



**Minutes of the Council meeting (no. 209) held on  
 13th May 2019 at St Luke's Church, Whyteleafe, CR3 0AA**

**Councillors (Cllrs) present:**

Cllr Celia Rudland (Chairman),  
 Cllr John Cheetham, Cllr David Lee and  
 Cllr Jamshid Zack (part).

Meeting opened at **7:45pm** and closed at **9:27pm**

**Attending:**

District Cllr Jeffrey Gray

**In attendance:**

Simon Bold (Clerk)

<b>1.</b>	<p><b>To elect Chairman of the Council</b>          RESOLVED: Cllr Rudland stood for election which Cllr Cheetham seconded. Cllrs voted, by show of hands, Cllr Rudland as Chairman. Cllr Rudland completed a Declaration of Acceptance of Office. ACTION: The Clerk to notify the Surrey Association of Local Councils (SALC), Tandridge District Council (TDC) and the external auditor of this appointment.</p>
<b>2.</b>	<p><b>To elect Vice-Chairman of the Council</b>          RESOLVED: Cllr Cheetham stood for election which Cllr Lee seconded. Cllrs voted, by show of hands, Cllr Cheetham as Vice Chairman. Cllr Cheetham completed a Declaration of Acceptance of Office. ACTION: The Clerk to notify TDC.</p>
<b>3.</b>	<p><b>Co-option</b>          Prior to the meeting, the Cllrs present had met with a co-option candidate to discuss the role of Village Councillor.          a) RESOLVED: After a brief discussion, Cllrs unanimously voted, by show of hands, to co-opt Jamshid Zack to the Council.          b) NOTED: New Cllr Zack completed a Declaration of Acceptance of Office and joined the meeting. ACTIONS: Cllr Zack to complete a Notification of Interests Form within 28 days. Once received, the Clerk to notify TDC of this appointment.          c) ACTION: Cllr Zack to consider a suitable date to attend new Councillor training provided by SALC and to let the Clerk know so that a booking can be secured.</p>
<b>4.</b>	<p><b>Apologies for absence</b>          NOTED: Cllrs Fatima Kamara and Beth Rose had provided their apologies.</p>
<b>5.</b>	<p><b>Code of Members' Conduct</b>          NOTED: The Clerk confirmed that no Cllr had made a change to their Notification of Disclosable Pecuniary &amp; Other Interests since the last meeting. Cllr Lee confirmed his additional roles as a Cllr of 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.</p>
<b>6.</b>	<p><b>Acceptance of last minutes</b>          RESOLVED: To approve the minutes of the meeting of 8th April 2019 which the Chair then signed. ACTION: The Clerk to display the minutes on the Council's notice boards and website.</p>
<b>7.</b>	<p><b>Review of delegation arrangements for committees, sub-committees, employees and other local authorities</b>          NOTED: The Council has no delegated arrangements via committee, sub-committee or with any other local authority. RESOLVED: In respect of the Employee Panel, it was</p>



	agreed that Cllrs Cheetham, Rose and Rudland continue to be the representatives for the coming year. With respect to delegation to the Council's employee, it was agreed that the Clerk continue to sign the bi-monthly agreement with TDC with respect to the additional road sweeping contract, subject to the periodic approval of the scheme by full Council (or immediately if either the Parish Council or TDC wish to amend the terms).
<b>8.</b>	<b>Review of arrangements with other local authorities.</b> RESOLVED: To continue the additional road sweeping contract with TDC.
<b>9.</b>	<b>Standing Orders and Financial Regulations</b> RESOLVED: To approve the Standing Orders circulated prior to the meeting. ACTION: The Clerk to circulate a copy of the Council's Financials Regulations for review and approval at the next meeting.
<b>10.</b>	<b>Review of Outside Bodies</b> NOTED: Cllr Cheetham to continue as the Council's representative on the East Surrey Transport Committee (ESTC). Cllr Rudland to continue as the Council's representative on the West Wickham, Spring Park and Coulsdon Commons Consultation Group (formerly the Coulsdon Commons Consultative Committee) and the Council's representative at the SALC Annual General Meeting. RESOLVED: Cllrs Kamara, Lee and Rudland to share being the Council's representatives with respect to the Whyteleafe Flood Group. ACTION: The Clerk to advise SALC.
<b>11.</b>	<b>Asset Register</b> NOTED: The Council had last updated and approved the Asset List in March 2019. The Clerk advised that nothing required change. ACTION: None required.
<b>12.</b>	<b>Insurance</b> The Clerk reported on the terms of the Council's existing long-term insurance agreement. NOTED: No change of terms appeared necessary at this point - the beginning of the third and last year of the current agreement. RESOLVED: To approve the premium expenditure of £327.01 (including IPT) for the year commencing 1 June 2019. ACTION: The Clerk to complete the paperwork and instruct the insurance Broker to proceed.
<b>13.</b>	<b>County Councillor's report on Surrey County Council (SCC) activities</b> Surrey County Cllr David Lee confirmed that he will ask SCC Highways to undertake a feasibility study, in response to a request by the Village Council, to create a section of pavement at the Salmons Lane end of Church Road. He would provide the results to the Council once available.
<b>14.</b>	<b>District Councillors' reports on Tandridge District Council (TDC) activities</b> District Cllr Jeffrey Gray summarised the results of the recent District Council elections and reported that TDC Cllrs were due to attend the Annual Meeting at which the future organisation of the District Council, including the roles and responsibilities of individual Cllrs, would be established. In addition, District Cllr Gray provided details of various local issues he was currently working on. District Cllr Lee had nothing to add.
<b>15.</b>	<b>Planning</b> NOTED: No planning applications had been notified since the last meeting. a) Cllrs had no issue with TDC's proposal to cease consultation in respect of Lawful Development Certificates (informative notices only). b) The Clerk provided a brief verbal summary of planning application approvals by TDC since the last meeting. Cllrs raises no questions or queries. Cllr Lee advised that



