SB</p>  |
| 9.  | <p><b>Clerk's Report</b></p> <p>a) ACTION: Cllr Cheetham and the Clerk to progress discussions with the Caterham First Responders about obtaining a defibrillator for Whyteleafe.<br/>         NOTED: Cllr Cheetham reported that he currently had no proposals for community events at the Community Garden and asked other Cllrs for suggestions.</p> <p>b) The Clerk reminded Cllrs of correspondence circulated since the last meeting and highlighted forthcoming training opportunities including those provided by the Surrey Association of Local Councils. ACTION: Cllrs to advise the Clerk of any training event(s) they wish to attend.<br/>         RESOLVED: In respect of the Clerk's training, Cllrs agreed to the Clerk's attendance of the Society of Local Council Clerks regional training seminar in March (costing a maximum of £80+VAT). The Clerk to book and attend.<br/>         ACTION: The Clerk to circulate details of the National Pay Scales (applicable to Parish Council Clerks) effective 01 April 2019.</p> <p>c) RESOLVED: To agree the revised Grant Scheme Application Form which had been circulated by the Clerk prior to the meeting. ACTION: The Clerk to ask the Council's webmaster to upload this latest version (v.8) to the Council's website.</p> | <p>JC<br/>SB<br/>ALL<br/><br/>ALL<br/>SB<br/>SB<br/>SB</p> |
| 10. | <p><b>Payments and expenditure</b><br/>         RESOLVED: To approve the list of payments totalling £1,544.29 (see Appendix 1 - Schedule of Payments). ACTION: The Clerk to dispense payments.</p>   | <p>SB</p>  |
| 11. | <p><b>Next Council Meeting</b></p> <p>a) NOTED: The next meeting to take place on Monday, 11th March 2019 at St Luke's Church, Whyteleafe Hill. ACTION: The Clerk to circulate the dates of future meetings to Cllrs (March 2019 to April 2020).</p>   | <p>SB</p>  |



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|            | b) NOTED: The Annual Parish Meeting to take place on Wednesday 20th March 2019. ACTION: The Clerk to issue the notice and agenda nearer the time. | SB |
| <b>12.</b> | <b>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960</b><br>NOTED: None.  |    |

### Appendix 1 - Schedule of Payments

| <b>Chq No.</b> | <b>Payee</b>                             | <b>Amount<br/>£</b> | <b>Comments</b>   |
|----------------|--|---------------------|---|
| 222            | Surrey County Playing Fields Association | 10.00               | Affiliation fee for 2018/19.  |
| 223            | Simon Bold                               | 877.57              | Clerk's salary, office allowance, and expenses claimed for January 2019.          |
| 224            | Surrey Pension Fund                      | 201.83              | Clerk's Pension - employee and employer contributions for January 2019            |
| 225            | A Siddall                                | 55.00               | Community Garden monthly maintenance in January 2019.                             |
| 226            | PCC of St Luke Whyteleafe                | 15.00               | Hall hire in February 2018  |
| 227            | Glasdon UK Limited                       | 34.49               | Salt spreader replacement parts (timing and spinner belts)                        |
| 228            | Tandridge District Council               | 284.40              | Additional street cleaning in Whyteleafe (December '18 to January '19 inclusive). |
| 229            | Caterham Publishing Limited              | 66.00               | Distribution of Spring 2019 newsletter  |
|                | <b>TOTAL</b>                             | <b>£1,544.29</b>    |   |