	the outcome of planning application 2018/1325, Gadoline House (a proposal to replace the Clinical Commissioning Group building with affordable housing) remained unresolved.
<b>16. Finance</b>	NOTED: The Clerk reported the Council's bank balances as follows: Current Account £43,153 and the Reserve Account £60,184. These balances included Community Infrastructure Levy (CIL) funds of £41,932 and £12,250 of earmarked reserves. The Clerk also confirmed that since the 1st April, the Council had made payments of £5,729.56 and received £19,417, the latter made up of the first half-year precept instalment (£19,357) and interest (£60).
<b>17. Internal Audit</b>	NOTED: The Internal Auditor's report for 2018/19 and that no issues of concern had been raised. ACTION: None required.
<b>18. External Audit - Section 1 Annual Governance Statement 2018/19</b>	Cllrs reviewed the Governance Statement. RESOLVED: To approve.
<b>19. External Audit - Section 2 Accounting Statements 2018/19</b>	Cllrs reviewed the Accounting Statements prepared by the Clerk (acting as Responsible Finance Officer). RESOLVED: To approve. ACTION: The Clerk to complete the remainder of the Council's Annual Governance and Accountability Return and submit it to the external auditor by 1 July 2019.
<b>20. Caterham, Chaldon and Whyteleafe Neighbourhood Plan</b>	ACTION: Cllr Cheetham to research possible venues in Whyteleafe that might be suitable to host a Neighbourhood Plan consultation event and provide the details to the Neighbourhood Plan Steering Group.
<b>21. Events (public) and meetings of Outside Bodies.</b>	ACTION: To hold the next Whyteleafe litter pick on the 23rd June 2019. NOTED: To litter pick next at Downsway and then Church Road.
<b>22. Transport (including highways)</b>	a) Cllrs discussed the Govia Thameslink Railway (GTR) Passenger Benefit Fund and suggested that the waiting room at Whyteleafe South be kept open for longer and that more seats along the platforms would also be beneficial. ACTION: To finalise suggestions at the next meeting. NOTED: Cllr Cheetham had asked the ESTC to obtain an explanation from Network Rail for the new fencing alongside Upper Warlingham Station on Westhall Road. b) Cllrs discussed the response from the local Highways Officer with respect to the Village Council's request to clear the soakaway at Whyteleafe Roundabout. Cllrs felt that the response was insufficient and did not reflect the importance of the junction and the risk to road users (the highway readily floods whenever it rains). ACTION: To raise this subject at the next Tandridge Local Committee seeking the clearance of the soakaway as a matter of priority. In addition, the subject of the inadequacy of the maintenance regime to be raised. The Clerk confirmed that the fly-tipping on Church Road had been removed by TDC.
<b>23. Clerk's Report</b>	a) ACTIONS: The Clerk to submit the completed Community Right to Bid application in respect of the Whyteleafe Tavern to TDC. This had been circulated to Cllrs prior to the meeting. The Clerk to meet with Jan Ward, Community Officer, Locality Team at TDC to



	<p>discuss a number of outstanding issues.</p> <p>b) The Clerk raised the topic of a recently launched consultation with respect to Mineral and Waste Plans by SCC. ACTION: None.</p> <p>c) RESOLVED: To adopt a Pension Discretions Policy (the defensive version as drafted by SCC Pensions) which had been circulated prior to the meeting.</p>
<b>24.</b>	<p><b>Payments</b></p> <p>RESOLVED: To approve the list of payments totalling £2,828.31 (see Appendix 1 - Schedule of Payments). ACTION: The Clerk to dispense payments.</p>
<b>25.</b>	<p><b>Next Council Meeting</b></p> <p>a) NOTED: The next meeting to take place on Monday, 10th June 2019 at St Luke's Church, Whyteleafe Hill.</p> <p>b) NOTED: The schedule of Council meetings through to and including May 2020.</p>
	<p><b>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960</b></p> <p>NOTED: None.</p>

### Appendix 1- Schedule of Payments

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>
245	Citizens Advice Caterham & Warlingham	1,000	Grant award ( <i>LGA 1972 s.137</i> ) approved at the Council meeting 8 April 2019.
246	Came & Company	327.01	Insurance policy premium (2019/20)
247	TVA (Tandridge Voluntary Action)	20.00	Annual membership (2019/20)
248	Peter Frost	106.60	Internal audit (year ending 31 March 2019)
249	Simon Bold	1,042.44	Clerk's salary and expenses claimed (inc SLCC membership) for April 2019.
250	Surrey Pension Fund	212.26	Clerk's Pension - employee and employer contributions for April 2019
251	A Siddall	105.00	Community Garden maintenance and additional grass cutting.
252	PCC of St Luke Whyteleafe	15.00	Hall hire for May 2019 Council meeting
	<b>TOTAL</b>	<b>£2,828.31</b>	